Applying Administrative (Early Awarded) Grades in Interact2

Administrative grades or early awarded grades may be applied within Grade Centre in Interact2.

Once these grades are entered into the **Administrative Override** column in Grade Centre, when the grades are transferred to Banner at the conclusion of the term, the grade contained within this column is transferred to Banner *instead* of the grade contained within the **Calculated Grade** column.

NOTE: The Grade transfer will dictate whether grades are overridden in Banner. Grades will not be written to Banner if substantial grades or administration grades currently exist against that student.

Final Exam	Calculated G	Administrati
30.00	CR	--
34.00	CR	--
24.00	FL	--
19.00	PS	SX
40.00	HD	--
23.00	CR	SX
25.00	PS	--
41.00	CR	--
50.00	DI	AW
23.00	FL	--
8.00	FL	--

These administrative grades may be entered in Grade Centre manually or via an exported grade sheet, manipulated and uploaded back into Grade Centre. Only valid administrative grades will be allowed to be entered within the **Administrative Override** column.

Valid Administrative Grades

- AA
- AE
- AW
- GP
- IP
- TA
- SX
- HD
- DI
- CR
- PS
- FL
- US
- SY