

Moodle to Banner (SAIL) Grade Export

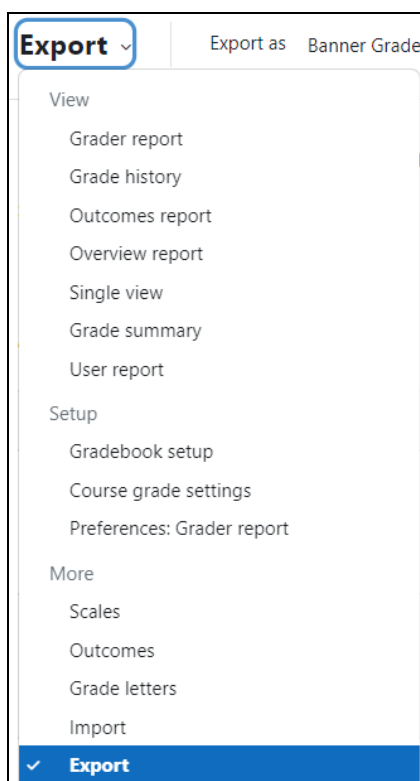
Faculty can now send final grade information directly from Moodle to the final grading system in Banner. Please note:

- For exporting grade accuracy, you will need to have your Moodle gradebook set up to match your syllabus.
- The grade export to Banner will now work with a variety of grade methods, including the traditional A-F OU grading scheme and others.

Please [contact e-LIS](#) if you need any assistance setting up your gradebook or if you have any questions regarding the process.

Instructions

1. Go to your Moodle course's gradebook.
2. From the gradebook's dropdown menu at the top, scroll down to **Export**.



3. Select the desired **Grade Mode** from the dropdown menu.
4. Each row shows a student's current course total in Points, Percent, and the Letter grade Moodle has created based on the % of the student's course total.

NOTE: If the letter grade appears incorrect, you can check and edit the Grade Letter settings, which can be found by clicking on **Grade letters** in the gradebook's dropdown menu. We strongly suggest you verify that the Letters in your Moodle grade book match the percentage numbers listed in your course syllabus.

5. Use the **Banner Grade dropdown menu** to adjust the final letter grade if necessary. Moodle will pre-populate the possible Banner Letter grade based on the Letters section of the Moodle grade book.
 - Failing grades - you will need to enter the last date attended. The Logs Report in Moodle can help you with this by showing the last time they logged in.
 - Incomplete grades - for students with an incomplete grade, it will ask for an expected completion date. There is only one answer to that question, and you can get it by hovering over the yellow exclamation point icon next to the date entry box. It has to do with the date the Registrar determines for incomplete grades. Moodle's export only allows one date, but you can still login to SAIL and make that date an earlier one if necessary.
6. You must check the **Confirm checkbox** for each student you want to export. You do not need to send all the students' grades at once. Only students who have the Confirm box checked will be exported to Banner. You may do the rest of the students later if desired.
7. Scroll to the bottom of the page and click **Save Changes** to submit the grades to Banner.

Grader report

Export Grades to Banner

Status Filter
Needs Action

Reference Grade
Course total

Grade Mode
Standard Letter

User Name	Grade	Letter	Banner Grade	Confirm	Status
 Javeria Khan	515.16 / 530.00 97.20 %	A	Standard Letter A	☐	


54321

Save changes

8. When the page reloads, each row that you submitted will show a status of Processing, and be locked from changes.
9. After a few minutes (usually under 2), when you come back to this page or reload it, the status of submitted grades will update to either Failed or Succeeded. This message is only in regard to the failure or success of the grade export and not with the student's individual course grade.
10. Any remaining grades that Need Action will show up on a list. If you submitted all the grades, the page will display empty. You can change the Export view from Needs Action to All, Submitted, or Needs Attention.

NOTES:

- If you see a failed grade export, you can correct it by resubmitting the grade. Click the Confirm box next to the respective student(s), save the changes, and it will re-process.
- Your final grades may not immediately appear in Banner. This behavior is expected, and you should allow time for the export to process fully.
- You may also submit changes to already successful grades until the end of the day. The grades will roll to Banner every night and then become locked. After grades have rolled, grade changes cannot be updated from Moodle's grade export. The Export screen will return attempted updates with an error after processing, and the grade status will report that it is locked. To edit that exported grade, you will need to follow the Registrar's process to update a final grade in SAIL.

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