UNIT TOPIC: Final Grades Submission

Introduction

Final grades are to be exported to Banner from the DC Connect Grades tool. This document details the process of ensuring your Grade settings are correct and ensuring the appropriate Grade Item is ready for export.

NOTE: Do not follow these steps if you are attempting to submit or change marks after the grade submission deadline. To submit final marks after the deadline faculty must complete a Marks Change Form for each student and submit it to their school office.

The Marks Change Form can be found here: https://ice.durhamcollege.ca/Forms/Grade-Change.pdf

Content

This document covers the following topics:

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Review Grade Data

Prior to grade submission, it is best practice review your grade data and ensure all marks are present and have been input accurately.

For example, you may have students that have stopped coming to class (or have never come to class) but are still present on your class list at semester’s end. *It is important that zeroes be input for all incomplete assignments*, even for these “missing” students.

Also, if you are using the Quiz tool to collect assessment data, it is important to manually input zeroes for quizzes that were not attempted.

The easiest way to review this information is to access the Grades tool in your course and then visit the Enter Grades page.

Be sure to Switch to Standard View if you are not already on that view, this will make it easier to identify gaps in your grade data. Click the Switch to Standard View button on the right side of the page to do so.

In this view, look for cells that have a “-“ (dash) as a placeholder instead of a numerical value.

This indicates that the assessment is NOT used in the calculation of the final grade, possibly inflating that calculation.

Input zeroes where appropriate.
Grade Settings

Confirming the Grade Scheme

The default grade scheme for a new DC Connect course is **Percentage – DC Standard**. However, if you have copied your gradebook from a previous semester, this setting might have changed.

To confirm the proper grade scheme for a successful grade export, navigate to the Schemes page of the Grades tool.

If there is a checkmark in the Default Scheme column and the Percentage – DC Standard row, your grade scheme setting is correct.

If not, set the Percentage – DC Standard scheme by clicking on the checkmark in the Set As Default and Percentage – DC Standard row. A pop-up window will appear asking you to confirm your selection.

Click Yes.

**NOTE:** It is rare that one of the other grade schemes is required for your course. However, for Pass/Fail courses another scheme is required. Please contact CAFÉ staff in SW101 of the Gordon Wiley building to assist you with selecting the appropriate gradebook settings.
Confirming the Grade Item to Be Sent to Banner

Before you export your final grades to Banner, you must confirm that the correct item (Final Calculated Grade or Final Adjusted Grade) is selected for export.

Navigate to the Grades tool and click on the Settings link.

Click on the Calculations Options tab.

Under the Final Grade Released title, select the appropriate final grade calculation you wish to export to Banner.

Scroll to the bottom of the page and click Save.

**NOTE:** Use of the Adjusted Final Grade option is not recommended. There are rare occasions where use of the Adjusted Final Grade option is required however. Courses with multiple instructors, for example. Please contact CAFÉ staff in SW101 of the Gordon Wiley building to assist you with selecting the appropriate gradebook settings.
Confirming the Org Unit Display Options

To avoid a possible export error, it is good practice to confirm the Org Unit Display Options. Navigate to the Grades tool and click on the Settings link.

Click on the Org Unit Display Options tab.

The Grade scheme symbol option under the Student View Display Options title must be checked. Otherwise an error will occur when attempting to export your grades.

It is possible that an override setting of the Final Calculated Grade my cause the same export error.

Return to the course Grades and click directly on the Final Calculated Grade item to edit/view its properties.

Scroll down to the Display Options and click the Show Display Options if they are not visible.
Disable any Overrides that may have been set.

You will know the Override is disabled when the property is *unchecked*. 
Submitting Grades to Banner

Exporting Final Grades

On the **Enter Grades** page of the Grades tool, click on the **More Actions** pull down menu and select the **Export to Banner** option.

Next, select **Final** from the **Export Grades As** pull-down menu.

You will be taken to a summary output page where you can preview what grades will be exported to Banner, whether or not the grade has been released to students, and the status of the export.

Once you have confirmed all the grades are correct and have a **Ready to Send** status, click on the **Export all Grades** button.
A progress page will appear, showing you the status of your export.

Once the export is complete, a report will indicate any problems that occurred (e.g. Banner has rejected the grade).

**NOTE:** There will always be one error generated by the Demo !Student. This is expected. Additional errors may be generated when a student has withdrawn from the course, or no grade data has been input for a student.

Click the **Continue** button to view the results of your export.

You will be returned to the Export Grades to Banner page.

Confirm that all your students have the **Accepted by Banner** message in the Status column.

Your marks have been successfully exported to Banner.
**NOTE:** Do not alter grades in DC Connect after the grade submission deadline.

Be careful not to click the **Export All Grades** button again. This will lead to confusing errors. However, it will not corrupt the grades you’ve already sent.

If your grade export is unsuccessful, please review this document and confirm your settings prior to clicking the **Export to Banner** and **Export All Grades** buttons. If errors persist, please contact C.A.F.E. staff in SW101 of the Gordon Wiley building.
MyCampus Export Confirmation

Final Grades Review

You can confirm the final grades were successfully exported to Banner by visiting the Final Grades Review page in MyCampus.

Login to MyCampus and click the Self Service Options icon located at the top of the page.

Next, click the Faculty option…

…and then click the Durham College Faculty link.

From the next menu, click the Final Grades Review link.

Select the appropriate term from the pull-down menu…

…and click the Submit button.
Select the appropriate CRN from the pull-down menu...

...and click the Submit button.

The final grades exported from DC Connect will appear alongside your class list for you to review.

**Course Information**

**HISTORY OF GAMES - GNED 1418 01**

CRN: 25216

Students Registered: 33

**Final Grades**

<table>
<thead>
<tr>
<th>#</th>
<th>Student name</th>
<th>Student ID</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fisher, Carrie</td>
<td>100123456</td>
<td>80</td>
</tr>
<tr>
<td>2</td>
<td>Seleck, Thomas</td>
<td>100096816</td>
<td>52</td>
</tr>
</tbody>
</table>

**NOTE:** If the grades listed are not what you exported from DC Connect, please contact CAFE staff for support diagnosing the problem.