



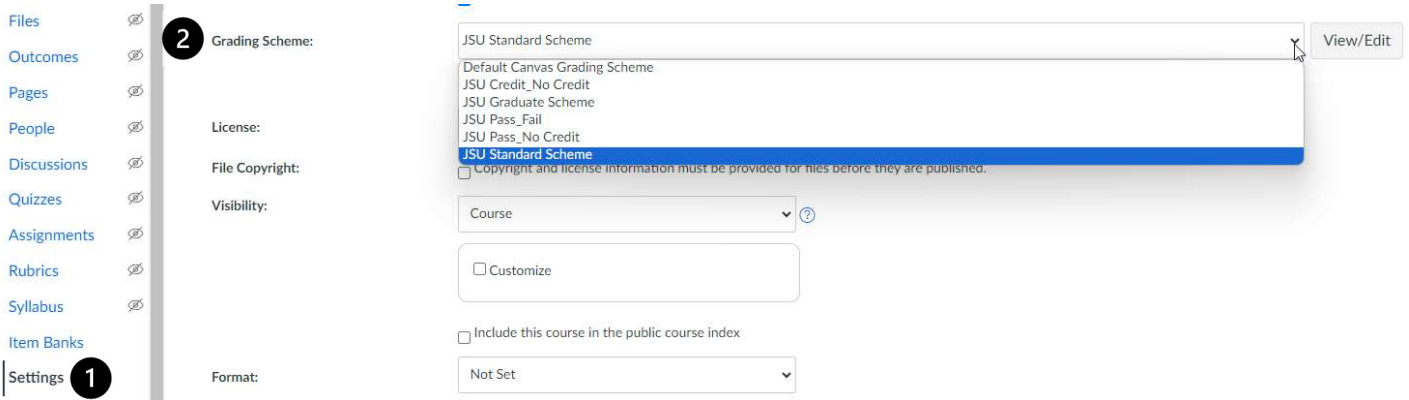
Beginning with Summer 2024 term, Banner will use the Intelligent Learning Platform (ILP) to create Canvas course shells and enroll faculty and students. When records are created or updated in Banner, they will be updated immediately in Canvas as those changes occur. Most notably, during open grading, faculty will have the ability to submit grades directly from Canvas to Banner using the “Grades to Banner” functionality. This consists of reviewing/modifying the pre-populated letter grades, entering any required last dates attended, and then pushing a button to submit grades to Banner, thus eliminating dual entry. Please note that faculty may still choose to enter grades into Self-Service Banner (SSB) manually if they desire.

## BEGINNING OF TERM

Jacksonville State University has five available grading schemes in Canvas. These grading schemes translate the numerical grade from the Total column of a course’s gradebook into a letter grade in Grades to Banner. It is important to set the grading scheme for courses at the beginning of each term to ensure an accurate reflection of student grades in the Total column of the course gradebook. At the beginning of each term, refer to the course catalog to determine the appropriate grading scheme for each course. Most academic courses at Jacksonville State University use the JSU Standard Scheme or JSU Graduate Scheme. To set the grading scheme for courses, follow these instructions:

**Step 1: Select the “Settings” in the Course Navigation. (1)**

**Step 2: Scroll to the “Grading Scheme” section of the Settings menu and toggle to the appropriate grading scheme for the course. (2)**



**Step 3: Save Settings changes by clicking “Update Course Details” at the bottom of the Settings menu.**

[Update Course Details](#)

## GRADING SCHEME OPTIONS

### JSU Standard Scheme

Grade By	
Percentage	
Letter Grade	Range
A	100% to 90%
B	< 90% to 80%
C	< 80% to 70%
D	< 70% to 60%
F	< 60% to 0%

### JSU Graduate Scheme

Grade By	
Percentage	
Letter Grade	Range
A	100% to 90%
B	< 90% to 80%
C	< 80% to 70%
F	< 70% to 0%

### JSU Credit\_No Credit

Grade By	
Percentage	
Letter Grade	Range
A	100% to 90%
B	< 90% to 80%
C	< 80% to 70%
NC	< 70% to 0%

## JSU Pass\_Fail

Grade By  
Percentage

Letter Grade	Range
P	100% to 60%
F	< 60% to 0%

## JSU Pass\_No Credit

Grade By  
Percentage

Letter Grade	Range
P	100% to 70%
NC	< 70% to 0%

## SUBMITTING MIDTERM GRADES

**Step 1: Select “Grades to Banner” in the Course Navigation. (1)**

**Step 2: If grading is open by the Registrar’s Office, grades can be submitted, modified, and resubmitted as many times as needed prior to the deadline. After loading Grades to Banner, letter grades will be pre-populated in the “Midterm” column based on the course’s grading scheme. Review/Modify grades and click “Submit” to push Midterm grades from Canvas to Banner. (2)**

**(Video Demonstration of submitting Midterm grades in Grades to Banner)**

The screenshot shows the 'Grades to Banner' interface in Canvas. On the left is a navigation sidebar with 'Grades to Banner' highlighted and a circled '1' next to it. The main area has tabs for 'Midterm', 'Final', and 'Attendance', with 'Midterm' selected. Below the tabs is a table with the following columns: Student Name, Current Grade, Submitted, Midterm, and Last Attended Date. The table contains 13 rows of student data. At the bottom right, there are three buttons: 'Submit' (with a circled '2' next to it), 'Cancel', and 'Clear'.

Student Name	Current Grade	Submitted	Midterm	Last Attended Date
Student 1, Test	94.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text" value="mm/dd/yyyy"/>
Student 10, Test	72.00% (C)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text" value="mm/dd/yyyy"/>
Student 11, Test	92.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text" value="mm/dd/yyyy"/>
Student 12, Test	50.00% (F)	<input checked="" type="checkbox"/>	<input type="text" value="D"/>	<input type="text" value="mm/dd/yyyy"/>
Student 2, Test	76.00% (C)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text" value="mm/dd/yyyy"/>
Student 3, Test	60.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="C"/>	<input type="text" value="mm/dd/yyyy"/>
Student 4, Test	68.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="F"/>	<input type="text" value="mm/dd/yyyy"/>
Student 5, Test	62.00% (D)	<input checked="" type="checkbox"/>	<input type="text" value="F"/>	<input type="text" value="mm/dd/yyyy"/>
Student 6, Test	88.00% (B)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text" value="mm/dd/yyyy"/>
Student 7, Test	52.00% (F)	<input checked="" type="checkbox"/>	<input type="text" value="F"/>	<input type="text" value="3/26/2024"/>
Student 8, Test	82.00% (B)	<input checked="" type="checkbox"/>	<input type="text" value="B"/>	<input type="text" value="mm/dd/yyyy"/>
Student 9, Test	92.00% (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text" value="mm/dd/yyyy"/>

**Note: The “Last Attended Date” column should be populated when the midterm grades are F or NC.**

## SUBMITTING FINAL GRADES

Step 1: Select “Grades to Banner” in the Course Navigation. (1)

Step 2: If grading is open by the Registrar’s Office, grades can be submitted, modified, and resubmitted as many times as needed prior to the deadline. After loading Grades to Banner, letter grades will be pre-populated in the “Final” column based on the course’s grading scheme. Review/Modify grades and click “Submit” to push Final grades from Canvas to Banner.

(Video Demonstration of submitting Final grades in Grades to Banner)

The screenshot shows the 'Grades to Banner' interface. On the left is a navigation menu with 'Grades to Banner' highlighted and circled with a '1'. The main area has tabs for 'Midterm', 'Final', and 'Attendance', with 'Final' selected. Below the tabs is a table with the following columns: Student Name, Current Grade, Submitted, Final, Incomplete Final Grade, and Last Attended Date. The table contains 12 rows of student data. The 'Submitted' column has checkboxes, all of which are checked. The 'Final' column has text input boxes containing letter grades (A, C, A, I, C, D, D, D, B, F, B, A). The 'Incomplete Final Grade' column has text input boxes, with the second row containing 'F' and circled with a '4'. The 'Last Attended Date' column has date input boxes, with the tenth row containing '3/26/2024' and circled with a '3'. At the bottom of the table are three buttons: 'Submit' (circled with a '2'), 'Cancel', and 'Clear'.

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Last Attended Date
Student 1, Test	94.00% (A)	<input checked="" type="checkbox"/>	A		mm/dd/yyyy
Student 10, Test	72.00% (C)	<input checked="" type="checkbox"/>	C		mm/dd/yyyy
Student 11, Test	92.00% (A)	<input checked="" type="checkbox"/>	A		mm/dd/yyyy
Student 12, Test	50.00% (F)	<input checked="" type="checkbox"/>	I	F	mm/dd/yyyy
Student 2, Test	76.00% (C)	<input checked="" type="checkbox"/>	C		mm/dd/yyyy
Student 3, Test	60.00% (D)	<input checked="" type="checkbox"/>	D		mm/dd/yyyy
Student 4, Test	68.00% (D)	<input checked="" type="checkbox"/>	D		mm/dd/yyyy
Student 5, Test	62.00% (D)	<input checked="" type="checkbox"/>	D		mm/dd/yyyy
Student 6, Test	88.00% (B)	<input checked="" type="checkbox"/>	B		mm/dd/yyyy
Student 7, Test	52.00% (F)	<input checked="" type="checkbox"/>	F		3/26/2024
Student 8, Test	82.00% (B)	<input checked="" type="checkbox"/>	B		mm/dd/yyyy
Student 9, Test	92.00% (A)	<input checked="" type="checkbox"/>	A		mm/dd/yyyy

### Additional Guidelines for Final Grades:

- The “Last Attended Date” column is **required** for any F or NC Final grades. (3)
- Any Incomplete Final grades must have a letter grade of F or NC in the “Incomplete Final Grade” column. (4)
- Dual Enrollment numerical grades must still be entered in SSB (MyJaxState) in the Hours Attended section.
- Submit a grade change form to the Registrar’s Office if a grade change needs to be initiated outside of open grading.

## SUCCESSFUL SUBMISSIONS

Midterm

There were 27 successful submissions.

Grades to Banner will confirm successful grade submissions at the top of the page. For assistance in how to interpret error messages in Grades to Banner, refer to this [video resource](#) explaining common errors and how to fix those issues. Grade submissions can be double-checked in MyJaxState Grade Entry.