

How to Submit Grades to Banner in Canvas

| Midterm | Final | Attendance | | | | |
|-----------|-----------|-----------------------------|---------------|-----------|---------------|--------------------|
| Final | | | | | | |
| There are | 75 studen | ts 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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Submit Grades to Banner Settings

| G | BIOL-2320 |
|------------|-------------------|
| | Fall 2023 |
| () | Home |
| | Announcements |
| 663 | Grades |
| | People |
| | Pages |
| Ð | Syllabus |
| \bigcirc | Quizzes |
| 0 | Media Gallery |
| Follett | Modules |
| G | My Media |
| (?) | Discussions |
| | CoursEval |
| | Files |
| | Get Help on Circl |
| | Conferences |
| | Assignments |
| | Outcomes |
| | Rubrics |
| | Collaborations |

| BIOL-2320-02 | 1A Fall 2023 (30012) | Jump to Today 📎 Edit | ¢ | Imp | ort fr | om (| Comm | nons | |
|---------------------|----------------------|----------------------|---------|--------|--------|---------|---------|---------|---------|
| • anatsyllsum20.doc | | | ¢ | Cho | ose H | lome | e Page | e | |
| Course Summ | ary: | | ١ | Viev | ν Cοι | urse | Strea | m | |
| | | | Ŕ | New | / Ann | ioun | ceme | nt | |
| Date | Details | | 63 | Stuc | lent \ | liew | | | |
| Thu May 21, 2020 | 📴 biol 2320 Exam 1 | due by 11:59pm | | Stuc | | VICVV | | | |
| Thu May 28, 2020 | 😰 biol 2320 Exam 2 | due by 11:59pm | | Viev | ν Cοι | urse | Analy | /tics | |
| Thu Jun 4, 2020 | 😰 biol 2320 Exam 3 | due by 11:59pm | Ω. | Viev | ν Cοι | urse | Notifi | icatio | ons |
| Thu Jun 11, 2020 | 😰 biol 2320 Exam 4 | due by 11:59pm | < | | Ju | ine 2 | 020 | | > |
| Thu Jun 18, 2020 | 📴 Final Exam | due by 11:59pm | 31 7 | 1 8 | 2 9 | 3 10 | 4 11 | 5 12 | 6 13 |
| | Re Final Evam | | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | 20 | 14 | .50 | - 1 | / | 3 | 4 |

| lmport fro | m Commons | |
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| Ochoose Ho | ome Page | |
| 🖼 View Cour | se Stream | |
| 다 New Anno | uncement | |
| 6d Student Vi | ew | |
| 🖼 View Cour | se Analytics | |
| ⊖ View Cour | se Notificati | ons |
| < Jun | e 2020 | > |
| 01 1 0 | 2 4 5 | 4 |

weighted.

ENGL-2010 Interm Writing Selected Topics: (EN) > ENGL-2010-01A

| | | | | | | | | | For "F" Grades, a |
|----------------|----|----------------------|-------------------|---------------|-----------|-------------|------|----------------|---------------------------------|
| Fall 2023 | | | 1 | | | | For | Final Grades, | date of last attendance must |
| Home | | Midterm Final | Attendance | | | | coli | | be entered (MM/ |
| Announcement | 5 | Final Oradaa | | | | | CON | unn | DD/YYYY) |
| Syllabus | | There are 19 student | e with unsubmitte | ad arades | | | | 1 | |
| Attendance | | more are 15 student | s with unsubmitte | su grades. | | | _ | | |
| Assignments | | Student Name | | Current Grade | Submitted | Final Grade | - F | Extension Date | Last Attended Date |
| Discussions | | | | 100.00% (A) | | A |] | | |
| Quizzes | | | | 93.33% (A-) | | A- | 1 | | |
| Grades | | | | 93 33% (Δ_) | | | | | |
| Files | | | | 00.0070 ((1) | | A- | | | |
| Modules | | | | 95.00% (A) | | A | | | |
| Media Gallery | | | | - | | |] | | |
| My Media | | | | 73.33% (C-) | | C- | 1 | | |
| Zoom | | | | 100.00% (A) | | A |] | | |
| Pages | Ø | | | 100.00% (A) | | A |] | | |
| People | Ø | | | 100.00% (A) | | A | 1 | | |
| Outcomes | Ø | | | 02 229((A) | _ | | | | |
| Conferences | Ø | | | 93.33% (A-) | | A- | | | |
| Rubrics | Ø | | | 80.00% (B-) | | В- |] | | |
| Collaborations | | | | 100.00% (A) | | А | 1 | | |
| Submit Grades | to | | | 100.00% (A) | | A | 1 | | |
| Settings | | | | 100.00% (A) | | A | 1 | | |
| Jettings | | | | 100.00% (A) | | A |] | | |
| | | | | - | | | 1 | | |

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ENGL-2010 Interm Writing Selected Topics: (EN) > ENGL-2010-01A

| Fall 2023 | | | | | | | | | |
|-------------------------|----|-----------|-------------|----------------------|-----------------------|-----------|-------------|----------------|--------------------|
| Home | | Midterm | Final | Attendance | | | | | |
| Announcement | 5 | | | | | | | | |
| Syllabus | | Final G | rades | | | | | | |
| Attendance | | There wer | re 2 unsuco | essful submissions. | See the errors below. | | | | |
| Assignments | | There are | 2 students | with unsubmitted g | rades. | | | | |
| Discussions | | Student | Name | | Current Grade | Submitted | Final Grade | Extension Date | Last Attended Date |
| Quizzes | | | | | 100.00% (A) | | A | | |
| Grades | | | | | 93.33% (A-) | | A- | | |
| Files | | | | | 93.33% (A-) | 5 | A- | | |
| Modules | | | | | 95.00% (A) | | | | |
| Media Gallery | | - | | | | | | | |
| My Media | | Alect | attand date | in manifold for this | 20.00% (F) | | F | | |
| Zoom | | Aldsta | | is required for this | 70.000((O) | | | | |
| Pages | ø | | | | 73.33% (C-) | 121 | C- | | |
| People | Ø | | | | 100.00% (A) | 1 | A | | |
| Outcomes | Ø | | | | 100.00% (A) | | A | | |
| Conferences | Ø | | | | 100.00% (A) | V | A | | |
| Rubrics | Ø | | | | 93.33% (A-) | | A- | | |
| Collaborations | | | | | 80.00% (B-) | | В- | | |
| Submit Grades Banner | to | | | | 100.00% (A) | | A | | |
| Settings | | | | | 100.00% (A) | | A | | |

$\mathbf{GA} \equiv \mathbf{ENGL-2010}$ Interm Writing Selected Topics: (EN) $> \mathbf{ENGL-2010-01A}$

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| Fall 2023 | | | | | | | | | | | | | |
|-------------------------|----|-----|-----------|----------|------------------|-----|--------------|-----------|-------------|----------------|--------|--------------------|--|
| Home | | Mi | dterm | Final | Attendance | | | | | | | | |
| Announcement | S | | | | | | | | | | | | |
| Syllabus | | F | inal Gra | ades | | _ | | | | | | | |
| Attendance | | | nere were | 2 succes | istul submissioi | ns. | | | | | | | |
| Assignments | | 3 | Student N | lame | | С | urrent Grade | Submitted | Final Grade | Extension Date | | Last Attended Date | |
| Discussions | | | | | | | 100.00% (A) | | A | |] | | |
| Quizzes | | | | | | | 93.33% (A-) | | A- | | 1 | | |
| Grades | | | | | | | 93.33% (A-) | | A- | | - 1 | | |
| Files | | | | | | | 95.00% (A) | | | | 1 | | |
| Modules | | l r | | | | | 20.00% (E) | | | | 1 | | |
| Media Gallery | | L L | | | | | 20.00 % (F) | | F | | | 06/05/2020 | |
| My Media | | | | | | | 73.33% (C-) | V | C- | | | | |
| Zoom | | | | | | | 100.00% (A) | | A | |] | | |
| Pages | Ø | | | | | | 100.00% (A) | | A | |] | | |
| People | Ø | | | | | | 100.00% (A) | | A | |] | | |
| Outcomes | Ø | | | | | | 93.33% (A-) | | A- | | - 1 | | |
| Conferences | Ø | | | | | | 80.00% (B-) | | B. | | - 1 | | |
| Rubrics | Ø | | | | | | 100.00% (A) | | | | J 7 | | |
| Collaborations | | | | | | | 100.00% (A) | 24 | A | | 1 | | |
| Submit Grades Banner | to | | | | | | 100.00% (A) | | A | | | | |
| Settings | | | | | | | 100.00% (A) | | A | |] | | |
| | | | | | | | 100.00% (A) | | A | |] | | |
| | | ſ | | | | | - | 2 | F | | 1 | 06/01/2020 | |

BIOL-2320 Human Anatomy > BIOL-2320-01A

C A

| Fall 2023 | 78.00% (C+) | | C+ | |
|----------------------------|-------------|-------|----|--|
| Home | 75.00% (C) | | С | |
| Announcements | 100.00% (A) | | A | |
| Grades | 97.50% (A) | | A | |
| People | 44.00% (F) | | F | |
| Pages | 93.00% (A) | | A | |
| Syllabus | 72.50% (C-) | | C- | |
| Quizzes | 78.00% (C+) | | C+ | |
| Modules Ø | 89.00% (B+) | | B+ | |
| My Media | 96.00% (A) | | A | |
| Discussions | 86.50% (B) | | В | |
| CoursEval | 85.00% (B) | | в | |
| Files | 82.50% (B-) | | B- | |
| Get Help on CircleIn | 75.00% (C) | | | |
| Conferences Ø | 72.00% (C-) | | [] | |
| Assignments 52 | 68.00% (D+) | | | |
| Outcomes >22 | 49 50% (E) | | E | |
| Collaborations | 96 50% (P) | | | |
| Submit Grades to Banner | 80.00% (0) | | R | |
| Settings | Submit | ancel | | |

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