Blackboard Learn 9.1

Banner Grade Submit: What you need to know if you don’t use Blackboard Grade Center.

Blackboard now has the functionality to submit grades to our Banner Student Information System. You can still use the tool even if you don’t use the Blackboard Grade Center.

1. Click on the Banner Grade Submit link under Course Tools in the Blackboard Control Panel.

2. Click on the Midterm or Final Grades button on the navigation menu.

3. On the Midterm and Final Grades pages, you’ll have an option to enter grades or to populate based on the External Grade set in the Grade Center. Since you are not using Blackboard to calculate grades, click in the cell next to each student’s name and enter the letter grade they earned.
One you are satisfied the grades are correct, click the Submit Grades button and the grades will be sent to Banner. You can correct grades as needed until the grades are “rolled” by the Registrar’s office at which time they are not editable.

**Note:** if you have had sections merged, you will have additional options in the menu for “Visible Groups”. When your sections are merged we will create a group for each section so you can work with each section individually. In the event that you are co-teaching with another instructor. Each instructor must submit the grades for the section they are assigned to teach. The system will not permit user other than the Banner assigned instructor to submit grades for a section/class.