

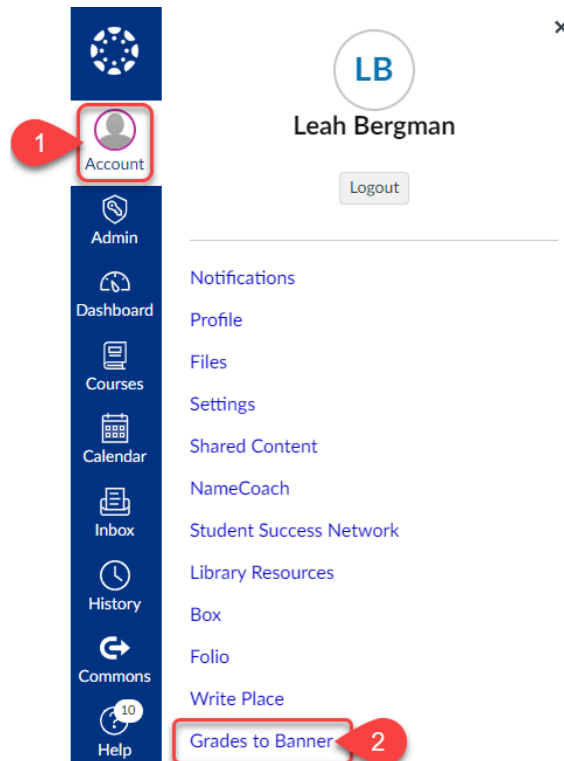
Sending Canvas Grades to Banner

The instructions below will walk you through the process of sending grades from Canvas to Banner to be officially recorded by the Registrar's Office. You can also watch a video version of these directions: [Sending Canvas Grades to Banner \(3 min.\)](#)

Only the official instructor of record for a course section will be able to send grades from Canvas to Banner.

Before following the steps below, make sure you have reviewed your Canvas grades for accuracy.

1. Navigate to canvas.udayton.edu.
2. From the Global Navigation Menu, click on "Account" (or your profile picture) and then "Grades to Banner".



3. A table showing active sections for the current term, along with the percentage progress of midterm and final grade submissions of each section, will load.

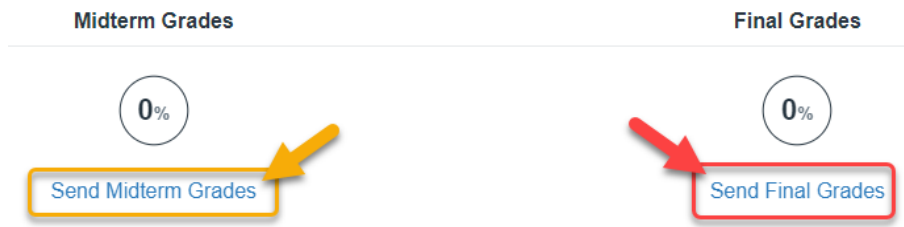
Grades to Banner

Active Sections

Course	Midterm Grades	Final Grades	History
24 FA FT MTH 114 01	0% Send Midterm Grades	0% Send Final Grades	
24 FA FT MTH 114 03	0% Send Midterm Grades	0% Send Final Grades	

If no sections are visible on the screen, then you are not listed as the instructor of record for any sections in the active term.

4. Click on either “Send Midterm Grades” or “Send Final Grades” next to a course section.



If you're unable to click on “Send Midterm Grades” or “Send Final Grades”, the grading window is not open.

5. Review the letter grades in the “Grade to be sent/previously sent” column for accuracy. You can make adjustments by selecting another letter grade from the drop-down menu.

If you do not wish to send a letter grade for a student at this time, you may select “No Grade” from the drop-down menu. Just remember to return later and submit a letter grade or navigate to [Porches](#) to [manually enter a grade](#) for the student in Banner.

Grades to Banner

CAUTION: The grade scales in the menus below are the ones found in Banner for each student. If you are using a different one in Canvas, be aware that only the scale found for the student in Banner will be available to send from here. If there is any discrepancy, it would be best to enter grades manually in Banner.

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Student	Student Banner ID	Canvas Grade	Grade to be sent/previously sent	Status
Al	1C	C+ (79.34%)	C+	Ready
Al	1C	C+ (76.53%)	C+	Ready
Be	1C	A (92.66%)	A	Ready
Br	1C	A- (91.7%)	A-	Ready
Du	1C	A (97.32%)	A	Ready

Scroll to the bottom of the page. Read the statement and agree to it by checking the box, then click on the “Submit” button.



I confirm that I have reviewed these grades and understand that clicking the “Submit” button will send them to the Banner system to be officially recorded by the Registrar’s Office.

Cancel

Submit

- A “Banner grades successfully sent for these students” message will appear at the top of the page if grades are sent successfully to Banner.

Grades to Banner

✓

Banner grades successfully sent for these students:

- 10 : sent grade C+
- 10 : sent grade C+
- 10 : sent grade A
- 10 : sent grade A-
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A
- 10 : sent grade A-
- 10 : sent grade A-
- 10 : sent grade C
- 10 : sent grade D

Additionally, the status in the table will update from “Ready” to “Saved”.

Student	Student Banner ID	Canvas Grade	Grade to be sent/previously sent	Status
Alj	10	C+ (79.34%)	C+ ▼	Saved
Alj (2)	10	C+ (76.53%)	C+ ▼	Saved
Be (1)	10	A (92.66%)	A ▼	Saved
Br (1)	10	A- (91.7%)	A- ▼	Saved

- After successful grade submission, the progress percentage for the grades you have submitted (Midterm or Final) will update when you return to the main “Grades to Banner” page.

Grades to Banner

Active Sections

Course	Midterm Grades	Final Grades	History
24 FA FT MTH 114 01	100% Send Midterm Grades	100% Send Final Grades	View History
24 FA FT MTH 114 03	0% Send Midterm Grades	0% Send Final Grades	

“Saved” and “Rolled” Status:

Final Grading

After submitting final grades, an overnight process in Banner will update the “Saved” status to “Rolled” and you’ll no longer be able to change the final grade from Canvas. If you need to change a grade after it’s been rolled, follow the [change of grade instructions](#).

Midterm Grading

After submitting midterm grades, the “Status” column will remain as “Saved”. Midterm grades do not have an overnight rolling process and can be changed at any time until the grading window closes.

Grades to Banner

CAUTION: The grade scales in the menus below are the ones found in Banner for each student. If you are using a different one in Canvas, be aware that only the scale found for the student in Banner will be available to send from here. If there is any discrepancy, it would be best to enter grades manually in Banner.

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Student	Student Banner ID	Canvas Grade	Grade to be sent/previously sent	Status
Ch	10	B- (82.24%)	B-	Rolled
Da	10	A (93.73%)	A	Rolled
Kie	10	B+ (89.45%)	A-	Rolled
Ng	10	B (86.52%)	B	Rolled
Ng	10	A- (92.48%)	A-	Rolled
Vis	10	A- (90.28%)	A-	Rolled

If you’re unable to send grades from Canvas, log into [Porches](#) and submit grades in Banner manually by following the [Faculty Grade Entry Instructions](#).

For additional information, email onlinelearning@udayton.edu.