Submitting End of the Semester Grades

Student Name	Secondary ID	Assign... Out			am ade	Total
						92.3% A
						100% A
						95.2% A
						98.8% A

1

Review the Total column in the Gradebook

The Total column displays the FINAL GRADE based on all assignments (even those not graded)

Sync Grades ▼

Export Final Grades to Banner
Export Midterm Grades to Ban...

2

Click on the **Sync Grades button**, and select Export Final Grades to Banner

3

Click on the **Select All checkbox**

Note: You may deselect Inactive Students or Students with W grades that have been previously submitted to minimize error messages

☑	Student	Grade	Grade Source	Last Date of Attendance	Message
☑	Student Inactive	A ⌄	Canvas		
☑		A ⌄			
☑		A ⌄			
☑		A ⌄			
☑		A ⌄	Canvas		

4

Verify that the grades are accurate

Submit Grades to Banner

Download Report

5

Scroll down and click on **Submit Grades to Banner**

6

Click on **Download Report** if you would like to retain a PDF for your records