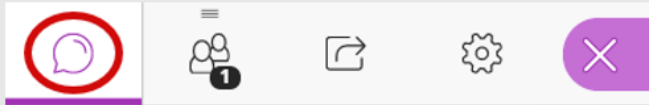


Welcome to the webinar,  
**Submitting Final Grades to Banner via Blackboard**  
We will begin the session shortly.

Audio has been disabled. Enter all questions in the Chat panel.



Open the Collaborate Panel for more settings.

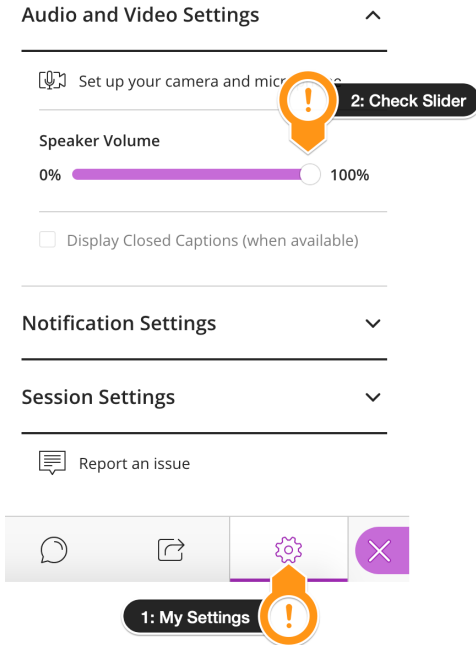


Select the Chat bubble (first icon) to open the Chat panel.

**NOTE:** *Chrome and Firefox are the recommended browsers for the best Collaborate experience.*

# Sound Check in Progress

- If you are having issues with sound:
  - we recommend **Chrome** or **Firefox** for the best experience
  - make sure your browser tab is not muted (unmute site / unmute tab option when right clicking the session tab)
  - refresh your browser window
  - make sure your session sound is turned up to 100% (go to the settings cog to check)



# Before Submitting – Check Check Check



# Entering Grades: Things to Remember

- Grades must be entered matching the format of the display type.
  - Default: Score
    - Raw score values.
    - Can be changed.
- Why does it matter?

# Entering Grades: Example 1

**Test 1 = Points Possible 100**

**10 Questions (10 points each)**

	<b>Student</b>	<b>Test 1 (as score)</b>	<b>Test 1 (as percent)</b>
<b>10 correct</b>	<b>Student A</b>	<b>100</b>	<b>100</b>
<b>5 correct</b>	<b>Student B</b>	<b>50</b>	<b>50</b>
<b>8 correct</b>	<b>Student C</b>	<b>80</b>	<b>80</b>

**No difference in how grades are entered....**

# Entering Grades: Example 2

**Test 1 = Points Possible 20**

**10 Questions (2 points each)**

	<b>Student</b>	<b>Test 1 (as score)</b>	<b>Test 1 (as percent)</b>	
<b>10 correct</b>	<b>Student A</b>	<b>20</b>	<b>100</b>	<b>20 out of 20 = 100%</b>
<b>5 correct</b>	<b>Student B</b>	<b>10</b>	<b>50</b>	<b>10 out of 20 = 50%</b>
<b>8 correct</b>	<b>Student C</b>	<b>16</b>	<b>80</b>	<b>16 out of 20 = 80%</b>

**Enter grade based on display type...**

# Entering Grades: Example 3

Test 1 = Points Possible 20  
10 Questions (2 points each)

	Student	Test 1 (as score)	Test 1 (as percent)	
10 correct	Student A	100	500	100 out of 20 = 500%
5 correct	Student B	50	250	50 out of 20 = 250%
8 correct	Student C	80	400	80 out of 20 = 400%

If you enter a score as a percentage...potential extra credit to the masses.

# Empty Cells: Things to Remember

- Hidden columns (from the instructor).
- If one student has a grade – all students should have a grade.
  - Exception – Extra Credit
- Students are not held accountable to empty cells unless a specific gradebook setting is chosen.
  - Calculated Column – Running Total Yes vs. No

Calculate as Running  
Total

Yes  No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*



# Verify Categories (If Used)

- If the calculated grade is using categories, verify that all assignments are in the appropriate category.
  - Usually only applies to a weighted total but can also be used in a total calculated column.

# Verify Categories (cont.)

Assignment	Interactive Presentations - Student Orientation,End of Chapter Homework - Student Orientation,SmartBook - Student Orientation,General Ledger Qts - Student Orientation,Chapter 1 - Homework,Chapter 1 - In class,Chapter 1 - Interactive Presentations,Chapter 1 Need-to-Knows,Chapter 2 - Homework,Chapter 2 - In class,Chapter 2 - Interactive Presentations,Chapter 2 Need-to-Knows,Chapter 3 - Homework,Chapter 3 - In class,Chapter 3 - Interactive Presentations,Chapter 3 Need-to-Knows,Chapter 4 - Homework,Chapter 4 - In class,Chapter 4 - Interactive Presentations,Chapter 4 Need-to-Knows,Chapter 5 - Homework,Chapter 5 - In class,Chapter 5 - Interactive Presentations,Chapter 5 Need-to-Knows,Chapter 6 - Homework,Chapter 6 - In class,Chapter 6 - Interactive Presentations,Chapter 6 Need-to-Knows,Chapter 7 - Homework,Chapter 7 - In class,Chapter 7 - Interactive Presentations,Chapter 7 additional homework review,Chapter 7 Need-to-Knows,Chapter 8 - Homework,Chapter 8 - In class,Chapter 8 - Interactive Presentations,Chapter 8 Need-to-Knows,Chapter 9 - Homework,Chapter 9 - In class,Chapter 9 - Interactive Presentations,Chapter 9 Need-to-Knows
Blog	
Discussion	Ch. 1 DB,Ch. 2 DB,Ch. 3 DB,Ch. 4 DB,Ch. 5 DB,Ch. 6 DB,Ch. 7 DB,Ch. 8 DB,Ch. 9 DB,Short Biography
Final Exam	FINAL EXAM
Homework	
Journal	
Learn Smart	Chapter 1. SmartBook,Chapter 2. SmartBook,Chapter 3. SmartBook,Chapter 4. SmartBook,Chapter 5. SmartBook,Chapter 6. SmartBook,Chapter 7. SmartBook,Chapter 8. SmartBook,Chapter 9. SmartBook
Quizzes	Chapter 1 - Quiz,Chapter 2 - Quiz,Chapter 3 - Quiz,Chapter 4 - Quiz,Chapter 5 - Quiz,Chapter 6 - Quiz,Chapter 7 - Quiz,Chapter 8 - Quiz,Chapter 9 - Quiz
Self and Peer	
Survey	
Test	Chapter 1 Exam,Chapter 2 Exam,Chapter 3 Exam,Chapter 4 Exam,Chapter 5 Exam,Chapter 6 Exam,Chapter 7 Exam,Chapter 8 Exam,Chapter 9 Exam
Tests	

# Verify Grading Schema

- Name: Letter
- Edit the schema to verify the appropriate entries for each letter grade.

Grades Scored Between	Will Equal
90 <input type="text"/> % and 100 <input type="text"/> %	A <input type="text"/>
80 <input type="text"/> % and Less Than 90%	B <input type="text"/>
70 <input type="text"/> % and Less Than 80%	C <input type="text"/>
60 <input type="text"/> % and Less Than 70%	D <input type="text"/>
0 <input type="text"/> % and Less Than 60%	F <input type="text"/>

# Grading Schema – The Ultimate Question

- To round, or not to round?
  - 89.5 minimum for an A versus 90 (etc.)
- The answer:
  - **College Decision / Policy**
  - Speak with your Dean or College Distance Education Coordinator if there are any questions regarding allowing rounding for final course grades.



# Decimals....

1. All numbers are shown with at least two decimal places, including whole integers to clearly show that a number is whole and not a result of rounding.

○ Examples:

- 100% will display as 100.00%.
- 5 points will display as 5.00 points.

2. Calculations that include numbers after the decimal place are shown. However, any trailing zeros beyond the second place aren't displayed.

○ Examples:

- 81% will display at 81.00%.
- 83.3% will display as 83.30%.
- 85.12500% will display as 85.125%.

3. Calculations resulting in numbers after the decimal, including repeating numbers, are truncated after the fifth decimal place. This truncation is used only for display and values are never rounded up. Further calculations use the full number up to 15 decimal places.

○ Examples of truncation:

- 83.33333333333333...% will display as 83.33333%.
- 75.13792864928...% will display as 75.13792%.

- Why can't I control how many I see?
- What's up with the math?



*If the above examples are used in additional calculations, the full value (up to 15 decimal places) is used.*

# Is there a snapshot for gradebook settings?



# Gradebook – Detailed Gradebook Configuration Report

- Generates a list of various settings for each column in the gradebook.

COURSE_ID	ASSIGNMENT_TITLE	SECONDARY_TITLE	CALCULATED	MANUAL	COLUMN_TYPE	CATEGORY_NAME	CATEGORY_ID	GB_CALCULATIONS	GB_VISIBILITY_STUDENT	GB_VISIBILITY_INSTRUCTOR	POINTS_POSSIBLE	DUE_DATE	PRIMARY_DISPLAY
	Chapter 1 Basic Elements of a Medical Word		No	No	Linked BB	Assignment	221335				100	01-14-2020 11:59:00 PM	Percentage
	Chapter 10 Musculoskeletal Homework		No	No	Linked BB	Assignment	221335				100	02-04-2020 11:59:00 PM	Percentage
	Chapter 10 Musculoskeletal Quiz		No	No	Linked BB	Assignment	221335		Not Visible		100		Percentage
	Chapter 11 Urinary System Homework	Chapter Quiz	No	No	Linked BB	Assignment	221335				49	04-07-2020 11:59:00 PM	Percentage
	Chapter 11 Urinary System Quiz		No	No	Linked BB	Assignment	221335		Not Visible		100		Percentage
	Chapter 14 Endocrine Homework		No	No	Linked BB	Assignment	221335				100	02-25-2020 11:59:00 PM	Percentage
	Chapter 14 Endocrine System Quiz		No	No	Linked BB	Assignment	221335		Not Visible	Not Visible Instructor	100.08		Percentage
	Introduce yourself		No	No	Linked BB	Assignment	221335				25	01-20-2020 11:59:00 PM	Percentage
	Module 2 Discussion Board		No	No	Linked BB	Assignment	221335				25	02-09-2020 11:59:00 PM	Percentage
	Module 3 Quiz		No	No	Linked BB	Assignment	221335				100.0008	03-06-2020 11:59:00 PM	Percentage
	Module 4 Discussion Board		No	No	Linked BB	Assignment	221335				25	03-30-2020 11:59:00 PM	Percentage
	Orientation and Syllabus Quiz		No	No	Linked BB	Assignment	221335				100.002	01-19-2020 11:59:00 PM	Percentage
	Work Ethic PPT. Quiz		No	No	Linked BB	Assignment	221335				100.05	01-19-2020 11:59:00 PM	Percentage
	Final Exam		No	No	Linked BB	Final Exam	242764				100.1	05-12-2020 11:59:00 PM	Percentage
	Module 1 Test: Chapters 1,2,3		No	No	Linked BB	Test	221337				100	02-07-2020 11:59:00 PM	Percentage
	Module 2 Test: Chapters 4,5, & 10		No	No	Linked BB	Test	221337				94	02-12-2020 11:59:00 PM	Percentage
	Module 3 Test: Chapters 14,15,16		No	No	Linked BB	Test	221337				100.068	03-04-2020 11:59:00 PM	Percentage
	Module 4 Test: Chapters 8 and 9		No	No	Linked BB	Test	221337				100.0012	03-30-2020 11:59:00 PM	Percentage
	Module 5 Test: Chapter 6,7,11		No	No	Linked BB	Test	221337				100	04-15-2020 11:59:00 PM	Percentage
	Module 6 Test: Chapter 12 and 13		No	No	Linked BB	Test	221337				100.03	04-29-2020 11:59:00 PM	Percentage
	Weighted Total		Weighted	No	Calculated	WeightedTotal	221340				0		Percentage

NOTES: GB\_CALCULATIONS displays excluded if the item is not included in calculations. POINTS\_POSSIBLE only displays values for non-calculated columns; for calculated columns check the column configuration.

# Gradebook – Detailed Gradebook Configuration Report (1)

COURSE_ID	ASSIGNMENT_TITLE	SECONDARY_TITLE	CALCULATED	MANUAL	COLUMN_TYPE	CATEGORY_NAME	CATEGORY_ID
ALUMINUM_2023FA_01_0000	Chapter 1 Basic Elements of a Medical Word		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 10 Musculoskeletal Homework		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 10 Musculoskeletal Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 11 Urinary System Homework	Chapter Quiz	No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 11 Urinary System Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 14 Endocrine Homework		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Chapter 14 Endocrine System Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Introduce yourself		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Module 2 Discussion Board		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Module 3 Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Module 4 Discussion Board		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Orientation and Syllabus Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Work Ethic PPT. Quiz		No	No	Linked BB	Assignment	221335
ALUMINUM_2023FA_01_0000	Final Exam		No	No	Linked BB	Final Exam	242764
ALUMINUM_2023FA_01_0000	Module 1 Test: Chapters 1,2,3		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Module 2 Test: Chapters 4,5, & 10		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Module 3 Test: Chapters 14,15,16		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Module 4 Test: Chapters 8 and 9		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Module 5 Test: Chapter 6,7,11		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Module 6 Test: Chapter 12 and 13		No	No	Linked BB	Test	221337
ALUMINUM_2023FA_01_0000	Weighted Total		Weighted	No	Calculated	WeightedTotal	221340

NOTES: GB\_CALCULATIONS displays excluded if the item is not included in calculations. POINTS\_POSSIBLE only displays values for non-calculated columns; for calculated columns check



# Gradebook – Detailed Gradebook Configuration Report (2)

ASSIGNMENT_TITLE
Chapter 1 Basic Elements of a Medical Word
Chapter 10 Musculoskeletal Homework
Chapter 10 Musculoskeletal Quiz
Chapter 11 Urinary System Homework
Chapter 11 Urinary System Quiz
Chapter 14 Endocrine Homework
Chapter 14 Endocrine System Quiz
Introduce yourself
Module 2 Discussion Board
Module 3 Quiz
Module 4 Discussion Board
Orientation and Syllabus Quiz
Work Ethic PPT. Quiz
Final Exam
Module 1 Test: Chapters 1,2,3
Module 2 Test: Chapters 4,5, & 10
Module 3 Test: Chapters 14,15,16
Module 4 Test: Chapters 8 and 9
Module 5 Test: Chapter 6,7,11
Module 6 Test: Chapter 12 and 13
Weighted Total

⚠ displays excluded if the item is not included in calculation.

ID	GB_CALCULATIONS	GB_VISIBILITY_STUDENT	GB_VISIBILITY_INSTRUCTOR	POINTS_POSSIBLE	DUE_DATE	PRIMARY_DISPLAY
				100	01-14-2020 11:59:00 PM	Percentage
				100	02-04-2020 11:59:00 PM	Percentage
		Not Visible		100		Percentage
				49	04-07-2020 11:59:00 PM	Percentage
		Not Visible		100		Percentage
				100	02-25-2020 11:59:00 PM	Percentage
		Not Visible	Not Visible Instructor	100.08		Percentage
				25	01-20-2020 11:59:00 PM	Percentage
				25	02-09-2020 11:59:00 PM	Percentage
				100.0008	03-06-2020 11:59:00 PM	Percentage
				25	03-30-2020 11:59:00 PM	Percentage
				100.002	01-19-2020 11:59:00 PM	Percentage
				100.05	01-19-2020 11:59:00 PM	Percentage
				100.1	05-12-2020 11:59:00 PM	Percentage
				100	02-07-2020 11:59:00 PM	Percentage
				94	02-12-2020 11:59:00 PM	Percentage
				100.068	03-04-2020 11:59:00 PM	Percentage
				100.0012	03-30-2020 11:59:00 PM	Percentage
				100	04-15-2020 11:59:00 PM	Percentage
				100.03	04-29-2020 11:59:00 PM	Percentage
				0		Percentage

⚠: check the column configuration.

# ILP Grade Push

- Slides from this point forward only deal with academic credit courses that can use the grade push feature via their ILP connection to Banner.
- Step-by-step handout:
  - <https://gvtc.tcsg.edu/Portals/0/Documents/ILPGradesSubmitting.pdf?ver=hQWMS82hWk-0hg9Ly089VQ%3d%3d>
- Video to go with the handout:
  - <https://www.youtube.com/watch?v=AlHOyTg2L6Q>

# Step 1: Verify Grade Schema

- Name = Letter
- Schema mapping should reflect the policy for the course.

## SCHEMA INFORMATION

✱ Name

Letter

Description

- If college policy supports rounding the schema should be mapped as such.
  - Example: 89.5 to 100 is an A

Grades Scored Between	Will Equal
89.5 % and 100 %	A
79.5 % and Less Than 89.5 %	B
69.5 % and Less Than 79.5 %	C
59.5 % and Less Than 69.5 %	D
0 % and Less Than 59.5 %	F

- If the college policy does not support rounding the schema should be mapped as such.
  - Example: 90 to 100 is an A

Grades Scored Between	Will Equal
90 % and 100 %	A
80 % and Less Than 90 %	B
70 % and Less Than 80 %	C
60 % and Less Than 70 %	D
0 % and Less Than 60 %	F

# Step 2: Verify the External Grade Column

- The external grade indicator (green checkmark) should be to the left of the text in the column header that represents your final course grade.
  - NOTE: Secondary Display – If your external grade uses a secondary display other than Letter (such as score primary / percent secondary) the instructor will need to temporarily change the secondary to Letter prior to pushing grades. They can return to the original setting after.

Grade Information Bar						
<input type="checkbox"/>	Last Name	First Name	External ID	<input checked="" type="checkbox"/> Total	Assignment 1	Assignment 2
<input type="checkbox"/>	ADAMS	MICHAEL	910069869	150.00	100.00	50.00%

Selected Rows: 0

# Step 3: Navigate to ILP Integration

- From the course menu:
  - Control Panel
  - Course Tools
  - ILP Integration
  - Final Grades

The image shows a course menu on the left and the ILP Integration page on the right. The course menu is for 'ACCT1125: Individual Tax Accounting (HYBRID > 50% DISTANCE LEARNING) 27172'. It has a red header and a grey body. The 'COURSE MANAGEMENT' section includes 'Control Panel', 'Content Collection', and 'Course Tools'. The 'Course Tools' section lists various options, with 'ILP Integration' at the bottom. Numbered callouts (1-4) with green checkmarks and arrows point to 'Control Panel', 'ILP Integration', 'Final Grades', and 'Back to portal' respectively. The ILP Integration page has a grey header, a dark blue navigation bar with 'ILP Home', 'Midterm Grades', 'Final Grades', and 'Last Date of Attendance', and a main content area with a 'Back to portal' link and a sub-instruction.

**ACCT1125: Individual Tax Accounting (HYBRID > 50% DISTANCE LEARNING) 27172**

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
  - Accessibility Report
  - Announcements
  - Attendance
  - Blackboard Collaborate Ultra
  - Contacts
  - Content Market Tools
  - Course Calendar
  - Data Sense Building Block
  - Date Management
  - Discussion Board
  - Goal Performance
  - Goals
  - ILP Integration

**ILP Integration**

ILP Home Midterm Grades Final Grades Last Date of Attendance

**Back to portal**

Go to your Portal home page in a new browser window.

# Step 4: Populate the Column

- Select Final Grade from the middle drop down – grades will automatically populate.
  - NOTE: If you have already submitted grades once and wish to update them you can "clear grades" then auto-populate again.

## FINAL GRADES

Visible Groups

All Participants 


Populate final grade from current grade

--Select the column to populate-- 



Click "Clear Grades on form" to start over.

*Once the values are cleared you can repopulate final grades from Current Grade.*

First Name 	Surname	Current Grade	Final Grade	Incomplete Final Grade	Extension Date	Last Date of Attendance
BRETT	ADAMS	69.00% (D)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CHRISTOPHER	AARON	100.00% (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

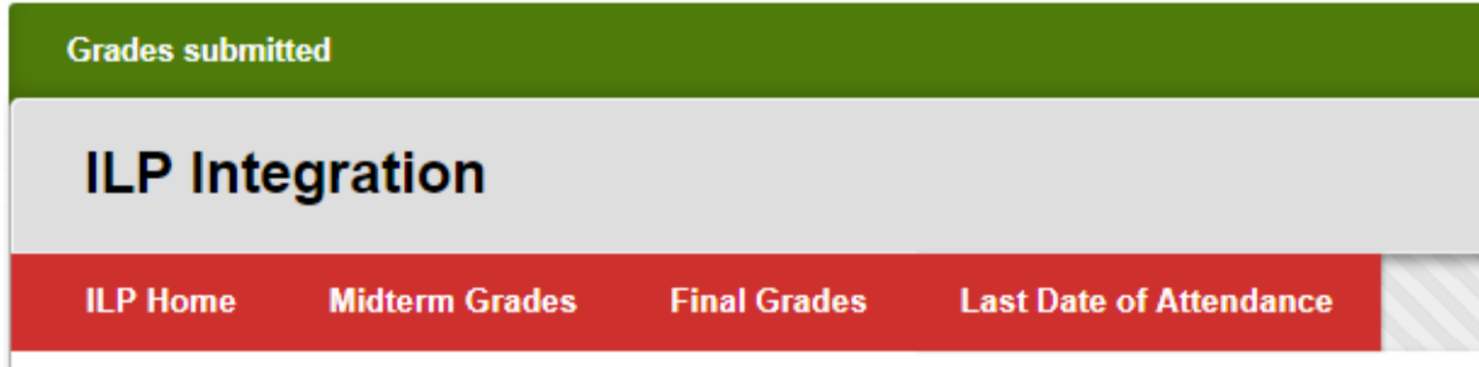
# Step 5: Verify Grades & Add LDA (if req.)

- Check letter grade.
  - Verify work ethics if needed.
  - If work ethics is needed verify spacing (A2 vs A 2).
  - This also applies for support courses that might use A\*.
- Blank → Incomplete Final Grade & Extension Date
- Enter in LDA if required.
  - The college defines which grades require an LDA value and how to determine the date.
  - Format for LDA: MM/DD/YYYY

First Name	Surname	Current Grade	Final Grade	Incomplete Final Grade	Extension Date	Last Date of Attendance
MICHAEL	ADAMS	150.00 (C)	<input type="text" value="C 2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Step 6: Submit

- Green success bar.

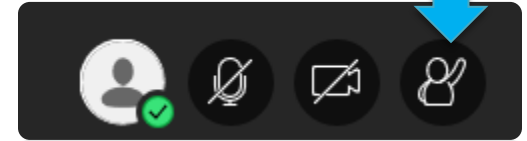


The image shows a screenshot of a user interface. At the top is a green bar with the text "Grades submitted" in white. Below this is a light gray bar with the text "ILP Integration" in bold black. At the bottom is a red bar with four white navigation links: "ILP Home", "Midterm Grades", "Final Grades", and "Last Date of Attendance". The right side of the red bar is partially obscured by a gray and white striped pattern.



# Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once you have been granted access press the microphone icon to turn on your microphone – a live microphone will not have a line through the icon.

