

## Submitting Grades to Banner from Canvas

Banner Grade submission is typically open beginning the last day of class in a term.

If you want to include letter grades based on the grades in Canvas automatically, you must have a [Course Grading Scheme](#) enabled.

1. Visit the Submit Grades to Banner link in your Canvas Course Navigation. If you do not see the link, you may need to [enable it in your Course Navigation](#).
2. You will then see the following columns: Student Name, Current Grade(in Canvas), Submitted indicator, Final Grade (for Banner), Incomplete Final Grade,and Last Attended Date.
3. Enter their Final Letter Grade in the Final Grade field. Enter Last Attended Date for any Letter Grades of F.
4. If a student has an incomplete, you must enter a grade of F in the Incomplete Final Grade Column.
5. When completed, select Submit at the bottom of the page.