Posting Final Grades

As you post final grades…

- Use standard grades. Standard grading mode is defined as a course in which A,B,C, D, F, or I can be earned.
- Use Pass(P) or Fail (F) grades for labs, seminars, etc. and/or courses that do not require standard grades. In some cases, the "L" grade is used as a passing grade for successfully completing laboratory courses as defined by the discipline.
- If a student has ***discontinued attending*** your class, please enter **XF** and the *last date of attendance* for that student.

GRADUATE COURSE GRADING SYSTEM	UNDERGRADUATE COURSE GRADING SYSTEM
A = 90 -100	A = 90 -100
B = 80 – 89	B = 80 – 89
C = 70 – 79	C = 70 -79
F = Below 70	D = 60 -69
I = Incomplete	F = Below 60
P = Passing	I = Incomplete
	L – Pass, non-credit Lab Grade
	P = Pass *Honors Colloquium may receive HP (High Pass), P (Pass) or F (Fail).*

If a student has discontinued attending your class, please enter XF and the *last date of attendance* for that student.

INSTRUCTIONS FOR POSTING GRADES TO BANNER

Use CANVAS Protocol for posting grades if posting directly from CANVAS.

POSTING GRADES DIRECTLY INTO BANNER

1. Log into Panther Portal.
2. Select the "**Faculty/Advising**" button under the Main Menu.
3. Select "**Faculty Grade Entry**".
4. Post Term (202401) in Search box.
5. Select the section you wish to grade from the menu of available CRNs (You will see all sections for which you may enter final grades.)
6. To enter a grade for a student, select the appropriate grade from the final grade drop down menu. Select the options appropriate to the grade mode of the course. (Standard Grade – A, B, C, D, F, I or Pass/Fail – P, L or F.)
7. **When submitting an "I" – Incomplete Grade…**
    § Enter a default grade in case the student does not adhere to the deadline for completing coursework required. The default grade is the grade that the student would receive if the coursework is not completed.
    § Submit documentation to the department chair indicating the coursework to be completed.
8. **Post last date of attendance for each student receiving an "F" and/or an "I" grade(s).**
9. **Click Save at the bottom of the form to submit grades.**

For grading to be complete, you <u>must</u> submit a grade for every student on the list.

When posting grades to CANVAS, please be reminded that plus(+) and/or minus(-) grades are not included in the Clark Atlanta University Grading System.

How to Submit Grades to Banner in Canvas

Midterm	Final	Attendance			

Final

There are 75 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Midterm Grade	Last Attended Date
	92.50% (A-)	☐	A-	
	68.00% (D+)	☐	D+	
	87.50% (B+)	☐	B+	
	72.00% (C-)	☐	C-	

Using "Submit Grades to Banner"

- Click on "Submit Grades to Banner" in the course menu
- Tabs for Midterm and Final Grades
- Any "F" grades require a last date of attendance (final grade)
  - Enter date as mm/dd/yyyy
- Grade updates can be submitted through Canvas up until the grades roll (each night).

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BIOL-2320-01A Fall 2023 (30012)

Jump to Today   Edit

- anatsyllsum20.doc

Course Summary:

Date	Details	
Thu May 21, 2020	biol 2320 Exam 1	due by 11:59pm
Thu May 28, 2020	biol 2320 Exam 2	due by 11:59pm
Thu Jun 4, 2020	biol 2320 Exam 3	due by 11:59pm
Thu Jun 11, 2020	biol 2320 Exam 4	due by 11:59pm
Thu Jun 18, 2020	Final Exam	due by 11:59pm
	Final Exam	
	UCUR	

Course assignments are not weighted.

For Final Grades, ignore this column

For "F" Grades, a date of last attendance must be entered (MM/DD/YYYY)

Final Grades

There are 19 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final Grade	Extension Date	Last Attended Date
	100.00% (A)	☐	A-		
	93.33% (A-)	☐	A-		
	93.33% (A-)	☐	A-		
	95.00% (A)	☐	A-		
	-	☐			
	73.33% (C-)	☐	C-		
	100.00% (A)	☐	A		
	100.00% (A)	☐	A		
	100.00% (A)	☐	A		
	93.33% (A-)	☐	A-		
	80.00% (B-)	☐	B-		
	100.00% (A)	☐	A		
	100.00% (A)	☐	A		
	100.00% (A)	☐	A		
	100.00% (A)	☐	A		
	-	☐			

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Midterm   Final   Attendance

Final Grades

There were 2 unsuccessful submissions. See the errors below.

There are 2 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final Grade	Extension Date	Last Attended Date
	100.00% (A)	☑	A		
	93.33% (A-)	☑	A-		
	93.33% (A-)	☑	A-		
	95.00% (A)	☑	A		
	20.00% (F)	☐	F		

A last attend date is required for this grade.

Student Name	Current Grade	Submitted	Final Grade	Extension Date	Last Attended Date
	73.33% (C-)	☑	C-		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	93.33% (A-)	☑	A-		
	80.00% (B-)	☑	B-		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		

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Student Name	Current Grade	Submitted	Final Grade	Extension Date	Last Attended Date
	100.00% (A)	☑	A		
	93.33% (A-)	☑	A-		
	93.33% (A-)	☑	A-		
	95.00% (A)	☑	A		
	20.00% (F)	☑	F		06/05/2020
	73.33% (C-)	☑	C-		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	93.33% (A-)	☑	A-		
	80.00% (B-)	☑	B-		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	100.00% (A)	☑	A		
	-	☑	F		06/01/2020

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Percentage	Submitted	Grade	
78.00% (C+)	☐	C+	
75.00% (C)	☐	C	
100.00% (A)	☐	A	
97.50% (A)	☐	A	
44.00% (F)	☐	F	
93.00% (A)	☐	A	
72.50% (C-)	☐	C-	
78.00% (C+)	☐	C+	
89.00% (B+)	☐	B+	
96.00% (A)	☐	A	
86.50% (B)	☐	B	
85.00% (B)	☐	B	
82.50% (B-)	☐	B-	
75.00% (C)	☐	C	
72.00% (C-)	☐	C-	
68.00% (D+)	☐	D+	
49.50% (F)	☐	F	
86.50% (B)	☐	B	

Submit   Cancel

When you have completed grade entry, click Submit Grades at the bottom of the page.

Helpful Tips

- Make sure you enter zeros for any students who have not submitted assignments. Canvas will not count missing assignments in the percentage
- Last date of attendance (mm/dd/yyyy) is required for "F" grades
- Make sure the submitted column is checked after submitting successfully
- You can make changes to grades in Canvas until grades roll (nightly), then you will need to contact the Registrar's office
- Report any problems to support@cau.edu or online@cau.edu