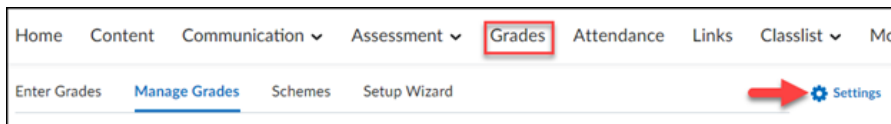# Push Final Grades to Banner

This document outlines the **four-step process** for" pushing" or exporting your final grades from your Pilot course to Banner. You can skip this step and enter the grades directly into Banner/Wings Express.
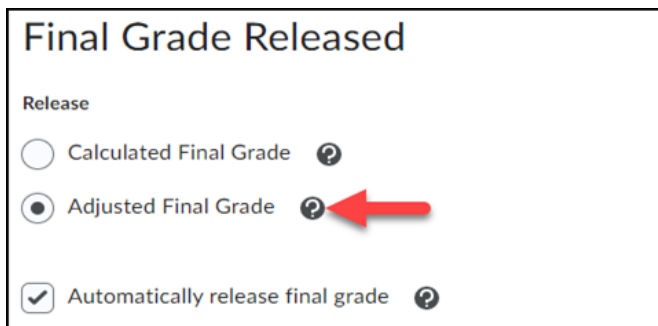
Step 1: Grade Settings

Log into Pilot and your course. From **Grades** on the Navbar select **Settings** (upper, right corner of the screen)
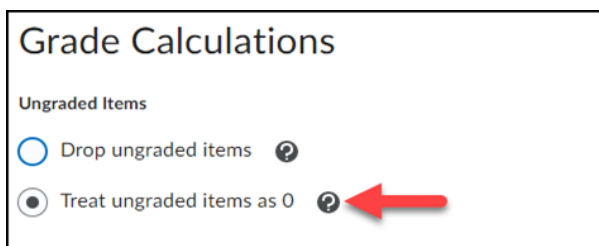

On the **Grade Settings** page, click on the **Calculation Options** tab.

Under the **Final Grade Released** section, select **Adjusted Final Grade**. If the Adjusted Final Grade is already selected, you don't have to change this setting.

For Final semester grades, select "Treat ungraded items as 0."

Click **Save** at the bottom of the page and then confirm.

Step 2: Change the Grade Scheme

The final grades you submit to Banner must be letter grades. If your final grades display as percentages, as they will by default, you must change the "**Grade Scheme**."

From **Grades** on the Navbar click **Manage Grades**. From **Managed Grades**, click the action arrow next to **Final Adjusted Grade.** Select **Edit**.
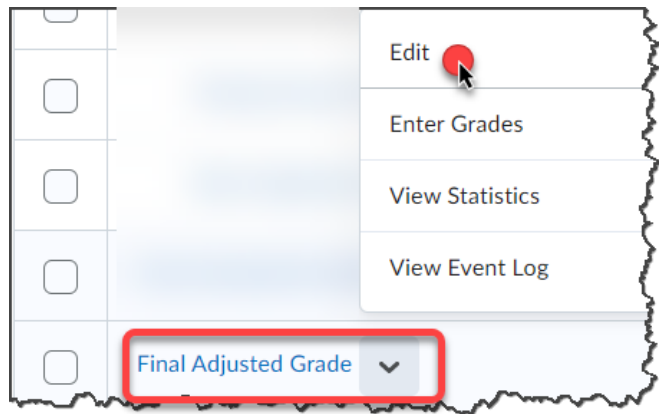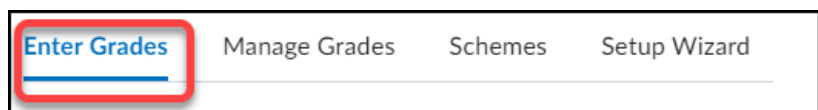
In the **Grade Scheme** drop-down, select **Organizational Letter Grade**.
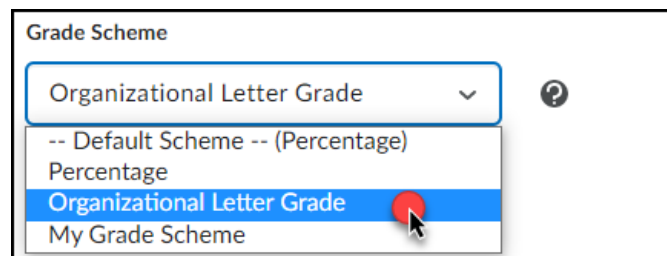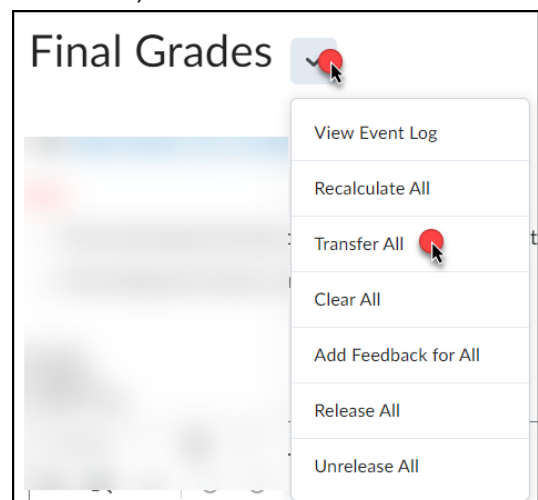
Click "**Save and Close**."

Step 3: Transfer Calculated Grade to Adjusted Grade

From **Grades** on the Navbar click **Enter Grades**.

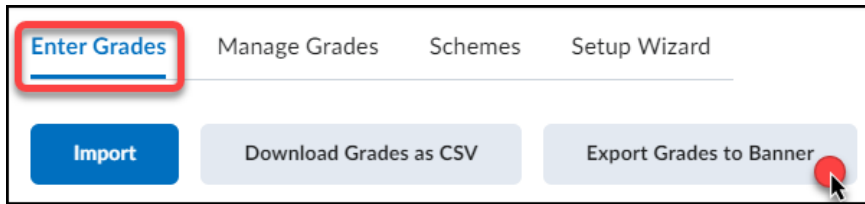From **Enter Grades**, click the action arrow next to **Final Calculated Grade**, select **Enter Grades**.

From the action arrow next to **Final Grades** (at the top), select **Transfer All**.

Confirm and then **Save and close**.

Step 4: Export Final Adjusted Grades to Banner

From the **Grades** section, click **Enter Grades**. From **Enter Grades**, click **Export Grades to Banner**.

- In the **Grade Type**, select **Final Grade**.
- Use the **Override Grade** column to make any adjustments.
- Ignore the last three columns.
- Select all students by clicking the top checkbox.
- Click **Export** in the bottom left corner of the page.
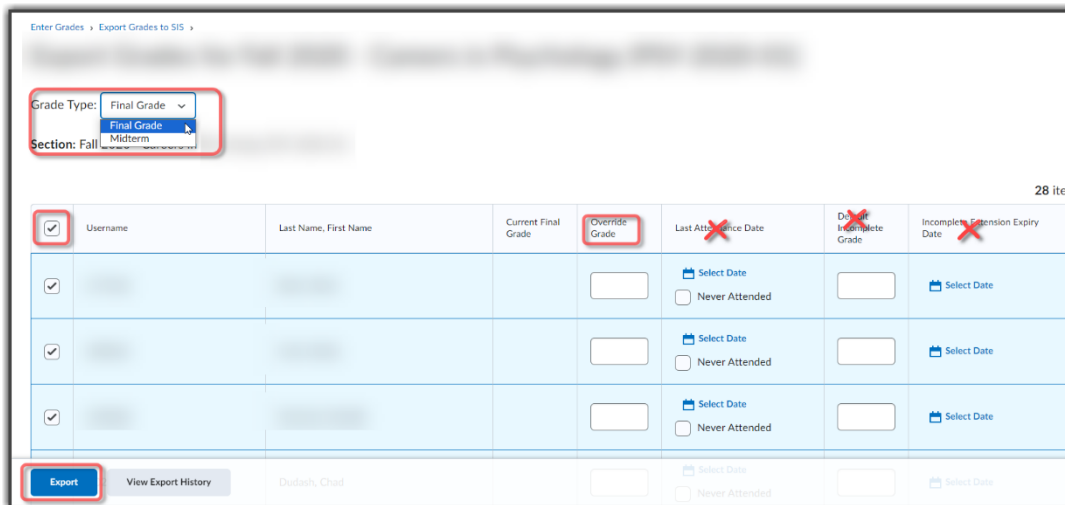
When the grade transfer is complete, an **Export Details** page will appear and in the Result column it should say "Accepted by SIS."

Username	Last Name, First Name ▲	Submitted Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date	Result	History
eftEEdu	Angelopoulou Sophia	C				Accepted by SIS	Successfully processed grades for Student ID (GE00)
sr9BEadu	Berisson Abigail	A				Accepted by SIS	Successfully processed grades for Student ID (GE00)

Verify

You can verify that the grades were submitted by logging into Wings Express, then under the "Faculty" tab, open "Faculty Grade Summary."

Grades are queued in Banner until the daily "roll" which is around 4 am the next morning. You have until the Roll to make changes. After that time, you'll have to click on "Change Grade" beside the student's grade and complete and submit the form.

Cross-listed?

If cross-listed, you will run this for every section.

Problems?

If you have any problems with grade submission **during** the submission period call the Help Desk at 937-775-4827 and someone will assist you.

If you have any problems with grade submission **AFTER** the submission period contact the Registrar's Office.

For more detailed information and a video demonstration, visit the WSU website, where we share information on exporting grades to Banner.

https://www.wright.edu/information-technology/pilot-help-for-faculty/grades#export-banner