

WRIGHT STATE UNIVERSITY

Pilot Gradebook Quick Reference Guide

This Quick Reference Guide covers the following topics:

- I. Gradebook setup best practices
- II. Allow your students to see their cumulative grades
- III. Push mid-term or final grades to Wings Express (Banner)
- IV. Enter grades directly into Wings Express (Banner)

I. Gradebook setup Best Practices

Your gradebook should be set up in the way it works best for your students. Here are some best practices that will help you do that.

Use the Gradebook Set-up Wizard

It walks you through the key points of the setup process.

Use Drop Ungraded Items

Selecting this in the Wizard will exclude future assignments from negatively impacting the student's current cumulative grade. It provides an accurate view of their progress in your class.

Use Auto Update – Automatically keep final grade updated

This is the setting that keeps the final calculated grade up to date.

Use gradebook item short names

For gradebook items that have a long name, you can edit the item and add a short name. This will improve the display of the gradebook making it easier for you to navigate.

II. Allow your students to see their cumulative grade

In the gradebook, go to the Settings gear on the right. Then select Calculation Options. Select these options and save.

Final Grade Released

Calculated or Adjusted Final Grade
Automatically release final grade

Grade Calculations

Drop ungraded items
Automatically keep final grades updated

The screenshot shows the 'Final Grade Released' settings panel. Under the 'Release' section, 'Calculated Final Grade' is selected with a radio button and a red star icon, and 'Adjusted Final Grade' is unselected. Under 'Grade Calculations', 'Drop ungraded items' is selected with a radio button and a red star icon, and 'Treat ungraded items as 0' is unselected. Under 'Auto Update', 'Automatically keep final grades updated' is checked with a checkbox and a red star icon. At the bottom, there are 'Save' and 'Close' buttons.

III. Push Mid-Term or Final Grades to Wings Express

This section shows you how to do this in your Pilot course or directly in Banner.

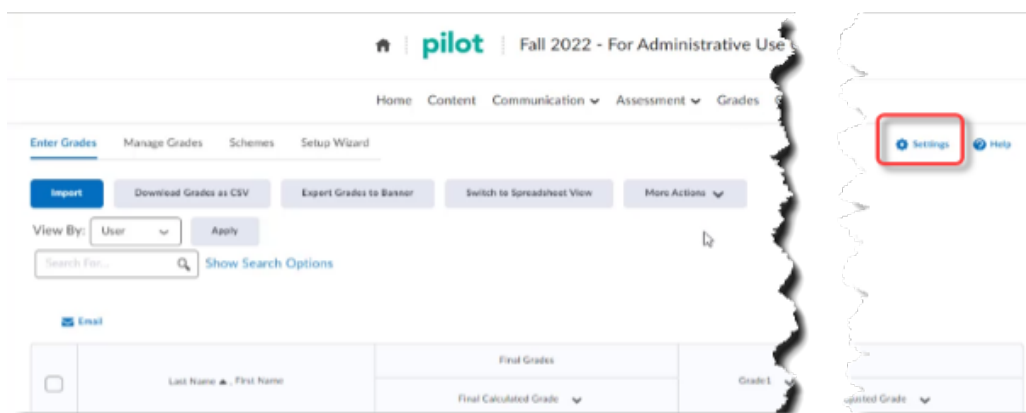
- Push grades from Pilot
- Enter grades directly into Wings Express (Banner)

PUSH GRADES FROM PILOT

Important: If crosslisted, you will run this for every section.

Stage 1: Create Adjusted Final Grade

Skip this stage if you already have chosen to Release Adjusted Final Grade.

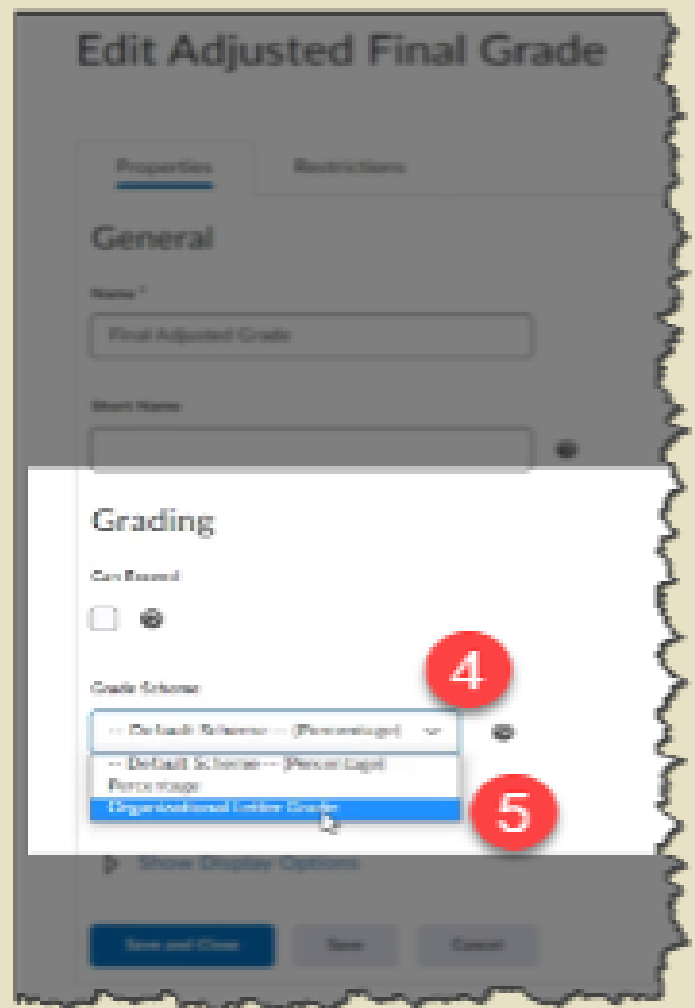
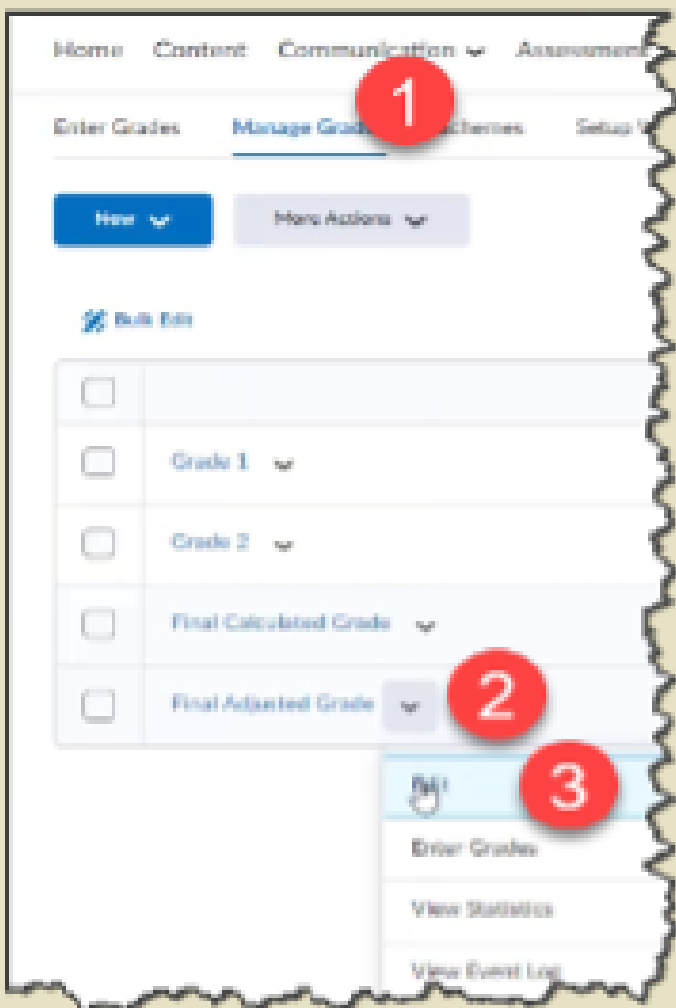


1. From the **Enter Grades** tab, go to the **Settings** gear on the right
2. Select **Calculation Options**
3. Scroll to bottom, select **Adjusted Final Grade** and **Drop Ungraded Items**
4. Click **Save** and **Confirm**

Stage 2: Change Grade Scheme

While we usually have a pointed or weighted gradebook, Banner only accepts Letter grades. So, in this stage we flip the grade scheme to Organizational Letter Grade.

1. Click **Managed Grades**
2. Click the drop arrow next to **Final Adjusted Grade**
3. Select **Edit**
4. In the drop down, select Organizational Letter Grade
5. Click Save and Close



Stage 3: Transfer Calculated Grade to Adjusted Grade

Whats the Difference?

Calculated Grade

This is handled automatically through the Pilot Gradebook.

Adjusted Grade

This allows instructors to make manual adjustments to grades based on other relevant criteria that may not be included in the gradebook.

Whether you change the Adjusted grade or not, the transfer still must happen. **Here's how.**

1. From the Grades section, click **Enter Grades**
2. In the drop arrow next to **Final Calculated Grade** , select **Enter Grades**
3. Then, from the drop arrow next to **Final Grades** , select **Transfer All**

The first screenshot shows the 'Enter Grades' button highlighted with a red circle '1'. Below it is a table with columns for 'Last Name', 'First Name', and 'Final Grades'. A row is selected, and a dropdown menu is open next to the 'Final Calculated Grade' column, with 'Enter Grades' highlighted and a red circle '2' next to it.

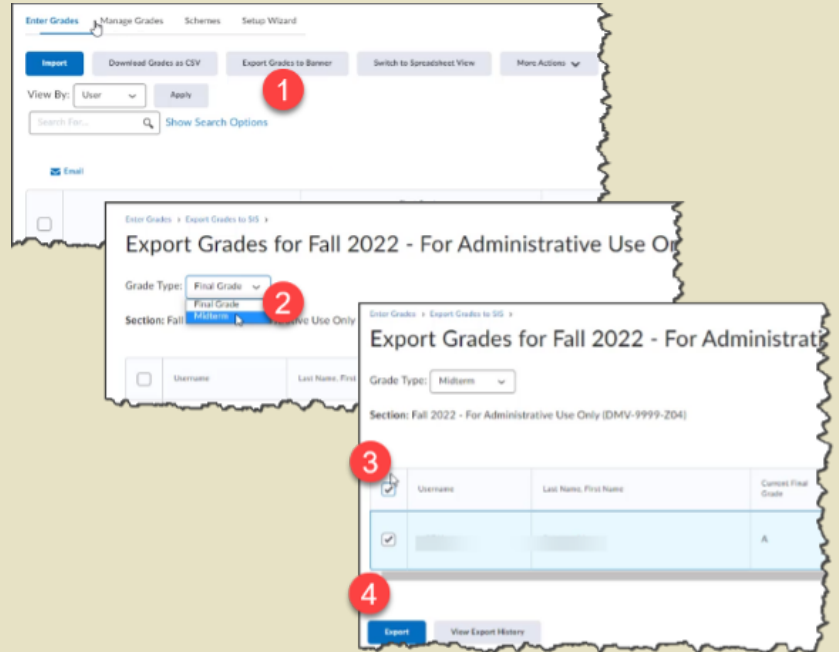
The second screenshot shows a dropdown menu for 'Final Grades' with 'Transfer All' highlighted and a red circle '3' next to it. The menu also includes options like 'View Event Log', 'Recalculate All', 'Clear All', 'Add Feedback for All', and 'Release All'.

PLEASE NOTE

This section labeling in Pilot is a bit deceptive. While this section in Pilot is Labeled "Final Grades," You will be provided an option to choose Midterm or Final Grades. See next section.

Stage 4: Export to Wings Express (Banner)

1. From Enter Grades, click **Export Grades to Banner**.
2. In the Grade Type, select either Midterm or Final Grade, accordingly.
3. Select all students by clicking the top checkbox.
4. Click **Export**.



Successful?

You'll know you are successful when you see it in the Status and the History. Also, you can check Wings Express (Banner).

The screenshot shows the 'Export Details' page. The status is 'Success' and the history shows 'Successfully processed grades for Student'.

Username	Last Name, First Name	Submitted Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date	Result	Notes
		A				Accepted by SIS	Successfully processed grades for Student

For more details see: [Pilot Help for Faculty: Exporting Grades to Banner](#)

IV. Enter Grades Directly into Wings Express (Banner)

Wings Express

1. From your Wings Express Faculty tab, click Select a Term
2. In the next window choose the Term from the available dropdown
3. On the next menu select either Midterm Grades or Final Grades
4. On the next window select the course (CRN)
5. Enter the grades for each student and click Submit.

