

Submitting Grades to Banner from Canvas

Banner Grade submission is typically open beginning the last day of class in a term.

If you want to include letter grades based on the grades in Canvas automatically, you must have a [Course Grading Scheme](#) enabled.

1. Visit the Submit Grades to Banner link in your Canvas Course Navigation. If you do not see the link, you may need to [enable it in your Course Navigation](#).



2. You will then see the following columns: Student Name, Current Grade(in Canvas), Submitted indicator, Final Grade (for Banner), Incomplete Final Grade,and Last Attended Date.

Current Grade	Submitted	Final Grade	Incomplete Final Grade	Last Attended Date (mm/dd/yyyy)
-	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Enter their Final Letter Grade in the Final Grade field. Enter Last Attended Date for any Letter Grades of F.
4. If a student has an incomplete, you must enter a grade of F in the Incomplete Final Grade Column.
5. When completed, select Submit at the bottom of the page.