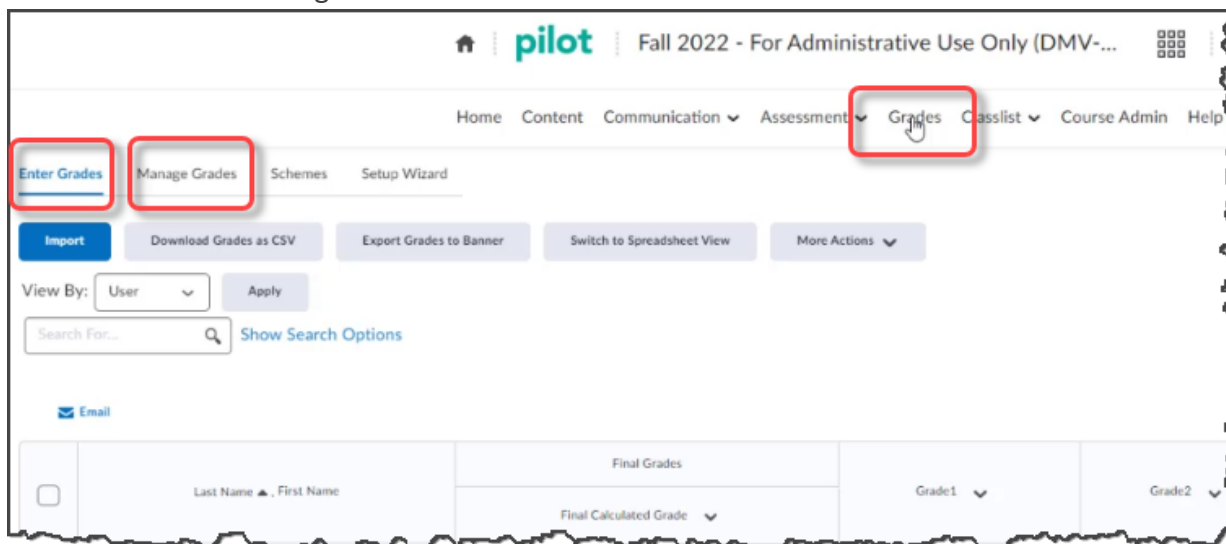


Pushing Midterm and Final Grades from Pilot to Banner

Midterm and Final Grades are a cumulative grade from all the grade items up to the Midterm grade or Final Grade point. This process happens in the Grades section of the navbar using Enter Grades and Manage Grades.

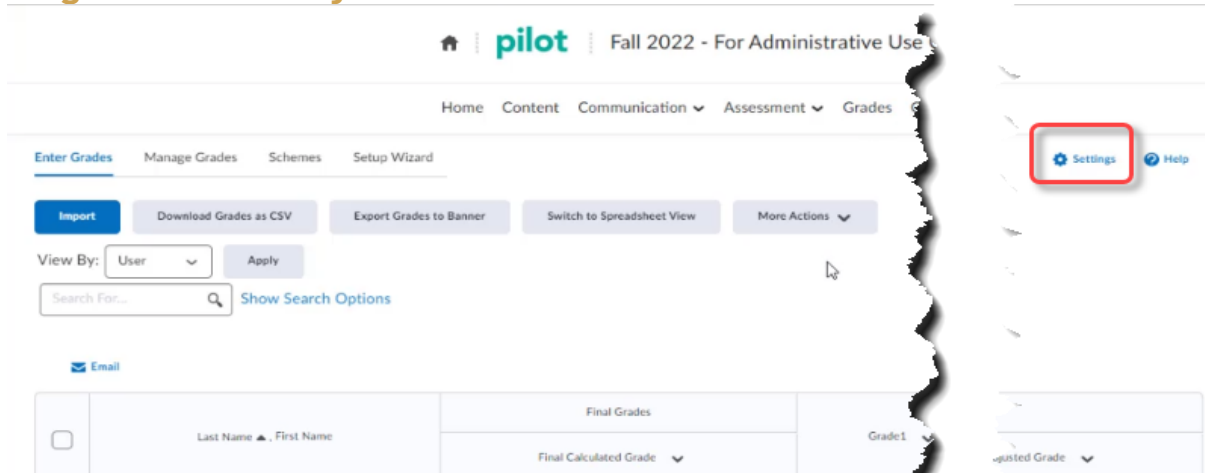


The Process

It includes four stages:

1. Creating the Adjusted Final Grade
2. Changing the Letter Grade Scheme
3. Transferring the Calculated Grade to the Adjusted Grade
4. Exporting the grade to Banner

Stage 1: Create Adjusted Final Grade



1. From the **Enter Grades** tab, go to the **Settings** gear on the right.
2. Select **Calculation Options**
3. Scroll to the bottom and 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 Grade Scheme drop down, select Organizational Letter Grade.
5. Click Save and Close.

Edit Adjusted Final Grade

General

Name*
Final Adjusted Grade

Short Name

Grading

Can Exceed
☐

Grade Scheme
-- Default Scheme -- (Percentage)
-- Default Scheme -- (Percentage)
Percentage
Organizational Letter Grade

Show Display Options

Save and Close Save Cancel

Home Content Communication Assessment

Enter Grades **Manage Grades** Schemes Setup

New More Actions

Bulk Edit

☐ ☐ Grade 1 ☐ Grade 2 ☐ Final Calculated Grade ☐ Final Adjusted Grade

Edit Enter Grades View Statistics View Event Log

Stage 3: Transfer Calculated Grade to Adjusted Grade

What is the difference?

Calculated Grade

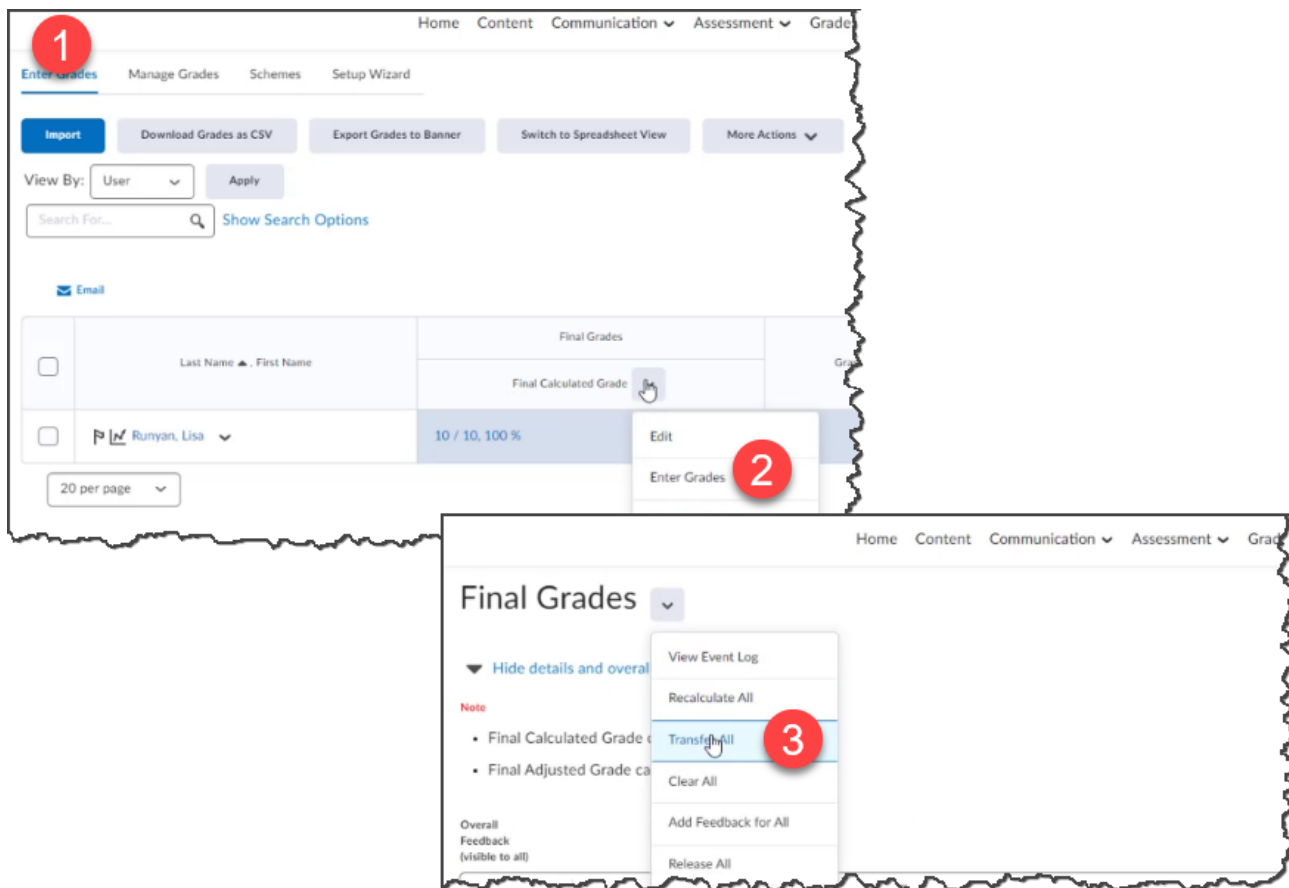
This is handled automatically through the Pilot Gradebook.

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.

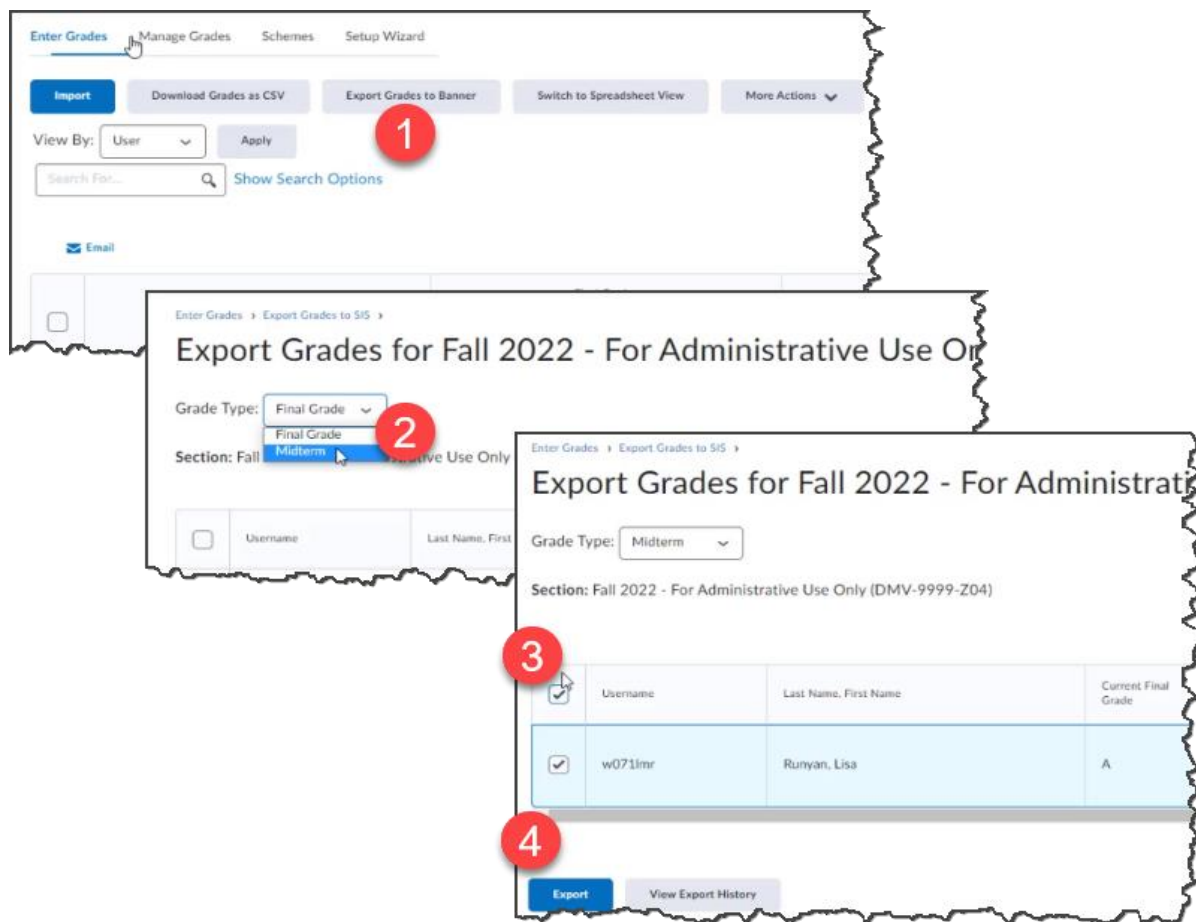
1. From the Grades section, click Enter Grades.
2. In the drop arrow next to Final Calculated Grade, select Enter Grades.
3. Then, from the drop arrow next to Final Grades, select Transfer All.



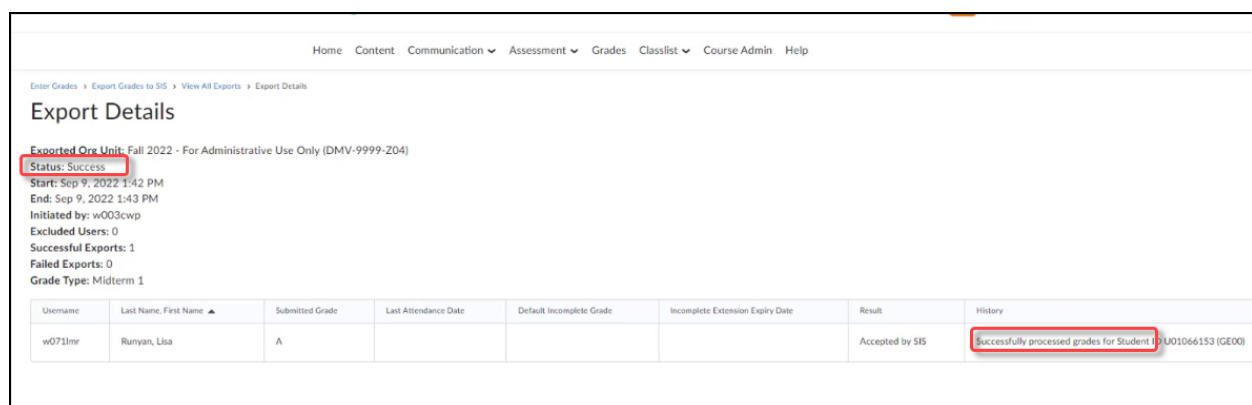
PLEASE NOTE: This section labeling in Pilot is a bit deceptive. While this section in Pilot is Labeled “Final Grades,” You will be provided an option to choose Midterm or Final Grades. See next section.

Stage 4: Export to 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 Banner.



Little Bag of Tricks

- If you are already familiar with pushing grades to banner, the only real difference is in **Stage 4: Export to Banner** where you will select Midterm from the drop arrow.
- For more details see: [Pilot Help for Faculty: Exporting Grades to Banner](#)