<u>رن</u> OLD DOMINION UNIVERSITY

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Instructors have the ability to transfer grade files directly from the Canvas course gradebook to Banner (LEO Online). This guide will take you through the process:

- 1. Enable a course grading scheme in Canvaspage 2
 - a. Create and ensure the grading scheme complies with what is allowed at ODU.
 - b. Apply the grading scheme to add letter grades to the total column's numerical grades that will convert grades from numeric to letter grades.

2.	Generate the grade filepage	8
3.	Upload the grade file to LEOpage	10
4.	Process uploaded grades in LEOpage	11

Before you get started, keep in mind that in order to successfully submit your grades:

- You must be instructor of record in Banner.
- The Gradebook column must be submitted as **Letter Grade or Pass/Fail**, or else it will not upload to LEO. See the section on *Grading Schemes* below for information about acceptable grading schemes.
- Before uploading your grades, you can override certain grades to "Incomplete" or "WF" (Unofficial Withdrawal) if necessary. See the section on *Overriding Grades* below for additional information.
- Carefully double check and verify the grades are accurate. Once grades are rolled to academic history by the Registrar, you will not be able to make additional changes in Canvas or LEO unless you use the online grade change process in LEO or the paper grade change form.
- Students who do not have a grade in the specified grade column will not be included in the submission file. You can report these grades by direct entry into LEO Faculty Grade Entry, or by resubmitting the grade file. Only previously unreported and unrolled grades will be updated in LEO.
- You will need to work with the Registrar's Office to process any subsequent grade changes or to address omissions.
- Grades for students who have been added to the course manually in Canvas (i.e., not officially registered in the course) are ignored by Banner.

Enable a course grading scheme in Canvas

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Information Technology Services



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Enable a course grading scheme in Canvas

About grading schemes

When uploading grades, LEO will ONLY accept valid letter grades or Pass/Fail. Anything else will be ignored and not processed. Create/define the grading scheme to be used for each course. Only valid letter grades will transfer from Canvas to LEO (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF, I). You can override the scheme to apply a WF or I grade in the final step before uploading the grade file to LEO (see the section on *Overriding Grades*). Validation of letter grades will occur during the processing of grades in LEO.

1. Log into Canvas at <u>https://canvas.odu.edu</u> with your MIDAS ID and password.

MIDAS ID:		
Password:		
	Loį	gin
	Create an Account	Forgot Password?
	Interested in	Two-Factor?
	Login to canvas.odu.edu	

- 2. Select the course from which you are going to upload grades either from the Dashboard or the Courses page.
- 3. Go to **Settings** in the course menu.

Media Gallery	
Files	
People	
Pages	
Discussions	
Quizzes	
Rubrics	
Collaborations	
Settings	



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO) 4. Make sure that the **Course Details** tab is open.



6. Once you check the box, you'll see a new option to **set grading scheme**. To create a grading scheme for your course, or to use a default grading scheme provided by the system, click the **set grading scheme** link.

Large Course: Launch SpeedGrader Filtered by Student Grou Enable course grading scheme 	
Grading Scheme	Enable course grading scheme
	set grading scheme

7. Canvas will show you the Canvas default grading scheme. To edit the default scheme, click on the **pencil icon** at the top right.

View/Edit	Grading Scheme	×
Name:	Default Grading Scheme1 Range:	Q Select Another Schem
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
В	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
С	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%
		manage grading schemes Done



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Editing a grading scheme

 Edit a title in the Scheme Name field [1]. For each line item, edit the Name field [2]. Edit the minimum end of each Range [3].

View/Edit Gra	ading Scheme		×
Scheme Name:	ODU Grading Scheme	1	
Name:	Range:	3	
A 2	100%	to 95 % ×	
insert here			
A-	< 95%	to 90 % ×	
B+	< 90%	to 87 % ×	
В	< 87%	to 84 % ×	
B-	< 84%	to 80 % ×	
C+	< 80%	to 77 % ×	
С	< 77%	to 74 % ×	
C	< 740/	to 70 %	

The grading scheme must contain a full range from 100% to 0%.

2. To add ranges, click **insert here** between two name boxes. To remove ranges, click the X on the right of each range line.



3. After you are done editing, click on **Save** at the bottom of the popup window.





Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Create a new grading scheme

1. To create a new grading scheme, click **manage grading schemes** at the bottom.

View/Edi	t Grading Scheme	\times
	Default Grading Scheme1	🝳 Select Another Scheme 📎 🗙
Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
В	< 87.0 %	to 84.0%
В-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
С	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%
		manage grading schemes Done

2. Click +Add grading scheme to create a new grading scheme.

Grading Schemes	
	+ Add grading scheme

3. Create a title for the new scheme, edit individual ranges and add new ones by clicking on the plus sign on the left.

	—		
Name	Range		
+ A	100%	to 94 %	×
+ A-	< 94%	to 90 %	×
+ B+	< 90%	to 87 %	×

4. For a **Pass/Fail** scheme, delete extra ranges, replace letter grades with **P** or **F**, and enter desired percentage ranges. (Note that F grades will not be processed and will need to be loaded into FGE as F* with a last attend date.)

	Pass/Fail					
	Name	Range				
+	Р	100%	to	75	%	×
+	F	< 75%	to	0	%	×
						Cancel Save



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions 5. After you've created your new grading scheme, click **Save** to save the changes.

6. Click on **Settings** in the course menu and then **view grading scheme** to return to the View/Edit Grading Scheme popup window.

Select a grading scheme for your course

 If you created several grading schemes and want to select a different one, click Select Another Scheme at the top of the View/Edit Grading Scheme window.

View/Edit	Grading Scheme	\times
	Default Grading Scheme	😑 🔍 Select Another Scheme 📎 🗙
Name:	Range:	-
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
В	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
С	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%
		manage grading schemes Done

2. Select a grading scheme on the left and click **Use This Grading Standard**.

GPA Scale	Letter Gra	ades Al	lli Br	own, Documentation Canva	15	
Andy Admin, Documentation	A	100%	to	94%		
Canvas	A-	< 94%	to	90%		
Letter Grades	B+	< 90%	to	87%		
Alli Brown, Documentation	В	< 87%	to	84%		
Canvas	B-	< 84%	to	80%		
New Grading Scheme	C+	< 80%	to	77%		
History 101	С	< 77%	to	74%		
Pass/Fail	C-	< 74%	to	70%		
Alli Brown, Documentation	D+	< 70%	to	67%		
Canvas	D	< 67%	to	64%		
	D-	< 64%	to	61%		
Performance	-		4	0%		



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO) 3. After you've selected a grading scheme, click **Done**.

View/Edit G	rading Scheme	×
	Letter Grades	Q Select Another Scheme 🗙
Name:	Range:	
А	100%	to 94%
A-	< 94%	to 90%
B+	< 90%	to 87%
В	< 87%	to 84%
B-	< 84%	to 80%
C+	< 80%	to 77%
С	< 77%	to 74%
C-	< 74%	to 70%
D+	< 70%	to 67%
D	< 67%	to 64%
D-	< 64%	to 61%
F	< 61%	to 0%
		manage grading schemes Done

4. Then click **Update Course Details** to save changes.

Offline Course:	Allow course content to be downloaded and viewed offline
Description:	
	more options
	Update Course Details

5. In the gradebook, you'll see the grading scheme applied automatically to the **Total** column and a letter grade beside each numeric grade value.





Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Generate the grade file

The "Submit Grades to Banner" tool

1. Once you have enabled a grading scheme, go to **Settings** at the bottom of the course menu again. Click Submit Grades to Banner on the menu on the right of the page.



2. Confirm that you meet all of the requirements for submitting grades to Banner, then click Confirm and Proceed.

Remember

- Students manually added to this class in Canvas cannot be reported using this process.
- Changes can ONLY be made through the Online Grade Change(Report a Change of Grade menu item) process or directly through the Registrar.
- A Ouick Start Guide and a detailed User's Guide are available with more information regarding grade submission.

Before Proceeding

- Are you the faculty of record for this course?
- Are you the faculty of record for this course?
 Is the grade format set to letter grade?
 See the User guide for instructions on how to apply a grade scheme for letter grades or Pass/Fail whichever appropriate for your course.
 Have you validated there is a valid grade for all students?
 Are you ready with a list of students for whom you will override grades (Incomplete, WF)

Confirm and Proce

The list reminds you to think about things like:

- Are you the faculty of record for this course?
- Is the grade format set to a letter grade?
- Have you validated there is a valid grade for all students? (If you need to override grades for students, you will be able to do that in the next step.)

Remember:

- Students manually added to this class in Canvas cannot be reported using this process.
- Until grades have been rolled to academic history, changes can be made on the roster in LEO Online's Faculty Grade Entry.
- After grades have been rolled to academic history, changes can ONLY be made through the online grade change process (Report a Change of Grade menu item in LEO Online) or directly through the Registrar, using the paper grade change form.



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Review grade submissions

3. The system will provide a list of all students enrolled in your course, along with their Username, UIN, Grade, Course ID, Submitted Grade, and grade submission status.

NAME :	UIN :	GRADE :	COURSE ID	:	SUBMITTED GRADE	S 1
Strangest		B- •	202120_SPRING_BIOL291_26602		WF	G 2(
		A v	202120_SPRING_BIOL291_26602		А	G 2(
		C+ •	202120_SPRING_BIOL291_26602		C+	G 2(
		B- •	202120_SPRING_BIOL291_26602		B-	G 2(
		B- •	202120_SPRING_BIOL291_26602		В-	G 2(
		A v	202120_SPRING_BIOL291_26602		A	G 2(
H 4 1 2	345 ▶ ₩	10 • items	s per page		1 - 10 of 49 item	is
			Su	ubm	it All Grades to LEO Res	et

You can page through the list one page at a time, display all the students/sections on one continuous page, or specify exactly how many students per page you wish to view. Sort each column by clicking on the column name in the column header. Filter and search each column by clicking on the three vertical dots in the column header.

Overriding Grades

The Submit Grades tool provides the ability to override the grades assigned within the Canvas gradebook. This is your opportunity to review the grades you have assigned in Canvas and change them if necessary.

4. To override a grade, click on the context menu arrow next to the grade. You have the option to assign an "I" (Incomplete), "WF" (Unofficial Withdrawal), or to reset grade to the previously assigned grade.



Special grading scenarios

Only officially registered students' grades will process in LEO.

Grades for students who were manually added to the course will be ignored in LEO.

Grades for students who are auditing a course must be manually reported in LEO.

If your student is completing an incomplete grade, you must use the "Report a change of grade" link in LEO or submit a grade change form directly to the Registrar's Office to update the grade.



Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Upload the grade file to LEO

 Once you have reviewed all the grades, overridden those that were necessary and confirmed the information is correct, click **Submit All Grades to LEO**. (Use the **Reset** button to undo your changes and return to the original grades from the gradebook.)

1 - 10 of 100) items
Submit All Grades to LEO	Reset

2. The system will prompt you one last time to confirm you want to send the grade file. Click **Yes, proceed**.



3. You will get a confirmation from the system that the file(s) have been successfully sent to Banner (LEO). Click **OK**.

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Process uploaded grades in LEO

- 1. Go to <u>https://www.leoonline.odu.edu</u> and log in with your MIDAS ID and password.
- 2. In the Main Menu, click Faculty & Advisors.

Search	Go
Main Menu	
Personal Information Update Addresses or Con) tact Information Review Name or Social Security Number Change Information; Chang
 Admissions, Registra Check Admissions Applica 	ation, Sturent Records, Graduation Information ition State, and Transfer Credit Evaluation; View Holds; Register for Classes; Display (
 Financial Aid Apply for Financial Aid; Re 	the status of your financial aid applications; Check status of document requirem
 Faculty & Advisors Enter Grades and Registra 	ation Overrides, View Class Lists and Student Information
 Employee Benefits, Leave or Job Da 	ta; Pay Stubs, W2 and W4 data.
Make a payment on You will be redirected to a	account, sign up for e-Refunds and/or sign up for a Payment Plan secure site to make your payment or set up an electronic refund.

3. Then select Web Grade Menu to process your Canvas grades.

🛰 Faculty & Advisors
 Student Menu
 Term Selection
CRN Selection
Eaculty Detail Schedule
Faculty Schedule by Day and Time
Datal Class List
Commany Class List
Datai Wait List
European Wat List
South Crade Entry
 Faculty Grade Endy Instructors for Entering Grades Progress report grades for 100/200 level courses should be entered
Registration Overrides
 Advisor Menu View a student's transcript and transfer evaluation: View a student
Active Assignments
Assignment History
Class Schedule
Sylabus Information
Office Hours
 Web Reporting Manu Web reporting for deams, faculty, and advisors.
Banner File Upload Upload files to the Banner Grockory you select and have saved in
Web Grade Neru
 Report a Change of Grade Change or correct a grade that has been posted to academic histo

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO) 4. Click Select a File to Process to retrieve the file sent over from Canvas.

5. Use the pull-down menu to select the grade file you wish to process, then click **Process Grades** to process those grades into Banner (LEO).

Select a Grade File to Load		Robert J. Nov 11, 2014
The drop down listing below displays courses for which you are the inst Courses that have not been uploaded through the Web File Upload prov When grades are successfully submitted, a separate page will open dis to academic history, etc.). After you have selected the file to process, click on the "PROCESS GRADING COURSES C	tructor of record (or one of several co cess will not appear on this list. playing the class roster, assigned grad DES [®] button to complete the upload p	nurse instructors) and to which you have already uplo tes, and any error ressages (invalid grade, grade alrea procedure.
Grade T Please select a file to process	ype to process : Final Grades	PROCESS GRADES
If the drop down listing below does not display all of the files you have extraneous information, UNA, CRN, Grade) and that you have named yo file is not formatided as required, you must make the appropriate chang	00121435_201410_10100.csv 00121435_201410_10403.csv 00121435_201410_14754.csv 00121435_201410_14754.csv 00121435_201410_17859.csv mini-contectly four-relif contectly in e and re-save your file in the .csv fo	formatted your files correctly (no column headings or this format 12345678_200520_22345.csv). If you disc mat.

Grade files are named in the format of UIN_Term_CRN.csv where UIN is the UIN of the faculty of record for the course, the term is the semester term of the grade file, and the CRN is specific to that course section. The Canvas grade submission process automatically formats the file name and content to upload properly to LEO.

If you DO NOT see the file for the CRN you have uploaded from Canvas, contact the Registrar's Office to report the issue. The Registrar and ITS will work to identify and resolve the problem.

Once you click on Process Grades, the grades are recorded to each student's academic history in Banner (LEO).

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Manually correcting grades in LEO

If you notice an error, you can correct a grade entry in LEO up until the grade is rolled to academic history. The Registrar rolls grade data to academic history three times per day.

1. From the Main Menu in LEO, click Faculty & Advisors, then Faculty Grade Entry.

🛸 Faculty & Advisors	
Student Menu Display student information; View a student's schedule; Process registration overrides; Proces Term Selection	ss a st
CRN Selection	
Faculty Detail Schedule	
Faculty Schedule by Day and Time	
Detail Class List	
Summary Class List	
Detail Wait List	
Summary Wait List	
 Faculty Grade Entry Instructions for Entering Grades Progress report grades for 100/200 level courses should be entered using SSC Campus/MyAd 	visor.
Registration Overrides	
 Advisor Menu View a student's transcript and transfer evaluation: View a student's grades: Display your sec 	urity (

2. Locate the CRN and roster, and manually adjust the grade entries.

Correcting grades after they have been rolled to academic history

If you notice an error *after* the grade has been rolled to academic history, the grade can be corrected ONE time using the **Report a Change of Grade** link in LEO (under **Faculty & Advisors)**. Otherwise, it should be changed by submitting a grade change form, available from your department, to the Registrar's Office.

This process does not remove the responsibility of faculty to load all grades to Banner (LEO) by the required deadline. If you encounter problems with this process that cannot be resolved in a reasonable timeframe, use the Faculty Grade Entry system to enter grades individually, or export a roster, add grades and dates of last attendance (where needed), and import the roster back into Faculty Grade Entry. For instructions on using the Faculty Grade Entry system, refer to https://www.odu.edu/facultystaff/teaching/course-administration/entering-grades.

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Addressing process errors

After you have processed your grade file, you will get a **Grade Upload Confirmation and Verification**. This screen documents the grade file that was used and errors and specific actions that have been taken or need to be reviewed.

 Displayed errors below must be resolved before the grade will be processed to Banner and visible to students. "Grade Already Rolled to History" means the grade has been processed in Banner and can not be edited. If you find an error for a "Grade Already Rolled to History", then you must use the "Change of Grade" form (paper) which requires approval of your department chair or de Print a copy of this page for your records once you have reviewed your grades. Instructor : Robert J. Fricovsky Grade File Processed : 00121435_201410_10100.csv Term CRN UIN Student Name Grade Date Loaded Message 	Grade Uplo	ad Co	nfirmatio	n and Verification			Ri Nov 1	bert J. Fricovs 1, 2014 10:32 a
Term CRN UIN Student Name Grade Date Loaded Message	Displayed errors below must be resolved before the grade will be processed to Banner and visible to students. "Grade Already Rolled to History" means the grade has been processed in Banner and can not be edited. If you find an error for a "Grade Already Rolled to History", then you must use the "Change of Grade" form (paper) which requires approval of your department chair or dean. Print a coor of this page for your records once you have reviewed your grades.							
Grade File Processed : 00121435_201410_10100.csv Term CRN UIN Student Name Grade Date Loaded Message	unnt a copy of this page for your records once you have reviewed your grades. Instructor : Robert J. Fricovsky							
Term CRN UIN Student Name Grade Date Loaded Message	Grade File Processed : 00121435_201410_10100.csv							
	Term	CRN	UIN	Student Name	Grade	Date Loaded	Message	

Grade already rolled to history

This message indicates that the grade was previously rolled to academic history by the Registrar, and the grade in this file was ignored. If this grade is different than previously submitted, use the **Report a Change of Grade** menu item on the Faculty & Advisors menu to update the grade, or submit a paper grade change form (available from your department) to the Registrar's Office.

AH J.	A-	11-NOV-14	Grade already rolled to history
NY R.	F	11-NOV-14	
ΑΑ.	A-	11-NOV-14	Grade already rolled to history
<u> </u>	<u> </u>	11 NOV 14	

Learner enrollment does not exist

This message indicates that the student listed in the file was NOT enrolled in that course. You should refer the student to follow up with the Registrar.

A L.	Α	11-NOV-14	Learner enrollment does not existGra
м.	D	11-NOV-14	Learner enrollment does not exist
E E.	C-	11-NOV-14	
	~		

Grade not valid for section

This message indicates that the grade assigned to that student was not a valid grade and was not processed. You will need to revisit the assigned Grading Scheme and correct this error.

Not processed; F/WF grades

All F and WF grades must be entered directly into Faculty Grade Entry because they require a last attend date.

Grade	Date Loaded	Message
WF	29-JUL- 2022	Not processed; F/WF grades must be loaded in Faculty Grade Entry with a last attend date

Generate the grade file

Upload the grade file

Process uploaded grades in LEO

Manually correcting grades

Addressing process errors

Frequently Asked Questions

Canvas: Transfer Grades from the Gradebook to Banner (LEO)

Frequently Asked Questions

How long do grade files stay in LEO?

Uploaded grade files will remain if the grading period is "open". Once you see the message "Grade already rolled to history," you will not be able to change the grade for that student or class by uploading a new grade. If you need to correct or change a grade, use the "Report a Change of Grade" link in LEO to update the originally reported grade. Otherwise, you must complete the change of grade form available from your academic department, including justification, your signature and your department chair's signature.

What should I do if I see the message "Invalid Grade"?

Check the following:

- Student's registration status (pass/fail, audit)
- Grade of A+ is not valid for any course
- Grades of D+, D and D- are not valid for graduate level courses
- Other typographical errors made when entering grades. Make corrections, as necessary.

What if my file does not seem to upload?

If you go into Find File to Process and do not see the file for the CRN that you have uploaded from Canvas, you should contact the Registrar to help determine the problem.

Can I type my grades in lower case?

Yes. Grades will be converted to uppercase when processed into Banner.

Where can I verify that my uploaded grades were processed?

You can check your grades by going into the Faculty Grade Entry system and checking the Grading Status indicator for each CRN.

- "Completed" means all grades have been loaded for that CRN.
- "In Progress" means one or more grades are still missing.
- "Not Started" means no grades exist for that CRN.

The Rolled Status indicator shows whether the Registrar has rolled the grades to academic history. The student roster for each CRN will display the grades you have loaded, and dates of last attendance for F and WF grades.

Who can I call with questions?

Call the Office of the University Registrar, 757-683-4425 or 757-683-6530, or email <u>register@odu.edu</u> with your University ID number and the SUBJ/CRSE and CRN(s) you are asking about.