Exporting Grades to Banner/MyPortal

STEP ONE: GRADING SCHEME

In order for this to work properly, you must first have a Grading Scheme set up for your course.

- 1. Go to your course and click Settings.
- 2. In your Course Details tab, lick the **Enable Course Grading Scheme** checkbox.
- 3. Click the Set Grading Scheme link.
- 4. You will see the default Grading Scheme from Canvas.
 - If the scale works for you, click Done
 - If the scale does not work for you, click the **Edit Pencil** in the window to adjust your scale. Click **Save**, then click **Done**.

View/Edit Grading Scheme ×		
	Default Grading Scheme	🝳 Select Another Schume 🖋 😣
Name:	Range:	
А	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
В	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
С	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%
		manage grading schemes Done

5. Click **Update Course Details** at the bottom of the Settings page. If you go to your Gradebook, you should now see a letter grade next to the percentages in your total column.

Update Course Details



STEP TWO: EXPORT GRADES

- 1. If your gradebook looks correct in Canvas, click the **Settings Wheel** in the far right corner and select **Publish Grades to SIS.** Click **OK** in the window that appears.
- 2. Check your Grades in MyPortal/Banner to make sure they made it.
 - <u>Note:</u> You will need to manually enter Incomplete for any Incomplete students.
- 3. Please report any errors.

