



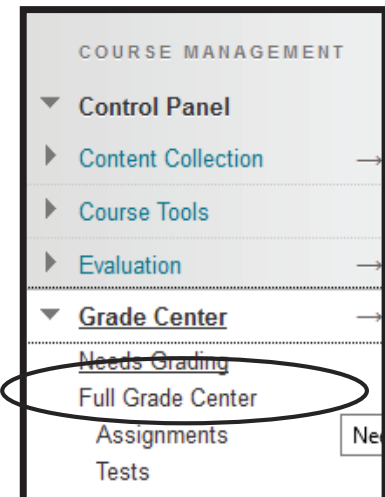
October 2015

Exporting Progress Grades from myCourses into myBanner

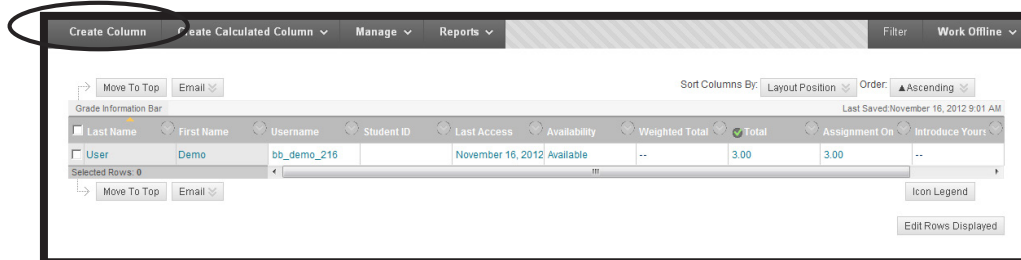
myCourses allows the instructor to manage a grade book within each course. Columns can be added and maintained based on the instructor's preferences for the course. If a **Progress Grade** column is being maintained in myCourses, it can be downloaded to an Excel spreadsheet and uploaded into myBanner. This factsheet will provide step by step instructions for exporting the manually created Progress Grade column from myCourses into myBanner.

1. To access the Grade Center, choose **Grade Center** from the left side course menu under **Course Management**.

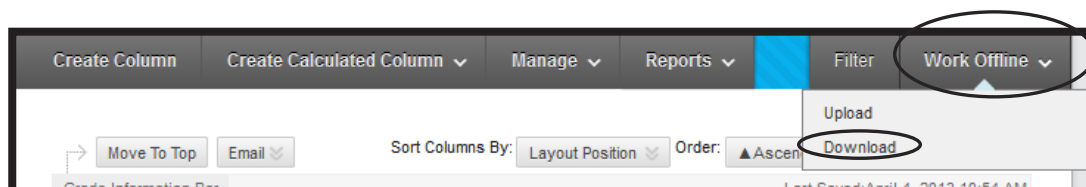
Choose the **Full Grade Center** option.



2. The grading columns for your students will appear. Please note if you have not already created the Progress Grade column, click Create Column to create the new column.



3. To download grade center columns, **click the Work Offline** button from the grade center menu. Choose **Download** to download a tab or comma delimited file. Both can be opened in MS Excel.





4. Select Full Grade Center to download and keep the default options. Click the **Submit** button

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

*Click **Submit** to proceed. Click **Cancel** to go back.*

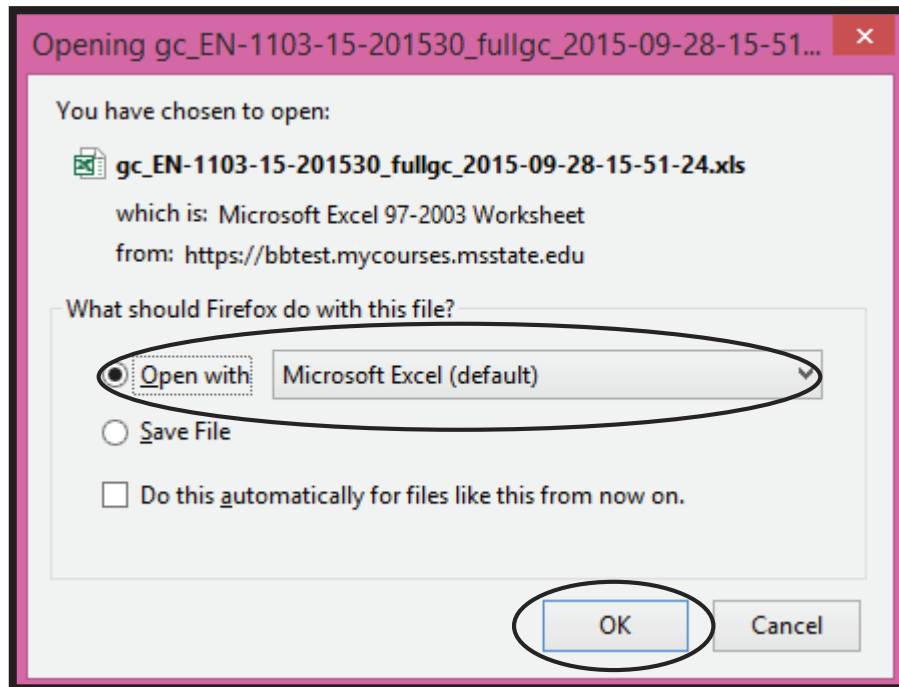
5. The Download Grades page will appear, click the **Download** button.

Download Grades

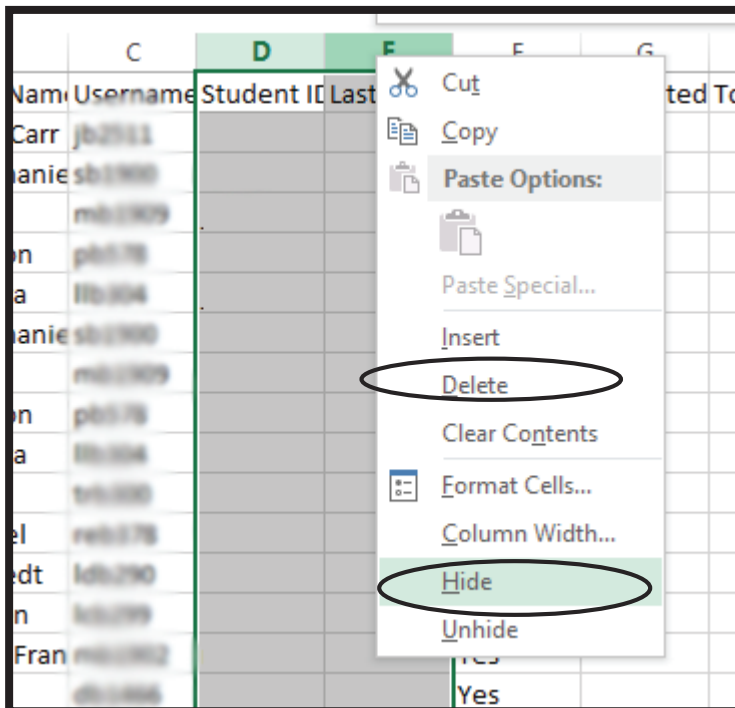
The data has been saved to a file. To download the file and work off line click Download to Open the file.



6. A dialog box will appear, click the **Open With** option and select Microsoft Excel. Click the **OK** button.



7. In Excel, the Username and Progress grade column need to be side by side with Username displaying first. Highlight columns between Username and Progress grade and right click. Select either the Hide or Delete Option. Hide or delete all columns until Username and Progress grade are side by side. Once the two columns are side by side, they can be copied and pasted into myBanner.



	C	F
n	Username	Progress Gra
h	qa26	A
	jam	C
	sk100	D
n	ml170	B
r	jam	F



8. Login to myBanner for Faculty. Under Grades and Absences, select the Progress Grades.
9. Type in the course subject code, course, and section (i.e., EN 1103 01). Select the option for entering grades as **Mass entry using copy & paste (Advanced Users)**. Click the **Enter Grades** button.

Subject: EN
Course #: 1103
Section: 15
Options: Manual Entry For Each Student Using Class Roster
Manual Entry For Each Student Using Class Roster
Mass Entry Using Copy & Paste (Advanced Users)
Enter Grades

10. Copy the Username and Progress Grade columns from Excel. Make sure the Username and Progress column are side by side with Username displaying first prior to copying.

	C	T
Username	Progress	Grade
higa26	A	
jam	C	
stee	D	
h	B	
T	F	

11. Paste the text into the text box and select the delimiter option. Finally click the **Submit Grades for Confirmation** button.

Term: Spring Semester 2014
Campus: Starkville
Instructor:
CRN:
Time & Location: F 02:00pm - 03:50pm TBA
MW 03:30pm - 04:45pm MCCOOL126

- Using Copy and Paste, enter your grades & absences for this class into the text area shown below. These can be copied directly from Excel or other programs.
- Each row MUST be in the format NetID (delimiter) Grade (delimiter) Absences.
- The delimiter MUST be a tab, comma, or semicolon and must be selected using the drop down list shown.
- The NetIDs do not have to be any particular order.
- All NetIDs, grades, and absence values will be validated before the confirmation step. If any errors occur, you will be required to correct the errors before continuing.
- A tab delimited example is shown. This example will disappear when you click in the text area.
- Departmental Users: You should only include students in this list who DO NOT have previously recorded grades and/or absences. All previously recorded grades and absences will NOT be changed.**
- Instructors Of Record: If any student included in this list has previously recorded grades and/or absences, then the grades and absences entered here will OVERWRITE the previously recorded values for that student, once submitted.**
- Any previously recorded grades and absences for students who are NOT included in this list will NOT be affected.
- YOU WILL BE REQUIRED TO CONFIRM AND SUBMIT THE GRADES AND ABSENCES IN THE NEXT STEP.**
- NOTE: Based on the grade display option that was selected, students are allowed to view their final grade as soon as it has been submitted.**

Copy & Paste Your NetIDs, Grades & Absences Here

Example (Tab Delimited)

```
abc1 A 2  
crb13 B 0  
krm122 F 1  
cr5 C 3  
xyz4 A 1
```

Paste copied texted here.



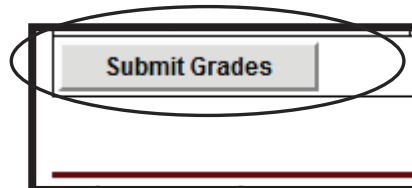
12. A confirmation page will appear, confirm grades and click the **Submit Grades** button.

Enter each student's progress grade, then press the Submit Grades button.
• You will only be allowed to enter grades which are valid for the student's grading mode.
• If you are the instructor of record for this class, you can change grades after they have been entered by r
• An asterisk (*) in column DC indicates that the student is a degree candidate.
• You may click on the student's name to view his/her student information, but doing so WILL CAUSE ANY G

Term: Fall Semester 2015
Campus: Starkville
Course: EN 1103 15 En Composition I
CRN: 31526
Instructor: ██████████
Time & Location: MW 03:30pm - 04:45pm PARKER104

Grades and absences that were cut and pasted into this page are highlighted with a yellow background. YOU MUST STILL SUBMIT THESE GRADES BY CLICKING THE SUBMIT BUTTON AT THE BOTTOM OF THE

Progress Grade	Student Name
A	██████████
C	██████████
D	██████████
B	██████████
F	██████████



13. When grades are submitted a confirmation page will appear.

The grade changes you made have been saved successfully.

[Back](#)