Grade Transfer Tool Hands-on Workshop Handout

The grade transfer tool is UNF developed tool that allows instructors to easily transfer final grades from Canvas to Banner in 5 simple steps. The relieves instructors of manually inputting final grades into Banner. Grades can only be transferred while the final grade window is open on Banner. Final grades are due by 10am the Tuesday after finals week.

Step 1:
Finalize grades in Canvas to ensure the total column is the correct grade.

Step 2:
Enable the Grade Transfer Tool in your course.

Step 3:
Enable a grading schema in your course.

Step 4:
Access Grade Transfer tool and confirm grades are correct.

Step 5:
Transfer grades to Banner.

Where can I find detailed step-by-step instructions?
Instructions on how to use the grade transfer tool can be found on Registrars website at http://www.unf.edu/onestop/registrar/Faculty_and_Staff_Resources.aspx and clicking the Guide to Transferring Canvas Grades to MyWings link.

Need additional help?
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