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

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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:

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.

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Enable a course grading scheme in Canvas
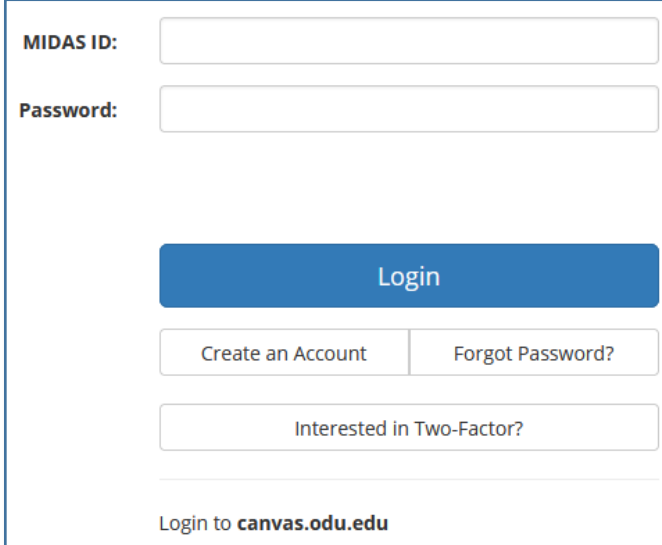
About grading schemes

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 https://canvas.odu.edu with your MIDAS ID and password.

2. Select the course from which you are going to upload grades - either from the Dashboard or the Courses page.

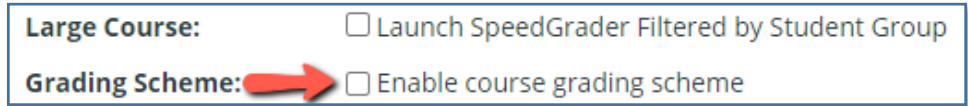3. Go to **Settings** in the course menu.

4. Make sure that the **Course Details** tab is open.

| Course Details | Sections | Navigation | Apps | Feature Options | Integrations |
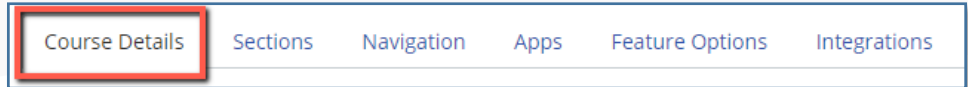
5. Check the **Enable course grading scheme** checkbox under **Grading Scheme**.

Large Course: ☐ Launch SpeedGrader Filtered by Student Group

Grading Scheme: ➡ ☐ Enable course grading scheme

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 Group

Grading Scheme: ☑ Enable course grading scheme
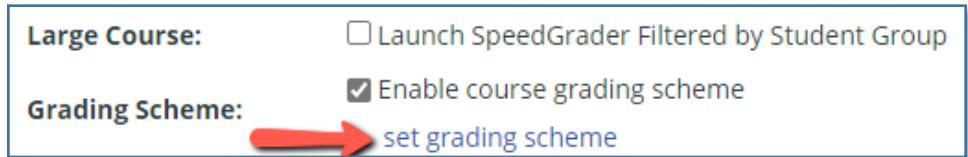
➡ set grading scheme

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		✕
Default Grading Scheme1	**Q Select Another Scheme**	✎
Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 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

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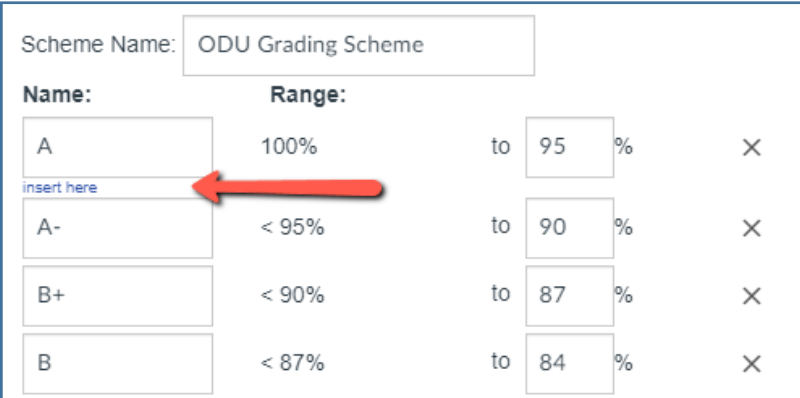
Editing a grading scheme

1. 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].
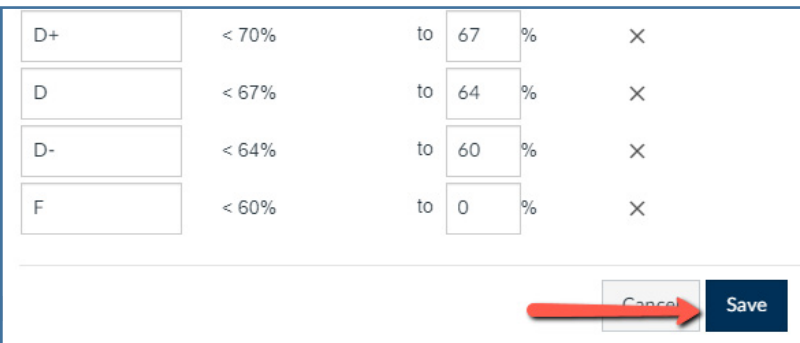

The grading scheme must contain a full range from 100% to 0%.

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.

Create a new grading scheme

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

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

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.)

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

1. 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.
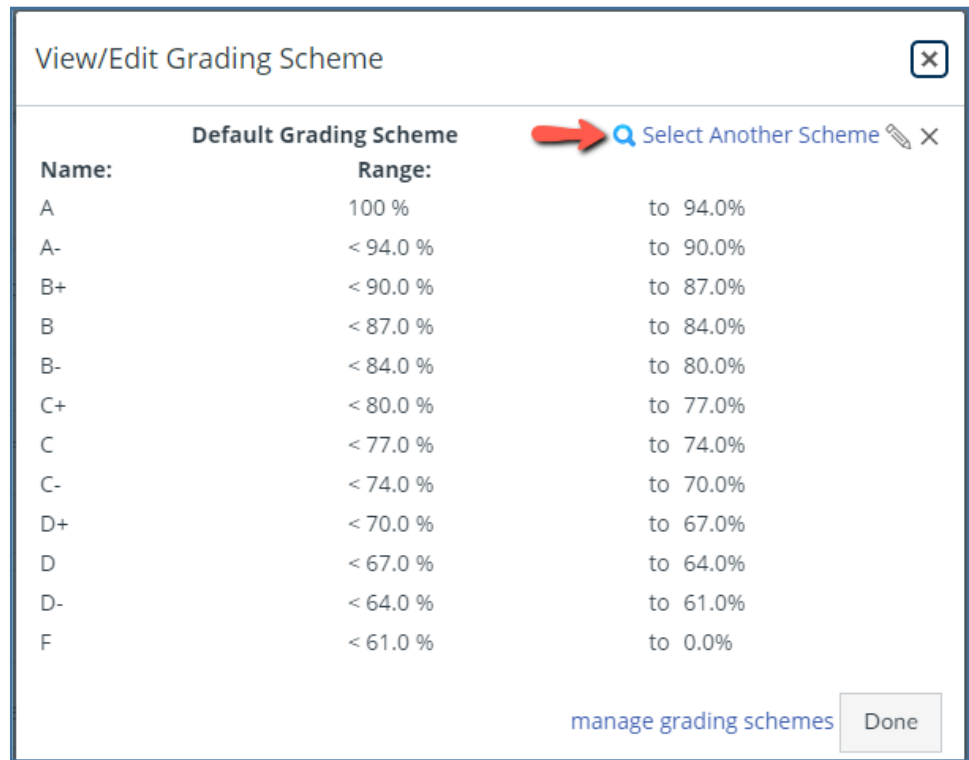
2. Select a grading scheme on the left and click **Use This Grading Standard**.
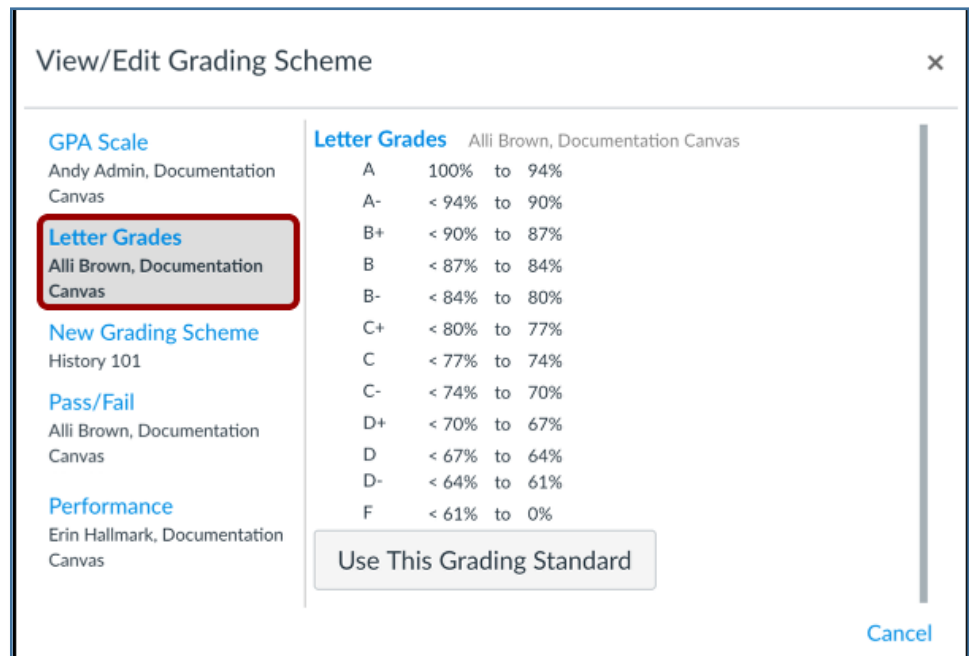
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3. After you've selected a grading scheme, click **Done**.

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

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.
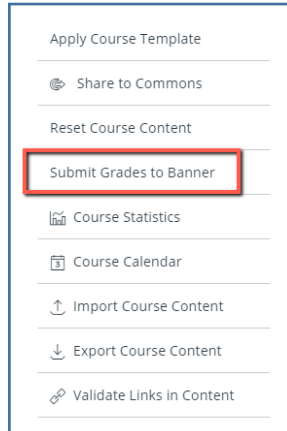
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Generate the grade file

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.

Apply Course Template

Share to Commons

Reset Course Content

Submit Grades to Banner

Course Statistics

Course Calendar

Import Course Content

Export Course Content

Validate Links in Content

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 Quick 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?
- 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 Proceed

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 over-ride 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.

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.

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.
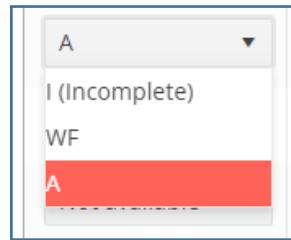
Special grading scenarios

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.

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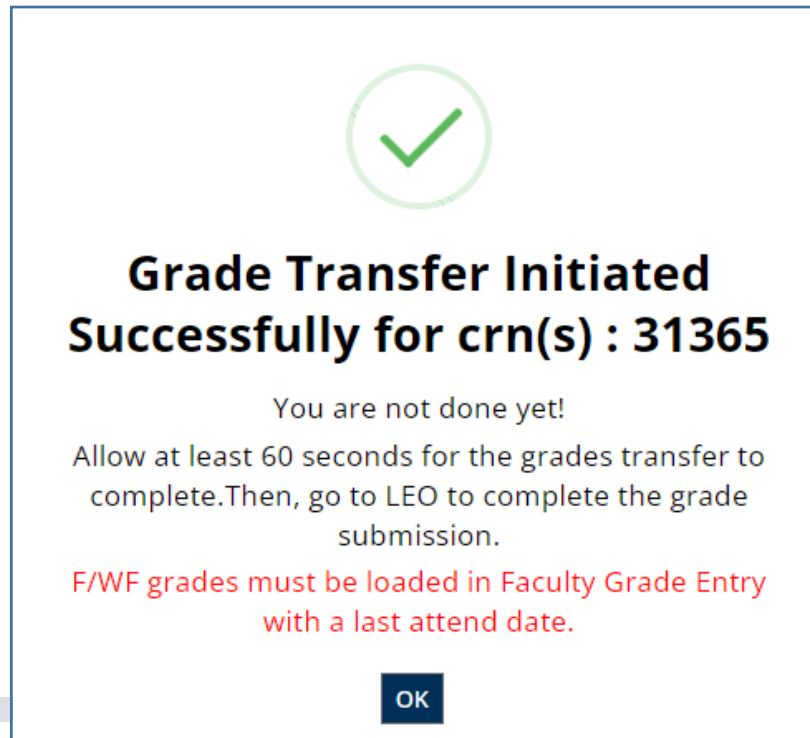
Upload the grade file to LEO

1. 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]
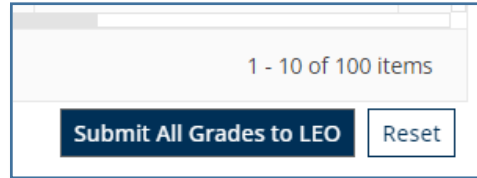
2. The system will prompt you one last time to confirm you want to send the grade file. Click **Yes, proceed**.

   ## Confirm

   Are you sure want to submit the grades to LeoOnline?

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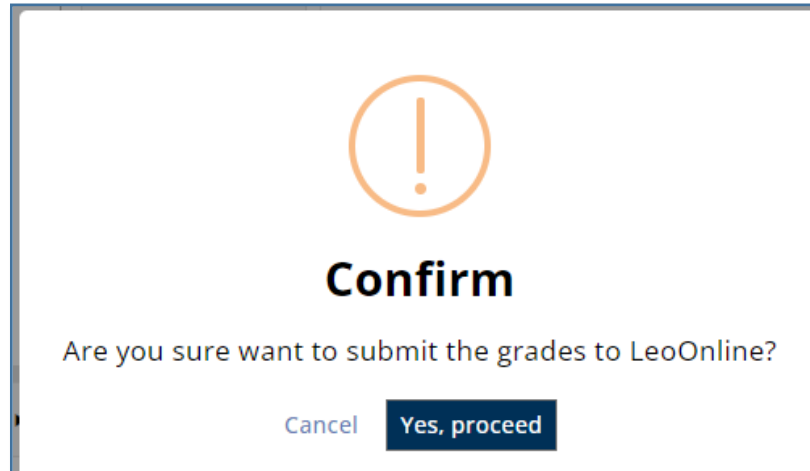
3. You will get a confirmation from the system that the file(s) have been successfully sent to Banner (LEO). Click **OK**.

   ## Grade Transfer Initiated Successfully for crn(s) : 31365

   You are not done yet!

   Allow at least 60 seconds for the grades transfer to complete.Then, go to LEO to complete the grade submission.

   F/WF grades must be loaded in Faculty Grade Entry with a last attend date.

   [OK]

Process uploaded grades in LEO

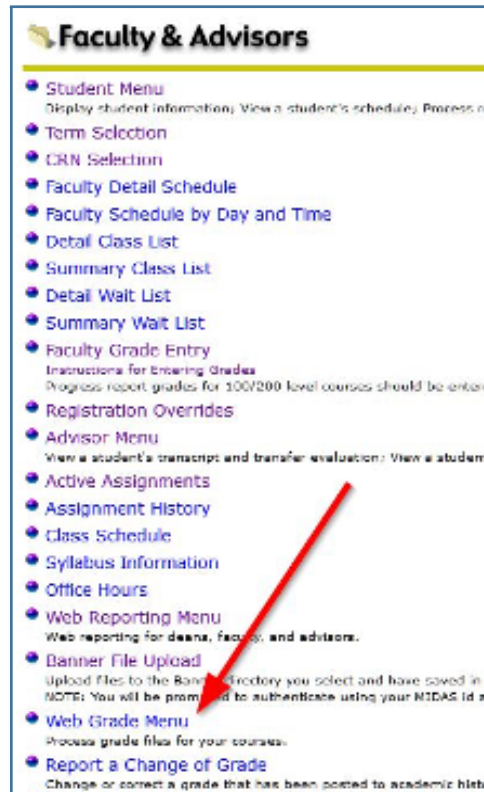1. Go to https://www.leoonline.odu.edu and log in with your MIDAS ID and password.

2. In the Main Menu, click **Faculty & Advisors**.
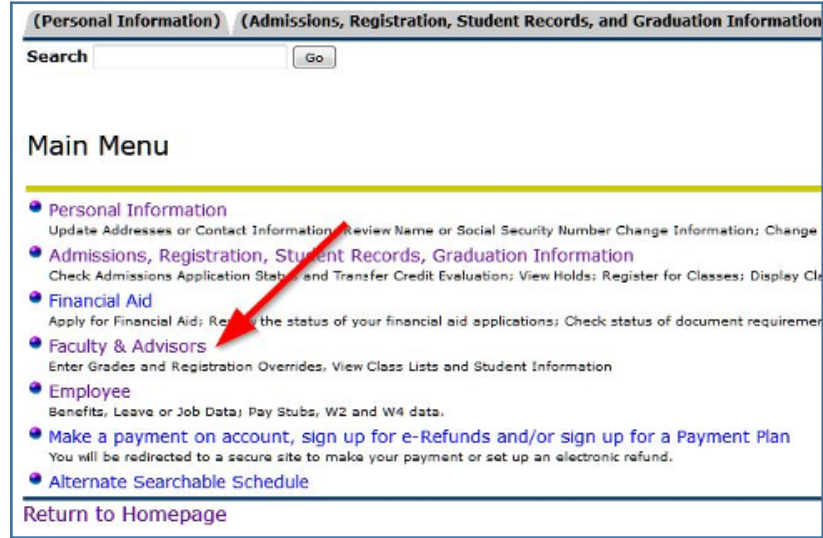
3. Then select **Web Grade Menu** to process your Canvas grades.
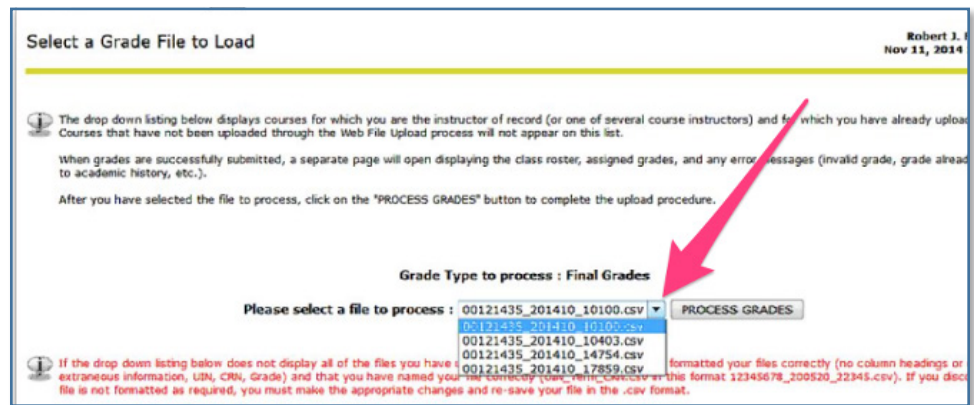

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4. Click **Select a File to Process** to retrieve the file sent over from Canvas.
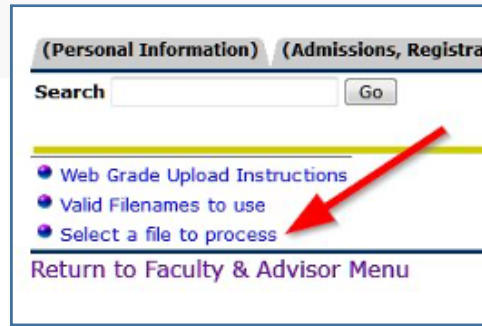
5. Use the pull-down menu to select the grade file you wish to process, then click **Process Grades** to process those grades into Banner (LEO).

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).

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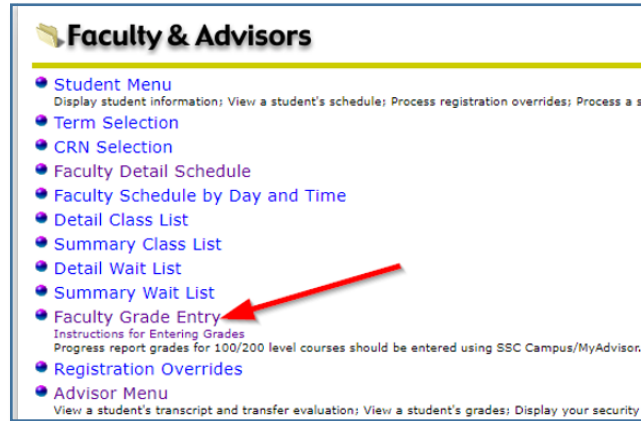
2. Locate the CRN and roster, and manually adjust the grade entries.

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.
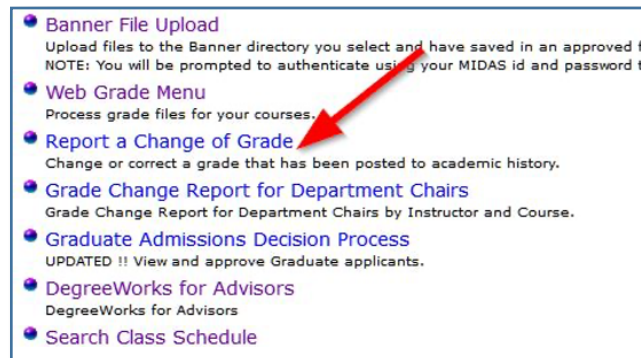
This process does not remove the responsibility of faculty to load all grades to Banner (LEO) by the required deadline. If you encounter problems with this process that cannot be resolved in a reasonable timeframe, use the Faculty Grade Entry system to enter grades individually, or export a roster, add 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.

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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.
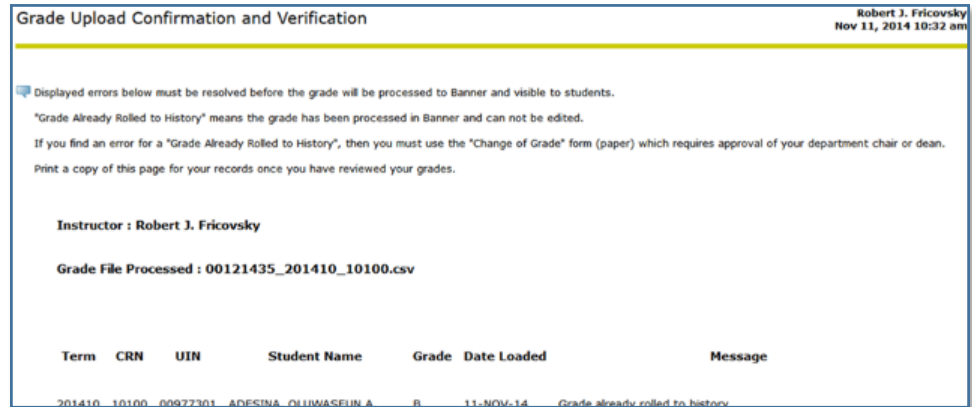
Grade already rolled to history

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.

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.

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.

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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 register@odu.edu with your University ID number and the SUBJ/CRSE and CRN(s) you are asking about.