

## 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/STU40%20Grade%20Change.pdf>

If a student has missed an assessment due to extenuating circumstances and it has been agreed that they will complete it after the course end date, you will need to temporarily submit a grade of INC for that student. See the INC Grades document, located on the CTL website, for how to do so: <https://durhamcollege.ca/CTL/wp-content/uploads/sites/6/2019/10/DC-Connect-INC-Grade.pdf>

### *Content*

This document covers the following topics:

- *Review Grade Data*
- *Grade Settings*
  - *Confirming the Grade Scheme*
  - *Confirming the Grade Item to Be Sent to Banner*
  - *Confirming the Org Unit Display Options*
- *Submitting Grades to Banner*
  - *Exporting Final Grades*
- *Banner Self Service Export Confirmation*
  - *Final Grades Review*

## Review Grade Data

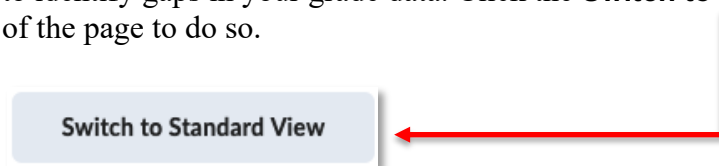
Prior to grade submission, it is best practice review your grade data and ensure all marks are present and have been input accurately.

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.

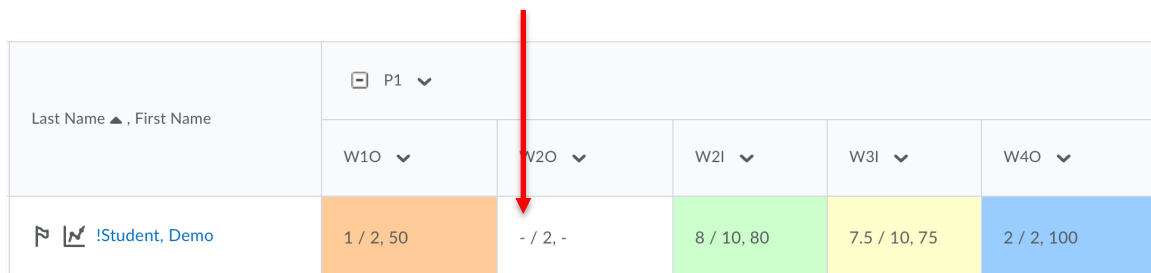
Also, if you are using the Quiz tool to collect assessment data, it is important to manually input zeroes for quizzes that were not attempted.

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.

A screenshot of a gradebook interface. The table has columns for student names and five assessment weeks (W1O, W2O, W2I, W3I, W4O). The first row shows a student named "Student, Demo". The W2O cell contains a dash "-", which is highlighted by a red arrow. The other cells show numerical values and counts.

| 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 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.

| 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** column 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?

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 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.

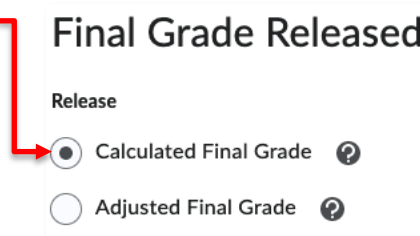


Click on the **Calculations Options** tab.



Under the Final Grade Released title, select **Calculated Final Grade**.

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



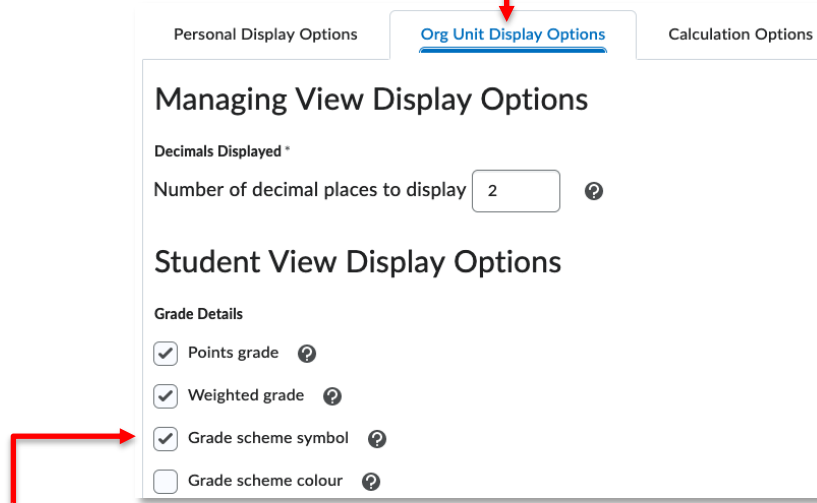
**NOTE:** Use of the Adjusted Final Grade option is not recommended. However, there are rare occasions where use of the Adjusted Final Grade option is required. Courses with multiple instructors, for example. Please contact CTL staff in SW101 of the Gordon Wiley building to assist you with selecting 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.



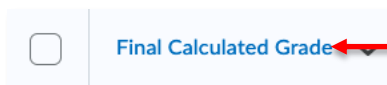
Click on the **Org Unit Display Options** tab.



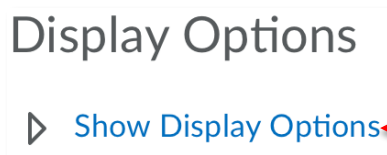
The **Grade scheme symbol** option under the **Student View Display Options** title *must* be checked. Otherwise, an error will occur when attempting to export your grades.

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.

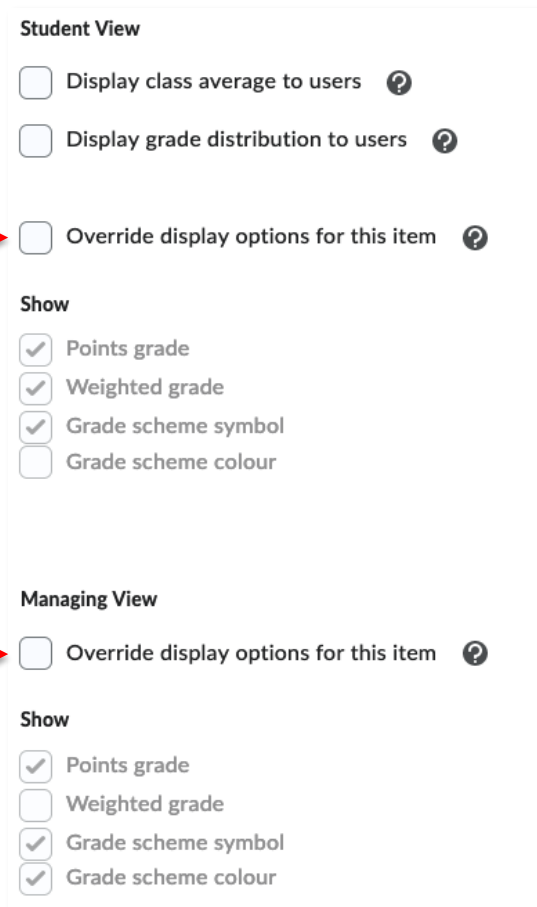


Scroll down to the **Display Options** and click the **Show Display Options** if they are not visible.



Disable any Overrides that may have been set.

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



The screenshot 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 explanatory text on the left to these two checkboxes. Below each override checkbox is a 'Show' section with four options: '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**

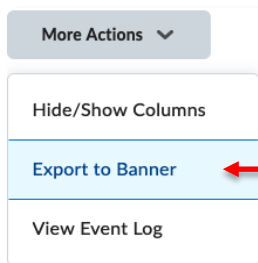
- ☐ Override display options for this item ?

**Show**

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

## Submitting Grades to Banner

### Exporting Final Grades



More Actions ▾

Hide/Show Columns

**Export to Banner**

View Event Log

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.

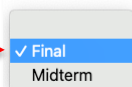
### Export Grades to Banner

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 Status

Export Grades As

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



✓ Final

Midterm

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 | Is Grade Released? | Override Grade  | Status              | Details |
|--|--------------------------------|--------------------|---|---------------------|---------|
| Instructor Student<br>View, brett.clayton-SB92 | 87                             | Yes                |  | Ready<br>to<br>Send |         |



Export All Grades

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<br>By<br>Banner | Banner indicates the grade is already submitted |
|----------------|----|-----|--|--------------------------|---|

Your marks have been successfully exported to Banner.

**NOTE:** Do not alter grades in DC Connect after the grade submission deadline unless you are inputting marks for a student who has been assigned an INC grade.

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

### Final Grades Review

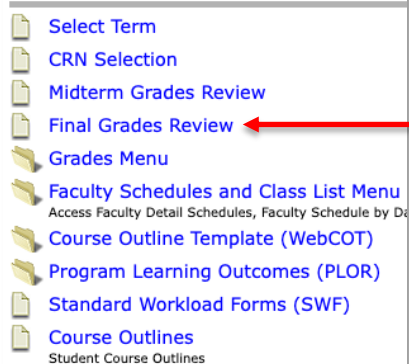
You can confirm that the final grades were successfully exported to Banner by visiting the **Final Grades Review** page in Banner Self Service, which can be accessed from [ICE](#).

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.

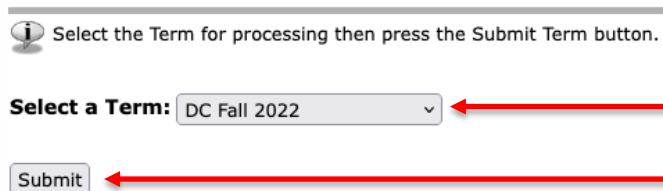


#### DC Faculty Main Menu



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


#### Select Term



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 final 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

#### Final Grades

| # | 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.