How do I upload midterm grades from Canvas to Banner?

Tell Me

You can upload midterm grades from Canvas directly into Banner. You can even submit grades from a combined/crosslisted course.

1. **In the course you want to upload grades for**, in the left navigation, click the **Canvas to Banner Grade Submission** link.

2. **Click Open in New Tab**

3. **A list of the courses you are teaching is displayed**
4. **For the course you want to upload grades, click **View grades**

5. The grades page is displayed. You will see the student’s Name, NinerNET user name, Section of the course enrolled, Course Total, Status, Previously Submitted Grade, and Grade to Submit columns.

**NOTE!**

The first time you access this page, in the **Status** column the message **No grade submitted** is displayed. You will see that the **Course Total** will match the **Course Total** from the grade book and the **Previously Submitted Grade** column will contain a dash (-).
NOTE: In the above graphic, the student names and email addresses are blocked to comply with FERPA regulations.

6. The Grade to Submit column will display the Course Total as a letter grade.

7. If you want to change a grade, in the Grade to Submit column select the letter grade from the drop-down list.
8. Once you have verified and chosen the letter grades, you must then select the **Confirm** check box for all the student grades.

9. Click **Submit Grades**. The button is located at the top and bottom of the page.

10. The page refreshes. In the **Status** column, the message for the grades you uploaded is now **Pending: Check email for details**. You will also see a success message at the top of the page.
11. When Banner confirms your grades have been received, you will receive a confirmation email. The email will let you know if there are any issues with the grade submission.

![Grades Submitted to Banner for AMST-3020-004](image)

**Status** message will change on the Canvas form

![Status Message](image)

a. The possible Status messages are:
   - Success: Grade in Banner
   - Error: Student not registered for course
   - Error: Grade not valid for section
   - Error: Grade not updated. Contact Registrar
   - Pending: Check email for details
   - Error: No grade submitted
   - Error: Instructor not assigned to section

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**Related FAQs**

- How do I Import Term Specific Templates into Canvas?
- How can faculty download my video from My Media in Canvas?
- How do I create a cross-listed, or combined course, in Canvas?
- How do School of Professional Studies, Professional Development, or Corporate and Custom Training students log into Canvas with a temporary password?
- How can I tell if my videos were migrated from Kaltura to Canvas Studio?