

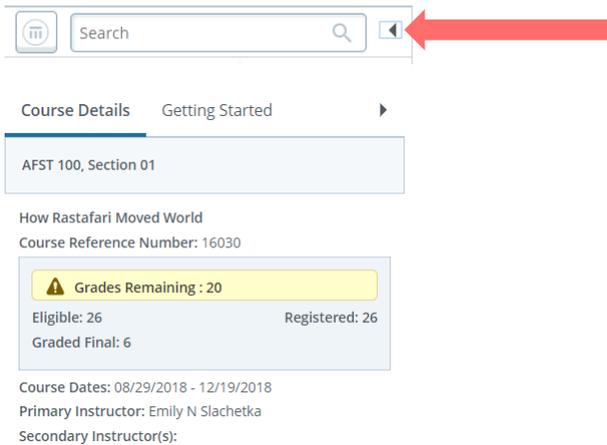
## Faculty Grade Entry in Banner 9

### Overall Tips for a Successful Experience with Faculty Grade Entry

- Access Faculty Grade Entry through a Chrome, Firefox, or Safari browser.
- Navigate through your courses by clicking the page arrows or changing the number of records per page using the controls in the bottom right corner.



- Click a course header once to sort the column. Click and hold the course header to drag and reposition the column.
- Use the Search bar to find a specific term, course, title etc.
- To view course details, including number of ungraded records, click a course and then click the left-facing arrow next to the Search bar to reveal the course details box.



- Leave the Last Attend Date and Hours Attended fields blank.
- Once the Grading Status for a course changes to the green Completed bar, your course is entirely graded. However, you can still make changes to grades that have not been 'rolled'.
  - The Registrar's Office 'rolls' grades to academic history (i.e. the student's transcript) throughout the grading period.
  - You can tell a grade was rolled by checking the Rolled column in the Enter Grades section. A rolled grade will display a green check ( ✓ ) for the student.
  - The Rolled column in the My Courses section will tell you the status of the grade roll process for the entire course.
  - If you need to make a grade change to a rolled grade, please complete the [Grade Completion/Correction form \(pdf\)](#).
- Click on a student's linked name to see additional information.

## Faculty Grade Entry in Banner 9

### Grading Option 1: Enter Midterm/Final Grades Directly into Banner Faculty Grade Entry

1. Log into Banner 9 Self-Service and select Faculty Grade Entry.
2. Click the link at the top of the page corresponding to **Midterm Grades** or **Final Grades**.
3. Search for a course or term in the Search bar, or click through the pages to find your course.
4. Click the red **Not Started** or orange **In Progress** button in the Grading Status column for the course you wish to enter grades. Once the Grading Status for a course changes to green (Completed), your course is entirely graded. However, you can still make changes to grades that have not been 'rolled'. (The Rolled column displays the status for a Registrar's Office process; see the tips page for more information about rolled grades.)

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status ▾ Rolled ▾

Not Started Not Started

In Progress Not Started

Completed Completed

5. Once you click the Grading Status button for the course you are going to grade, scroll down to the Enter Grades section to see the grading roster for this course.
6. Click a header once to sort the column. Click and hold a header to drag and reposition a column.
7. Choose the correct grade from the **Midterm Grade** or **Final Grade** drop-down. Repeat this step for each student for whom you wish to enter a grade.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade
<a href="#">Am</a>	930		<input type="text"/>
<a href="#">Ch</a>	930		A-
<a href="#">Gill</a>	930		<input type="text"/>
<a href="#">Go</a>	930		<input type="text"/>
<a href="#">Hu</a>	930		<input type="text"/>

8. Click **Save**.
9. Remember, you can change a grade even after it is saved. However, once the grade is 'rolled' to academic history (the student's transcript), you must complete the [Grade Completion/Correction form \(pdf\)](#) to change a student's grade.

## Faculty Grade Entry in Banner 9

### Grading Option 2: Import an Excel Spreadsheet Grade Roster

There are two ways to import your grades into Faculty Grade Entry:

- (1) Export the Banner 9 grade roster, enter your grades and import.
- (2) Import your own grade roster (from Blackboard etc.) If importing your own roster, Term Code, CRN and Student ID (93#) are required.

- If you plan to use the Banner 9 grade roster: Start with Step 1
- If you plan to import your own roster: Complete Steps 1-5 and then skip to Step 11

1. Log into Banner 9 Self-Service and select Faculty Grade Entry.
2. Click the link at the top of the page corresponding to **Midterm Grades** or **Final Grades**.
3. Search for a course or term in the Search bar, or click through the pages to find your course.
4. Click the red **Not Started** or orange **In Progress** button in the Grading Status column for the course you wish to enter grades. Once the Grading Status for a course changes to green (Completed), your course is entirely graded. However, you can still make changes to grades that have not been 'rolled'. (The Rolled column displays the status for a Registrar's Office process; see the tips page for more information about rolled grades.)
5. Click the **Tools** icon in the top right corner (looks like a gear).



6. To download the Banner 9 grade roster, click **Export Template**. Select the Microsoft Excel format you wish to use and click **Export**.
7. Open the downloaded spreadsheet (depending on your browser settings, you may see the downloaded file in the bottom left of your browser, saved to your computer's downloads folder, or the file may open automatically). Enable editing in the downloaded file if required.
8. Scroll to the right to enter grades in the appropriate grades column. Some students may already have a grade of 'W' if they withdrew from the course.
9. Save the spreadsheet to your computer and exit the spreadsheet.
10. Go back to Faculty Grade Entry and click the **Tools** icon again.
11. Select **Import** from the drop down list.
12. Click in the **Browse** field to find the file you wish to import.
13. Select your file and click Open. In the Import Wizard click **Upload** and then **Continue**.
14. Preview the file you are importing. (Tip: if you click outside of the Preview File box or try to resize the box, you will have to re-import your file).
15. Click **Continue** if the file is correct, click **Go Back** if you need to correct and re-upload the file.
16. Review the column mapping to ensure data is imported into the correct fields. Term Code, CRN, and Student ID (93#) are required.
17. If correct, click **Continue**. If not, click **Go Back** to correct and re-upload the file.
18. **Download the validation report** to review errors. After you have reviewed the Validation Report, close it to return to the Import Wizard.

## Faculty Grade Entry in Banner 9

### Validate

Validate the data in the worksheet. Unchanged data existing data after this step.

The following 9 records will be imported:  
0 records containing errors will not be imported.  
0 unchanged records will not be imported.

[Download the validation report](#)



Row	Term Code	CRN	Full Name	Student ID	Rolled
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19. Click **Continue** to import your grade roster, otherwise, click **Go Back** to correct and re-upload the file.
20. Click **Finish** to close the Import Wizard.
21. Review imported grades by selecting the course, clicking **In Progress** or **Completed** Grading Status button and scrolling to the Enter Grades section. Remember, you can change a grade even after it is saved. However, once the grade is 'rolled' to academic history (the student's transcript), you must complete the [Grade Completion/Correction form \(pdf\)](#) to change a student's grade.
22. Scroll back to the My Courses section to select another course to grade.