DID YOU KNOW?

The ILP is a tool that automatically transfers information from Banner to Canvas.

The ILP synchronizes:

- users
- courses
- student enrollments
- faculty assignments
- cross-listing
- academic terms
- grade data

Purpose of the ILP Newsletter

The Ellucian Intelligent Learning Platform (ILP) was implemented in January 2021 to connect Banner and Canvas. **As a result, there are significant changes that affect the way information is handled.** As we learn how the information flows between these two systems, we will send out the ILP Newsletter to inform the College community of necessary procedural changes.

Course End Dates

The ILP has been configured to create course end dates in Canvas that include two additional days *after* the end of a flex or regular term. This setting allows faculty access to Canvas after the final exam period to finalize the Gradebook and submit grades to the Office of the Registrar. The official last day of class is the date in Pasport and no final exams should be scheduled after that date. Therefore, when scheduling final exams, it is crucial for Faculty to adhere to the official course end date and administer the final exam on or before the last day of class **according to Pasport**.

Official last day of class in Pasport
Final exams must be administered on or before this date.

Course end date in Canvas
Two additional days are provided to finalize/submit grades.

Browsers for *Submitting Grades to Banner*

When using the **Submit Grades to Banner** tool, the recommended browsers to use are:

Google Chrome

Mozilla Firefox

Microsoft Edge

The **Submit Grades to Banner** tool does _NOT_ function properly with Apple Safari Browser

Course Extensions/Incomplete Grades/Grade Changes

Courses cannot be extended in Canvas after the end of the term without appropriate approvals. The official process for Extensions, Incomplete Grades, and Grade Changes will be followed, and access will be granted in Canvas once the official request has been processed.

Cross-listing in Canvas

Cross-listing in Canvas is sensitive and must be handled carefully. Once classes are cross-listed and students do coursework, the course cannot be de-cross-listed. When cross-listing courses, make the first course of a sequence the primary course.

For example, if an instructor is assigned COSC 1301 E01, E02, and E03, sections E02 and E03 should be cross-listed into section E01. Section E01 should be the primary course.

IMPORTANT: Cross-listing in Canvas must be done *before* the first day of class.

After classes have started, cross-listing creates issues that require extensive research and troubleshooting and may cause grades and other data to be lost and irretrievable.

Contact eLearning *BEFORE* making any changes in Banner

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Catch up on previous newsletters:
ILP Newsletter Webpage