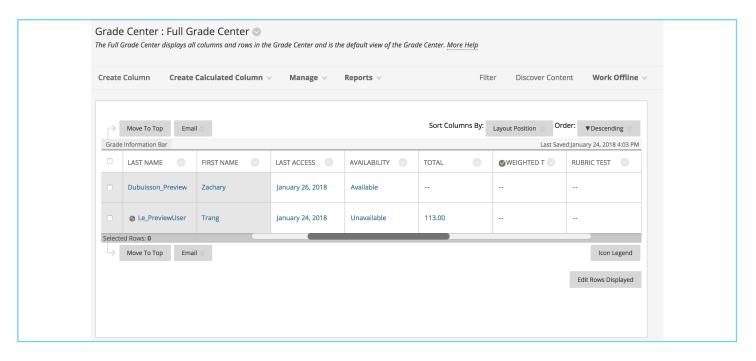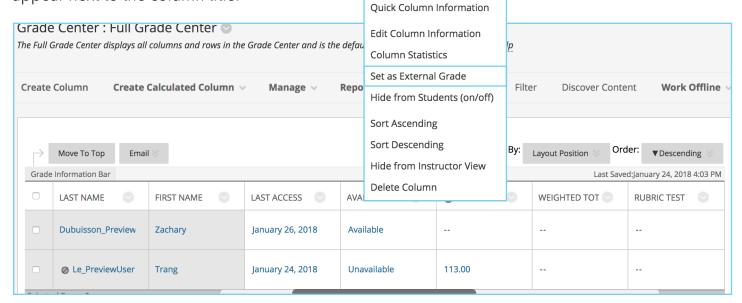# SUBMITTING
FINAL GRADES

STEP 1: Preparing Final Grade Column

The green checkmark indicates that your column is set as the External Grade column. This column will populate your grade to Banner.
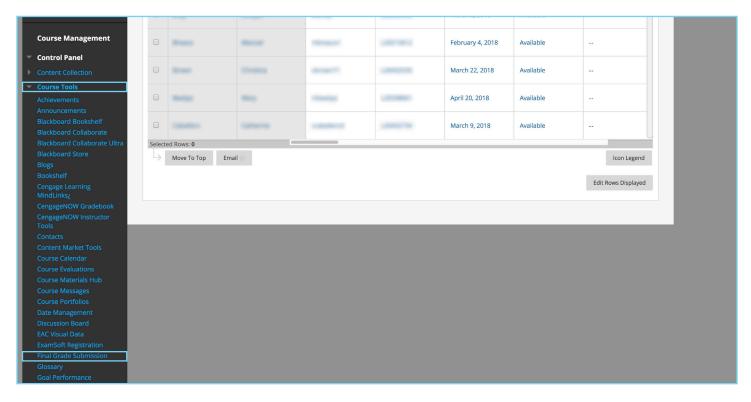

If you need to move the green check to another column, click on the ⌄ of the column that you want to be your "final grade" column. Select "set as External Grade." A green checkmark will appear next to the column title.
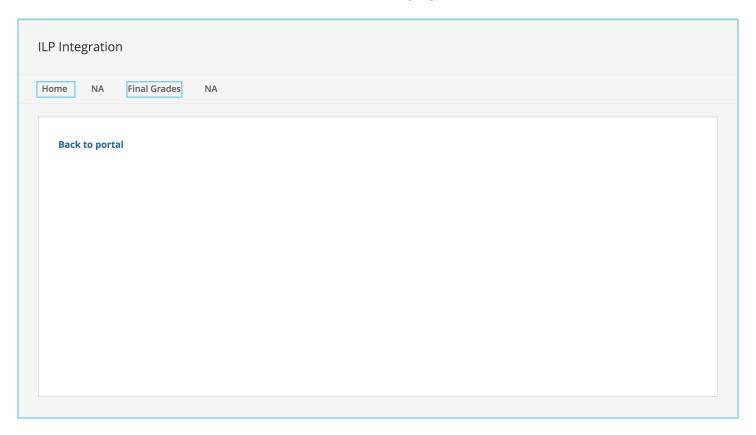
STEP 2: Final Grade Submission Tool

On Bb left-hand menu, click on "Course Tools." Select "Final Grade Submission."

ILP Integration is your "Final Grades Submission" Page. Only click on the "Final Grades" tab. If you do click other tabs, click "home" to return to the main page.
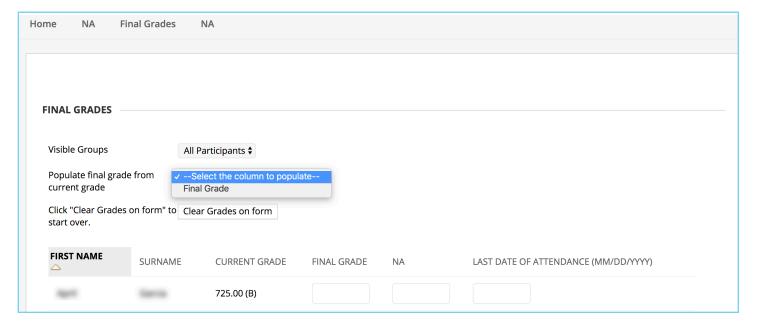
The "Final Grades" page is where you will review and edit final grades before submission. The following items appear on the screen: **Student name** (First, Last), **Current Grade** (populated by the "External Grade Column" from the Bb Grade Center), **Final Grade** (This is the column reported to BANNER), and **Last Date of Attendance** (note: if a student receives an "F", a last date of attendance must be submitted in this format MM/DD/YYYY.)

Grades of "NG" (Not Graded), "S", and "U" can be submitted to Banner, no last attendance date required.
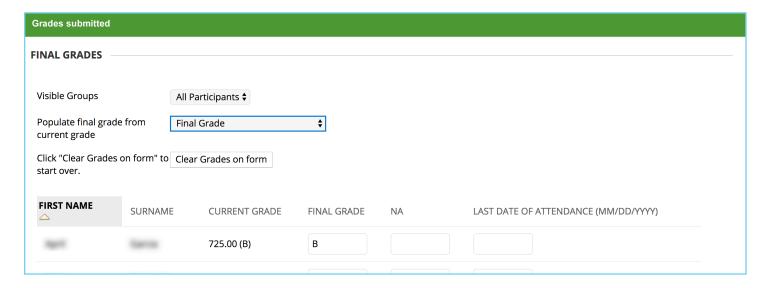
STEP 3: Sumitting Final Grades

The "Final Grades" page requires you to populate the "Final Grade" column. To do this, click on the dropdown menu next to "Populate final grade from current," and select Final Grade." This will move the letter grade from "Current Grade" to "Final Grade." Verify that all your grade values are correct. If not, correct them here. (Note: If you submit before checking the values, you will have to do grade changes for each individual student.)

After you have verified that the grades are correct, click on "Submit Grades." If there are no errors, then you will see a "Grades submitted" message at the top of your ILP Integration page, as shown above.

(Note: We highly recommend that you check and re-check before you submit your grades. If you submit the wrong grades and attempt to change them in Bb after the Registrar has rolled the grades, you will have to submit individual grade change forms for each grade that is incorrect. See Common Errors.)

STEP 4: Common Errors

If you attempt to change a grade after the registrar has already rolled grades to history, you will see this error message.

In this event, you will need to contact the registrar and fill out a grade change form for that student.

Grade assignments before submitting to Banner. Ungraded assignments do not calculate into the final grade. A student that missed an assignment would need to be manually given a grade of "0".

96.72131%	21.00	100.00%	88.88889%
100.00%	21.00	100.00%	100.00%
95.08197%	--	100.00%	100.00%
93.44262%	21.00	100.00%	77.77778%
100.00%	21.00	100.00%	100.00%