How to Submit Grades to Banner in Canvas

Midterm   Final   Attendance
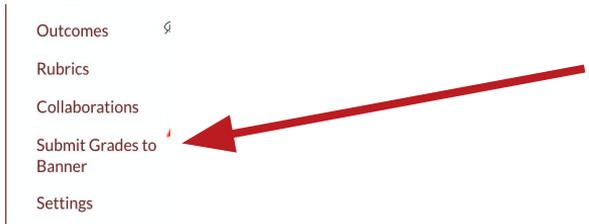
Final

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)

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- [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	

🔗 Import from Commons

⚙ Choose Home Page

📊 View Course Stream

📢 New Announcement

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🔔 View Course Notifications

June 2020

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Course assignments are not weighted.

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Midterm **Final** Attendance

Final Grades

There are 19 students with unsubmitted grades.

For Final Grades, ignore this column

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

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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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.					
	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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Midterm   Final   Attendance

Final Grades

There were 2 successful submissions.

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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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