

Unit Topic: Midterm Grades Submission

Introduction

Durham College requires that faculty submit Midterm grades to help students to be more clearly aware of their progress. Midterm grades are to be submitted through DC Connect.

Content

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Review Grade Data

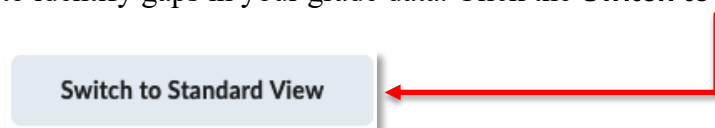
Prior to grade submission, it is best practice review your grade data and ensure all marks are present and have been input accurately.

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. *It is important that zeroes be input for all incomplete assignments*, even for these “missing” students.

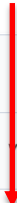
Also, if you are using the Quiz tool to collect assessment data, it is important to manually input zeroes for quizzes that were not attempted.


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 to do so.



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



Last Name ▲, First Name	P1 ▼				
	W1O ▼	W2O ▼	W2I ▼	W3I ▼	W4O ▼
 !Student, Demo	1 / 2, 50	- / 2, -	8 / 10, 80	7.5 / 10, 75	2 / 2, 100

This indicates that the assessment is NOT used in the calculation of the Final Calculated Grade, possibly inflating that calculation.

Input zeroes where appropriate.

Prior to Submitting Midterm Grades

What Is Submitted

In a DC Connect course with default settings, following the steps below will **export** the column titled **Final Calculated Grade** to the Midterm Grades field in Banner. There are two known situations where incorrect grades may be submitted.

1. *Treating Ungraded Items As 0*

If you have chosen to **Treat ungraded items as 0** in your Grades Settings, the Final Calculated Grade will be a very low number at Midterm. Typically, your entire class will be failing because this setting will include all ungraded assessments as a grade of zero.

You will need to change your Grade Calculations setting from **Treat ungraded items as 0** to **Drop ungraded items** (the default).

Further explanation of the Grades tool can be found in the Grades handout available on the DC Connect page under the Educational Tech menu of the CTL website.

2. *Grades That Don't Contribute to the Midterm Grade*

All grades entered to date will count toward Midterm grades. If you have any grades entered for students that you do not want to count toward the students' Midterm grades, such as self-paced quizzes due after Midterm, another method will need to be used to calculate your students' Midterm grades.

For help with this, please contact CTL staff in SW101 of the Gordon Wiley building.

NOTE: Do not use the Adjusted Final Grade column for adjustments at midterm.

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.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?		✓
P/F - 100 Pass		✓
P/F - 50 Pass		✓
P/F - 60 Pass		✓
P/F - 70 Pass		✓
P/F - 80 Pass		✓
Pass-Fail		✓
Percentage - DC Standard	✓	
SAT/UNS - 50 Sat		✓

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.

Confirmation

Are you sure you want to set 'Percentage - DC Standard' as the default grade scheme for the org unit?

Yes

No

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 CTL staff in SW101 of the Gordon Wiley building to assist you with selecting the appropriate gradebook settings.

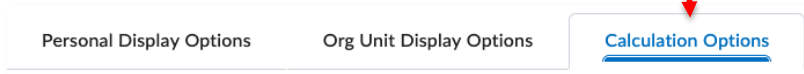
Confirming the Grade Item to Be Sent to Banner

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

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

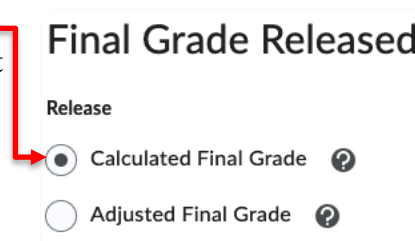


Click on the **Calculations Options** tab.



Under the Final Grade Released title, select the Calculated Final Grade option (if it is not already).

Scroll to the bottom of the page and click **Save**.



NOTE: Use of the Adjusted Final Grade option is not recommended. However, there are rare occasions where use of the Adjusted Final Grade option is required. Courses with multiple instructors, for example. Please contact CTL 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.



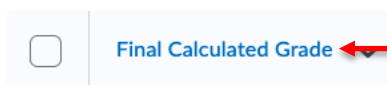
Click on the **Org Unit Display Options** tab.

A screenshot of a settings panel titled 'Managing View Display Options'. It has three tabs: 'Personal Display Options', 'Org Unit Display Options' (which is selected and has a blue underline), and 'Calculation Options'. Under the 'Org Unit Display Options' tab, there are two sections. The first section, 'Decimals Displayed *', has a label 'Number of decimal places to display' and a text input field containing the number '2'. The second section, 'Student View Display Options', has a sub-header 'Grade Details' and four checkboxes: 'Points grade' (checked), 'Weighted grade' (checked), 'Grade scheme symbol' (checked), and 'Grade scheme colour' (unchecked). Each checkbox has a small blue question mark icon to its right. A red arrow points from the text above to the 'Org Unit Display Options' tab. Another red arrow points from the text below to the 'Grade scheme symbol' checkbox.

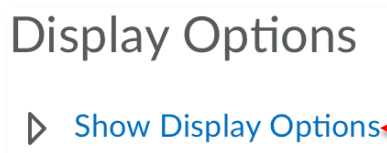
The **Grade scheme symbol** option under the **Student View Display Options** title *must* be checked. Otherwise, an error will occur when attempting to export your grades.

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

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

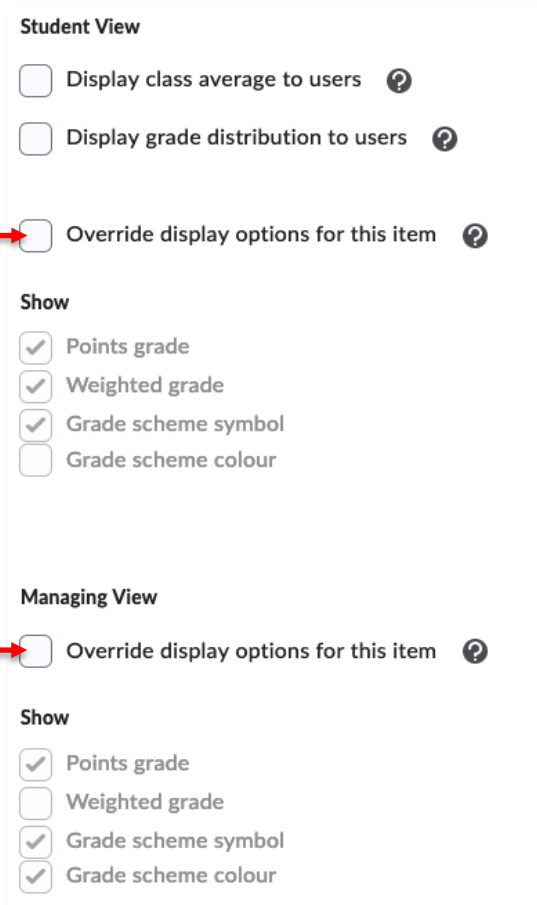


Scroll down to the **Display Options** and click the **Show Display Options** if they are not visible.



Disable any Overrides that may have been set.

You will know the Override is disabled when the property is *unchecked*.



The image shows a settings panel with two sections: 'Student View' and 'Managing View'. Each section has an 'Override display options for this item' checkbox, which is unchecked in both. Red arrows point from the text on the left to these two checkboxes. Below each 'Override' checkbox is a 'Show' section with four checkboxes: 'Points grade' (checked), 'Weighted grade' (checked), 'Grade scheme symbol' (checked), and 'Grade scheme colour' (unchecked).

Student View

- ☐ Display class average to users ?
- ☐ Display grade distribution to users ?
- ☐ Override display options for this item ?

Show

- ☒ Points grade
- ☒ Weighted grade
- ☒ Grade scheme symbol
- ☐ Grade scheme colour

Managing View

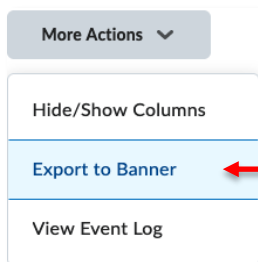
- ☐ Override display options for this item ?

Show

- ☒ Points grade
- ☐ Weighted grade
- ☒ Grade scheme symbol
- ☒ Grade scheme colour

Submitting Grades to Banner

Exporting Midterm 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.

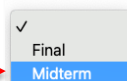
Next, select **Midterm** from the Export Grades As pull-down menu.

Export Grades to Banner

Grades for the entire course are submitted all at once. If required review and correct errors prior to proceeding.
Note: The export calculation grade may have been configured by your administrator.

Export Grades As

Please select the type of grades that you wish to export...



You will be taken to a summary output page where you can preview what grades will be exported to Banner, whether the grade has been released to students, and the status of the export.

Last Name, First Name ▲	Export: Calculated Final Grade as Midterm Grade	Is Grade Released?	Override Grade	Status	Details
Instructor Student View, brett.clayton-SB94	87	Yes		Ready to Send	



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.

Export Grades to Banner

Send to Banner

Your grades are now being exported to Banner. This may take some time, you can leave this screen and come back to it when you are ready.

- ▶ Preparing for Export
- ▶ **Preparing Grade Data**
- ▶ Waiting to Send Grade Data
- ▶ Sending Grade Data
- ▶ Waiting for Response
- ▶ Response Received
- ▶ Processing Response

Continue

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

Continue

 ← 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.

!Student, Demo	89	Yes		Accepted By Banner	Banner indicates the grade is already submitted
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Your marks have been successfully exported to Banner.

NOTE: 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 CTL staff in SW101 of the Gordon Wiley building.

Banner Self Service Export Confirmation

Midterm Grades Review

You can confirm the midterm grades were successfully exported to Banner by visiting the **Midterm Grades Review** page in Banner Self Service, which can be accessed from [ICE](#)

Once on the ICE website, click on the **Self-Service** navigation item. Then click on the **Self-Service Options** link and authenticate using your network credentials.

Next, click the **Faculty** option.



DC Faculty Main Menu

- Select Term
- CRN Selection
- Midterm Grades Review
- Final Grades Review
- Grades Menu
- Faculty Schedules and Class List Menu
Access Faculty Detail Schedules, Faculty Schedule by De
- Course Outline Template (WebCOT)
- Program Learning Outcomes (PLOR)
- Standard Workload Forms (SWF)
- Course Outlines
Student Course Outlines

From the next menu, click the **Midterm Grades Review** link.

Select Term

Select the Term for processing then press the Submit Term button.


Select a Term: DC Fall 2022

Submit

Select the appropriate term from the pull-down menu...

...and click the **Submit** button.

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN: GNE1418 01: HISTORY OF GAMES, 25216 (33) ▾

Submit

Select the appropriate CRN from the pull-down menu...

...and click the **Submit** button.

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

Course Information

HISTORY OF GAMES - GNE1418 01

CRN: 25216

Students Registered: 33

#	Student name	Student ID	Grade
1	Fisher, Carrie	100123456	80
2	Seleck, Thomas	100096816	52

NOTE: If the grades listed are not what you exported from DC Connect, please contact [CTL staff](#) for support diagnosing the problem.