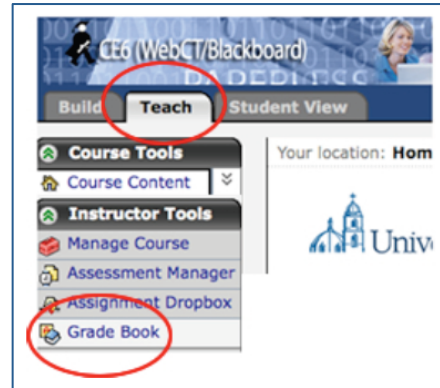


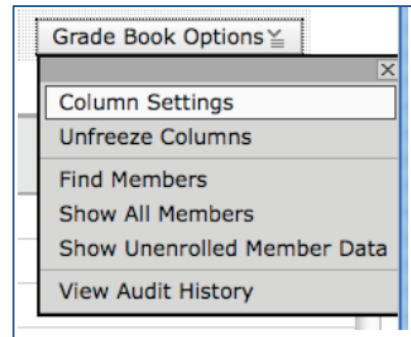
## Exporting Grades form WebCT/Blackboard to Banner

This document will show you how to export your grades from your WebCT/Blackboard course to Banner (*My San Diego Portal, Teach/Advise*). You may do this for either midterm or final grades by selecting the appropriate label. For example purposes, we will use Final. You may resubmit as many times as you like using this method.

**1.** Login to the desired course and select the *Teach Tab*. Once in the Teach tab, go the **Grade Book** under *Instructor Tools*.

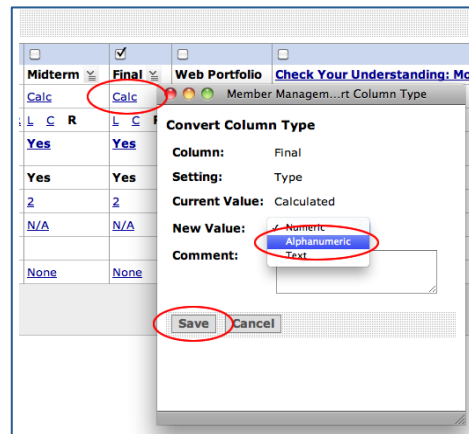


**2.** Once in the *Grade Book*, on the far right of the screen, click on *Grade Book Options* and choose **Column Settings**.



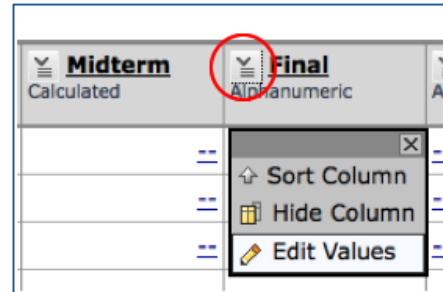
**3.** Once in *Column Settings*, locate the desired column you wish to export to Banner (*Final / Midterm*) and make sure it is **Alphanumeric**.

- Click on the Column type hyperlink (in this case '[Calc](#)')
- Convert the column to **Alphanumeric**.
- Click the **Save** button once you have finished.

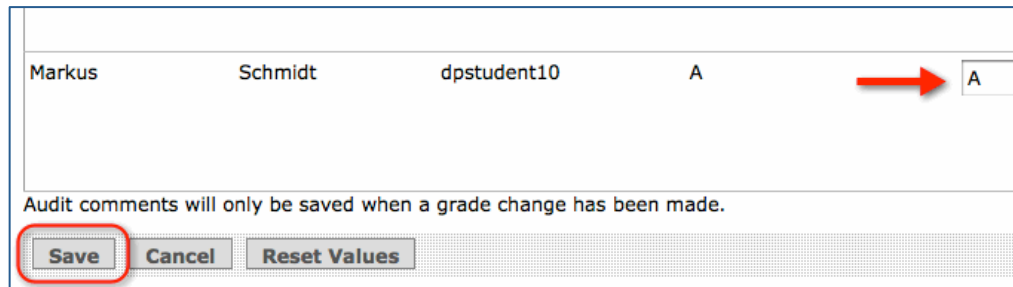


**4.** Click **Grade Book** to return to the standard view.

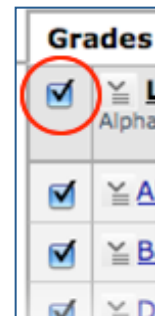
- In the desired column, click on the action link next to the column name
- Select **Edit Values**.



**5.** Enter the grades for each student and click **Save** when finished.



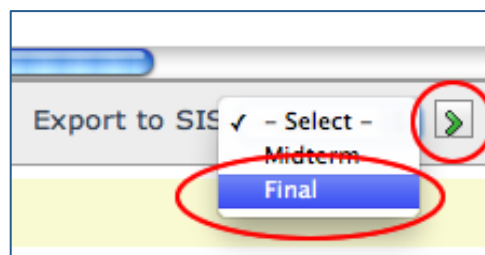
**6.** After you have entered all of the student grades, click on the box at the top left next to the Last Name column to select all students.



**7.** At the bottom of the grade book, find **Export to SIS**.

- Using the dropdown arrows, select the desired grades to export.

Then, click on the **Green Arrow >**.



8. You will see a screen similar to this.

- Click in the box at the top to select all students.

**List of Students with grades to export:**  
Select Students whose grades are ready to be exported.

<input checked="" type="checkbox"/>	Last Name	First Name	User Name	Final
<input checked="" type="checkbox"/>	Schmidt	Markus	dpstudent10	A
<input checked="" type="checkbox"/>	Sather	Elliot	dpstudent04	B
<input checked="" type="checkbox"/>	<input type="button" value="Export Final Grade"/> <input type="button" value="Convert to Letter Grade"/>			

Click **Export** ----- **Grade** (Final / Midterm).

9. Your screen may have the message 'Awaiting response from SIS'.

- You may ignore this message. However, you may wish to go into Banner to confirm that the grades have been transferred.

B-	Awaiting response from SIS
A-	Awaiting response from SIS
C	Awaiting response from SIS
A+	Awaiting response from SIS
D	Awaiting response from SIS