

Faculty Grade Entry using Banner – Keyed Entry and File Upload

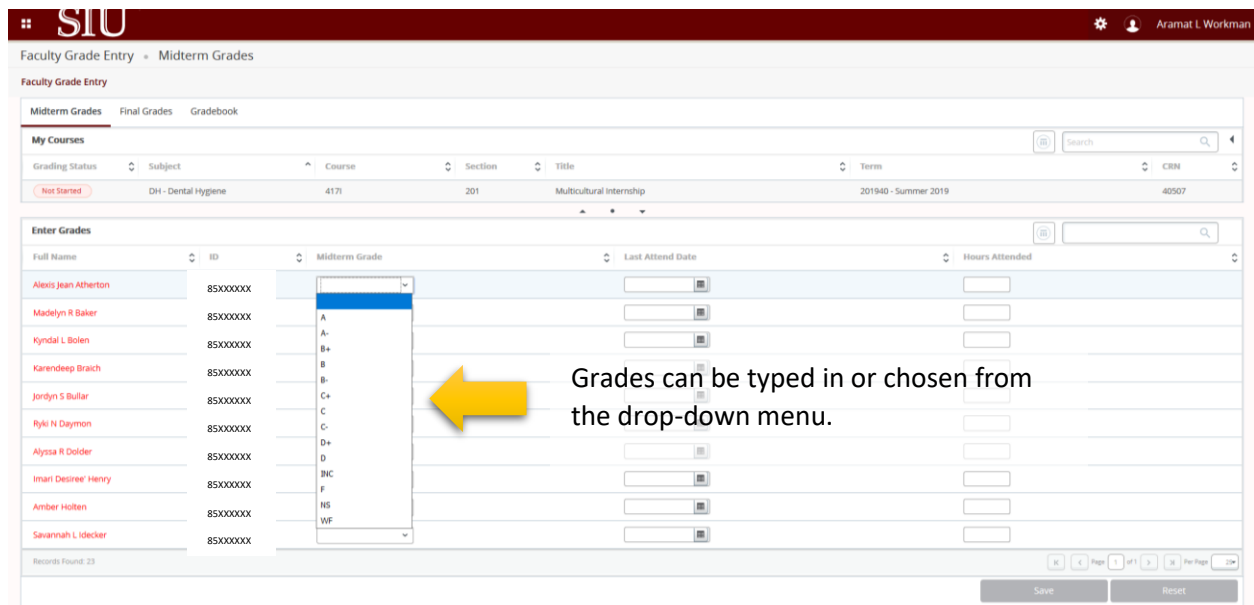
Entering Grades

There are two ways to enter grades in Faculty Grade Entry: Keyed Entry or File Upload process for both midterm grades and final grades. Step-by-step directions are provided in this instruction set.

Keyed Entry

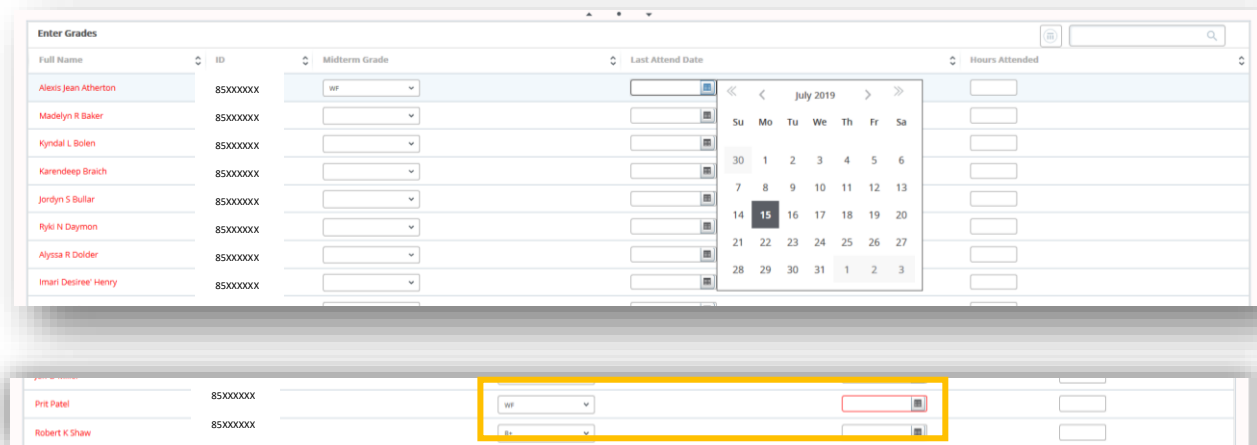
For keyed entry or manual entry of grades, simply click on the course to load the student roster, then click on the grade box and select a grade from the drop-down list of grades. Alternatively, a grade can also be typed in. Last Date of Attendance information is required when entering a WF grade.

<https://registrar.siu.edu/grades/gradingsystem.php>. Last date of attendance must be entered in the following format with leading zeros: mm/dd/yyyy. For example, 05/05/2019 and 12/01/2019.



The screenshot shows the 'Faculty Grade Entry' interface for 'Midterm Grades'. It displays a table of students with columns for 'Full Name', 'ID', 'Midterm Grade', 'Last Attend Date', and 'Hours Attended'. A drop-down menu is open for the 'Midterm Grade' column, showing options from A to WF. A yellow arrow points to the menu with the text: 'Grades can be typed in or chosen from the drop-down menu.'

When assigning a WF, key in the Date of Last Attendance [mm/dd/yyyy] or use the calendar aid provided. You will not be able to save a grade entry of WF without a Date of Last Attendance. .

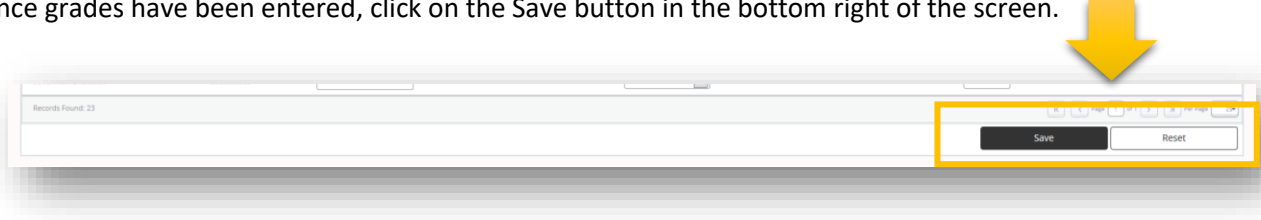


This screenshot shows the 'Enter Grades' interface with a calendar aid for July 2019. The calendar shows the date 15th highlighted. A yellow box highlights the 'WF' grade and the 'Last Attend Date' field for a student, indicating that a date must be entered for a WF grade.

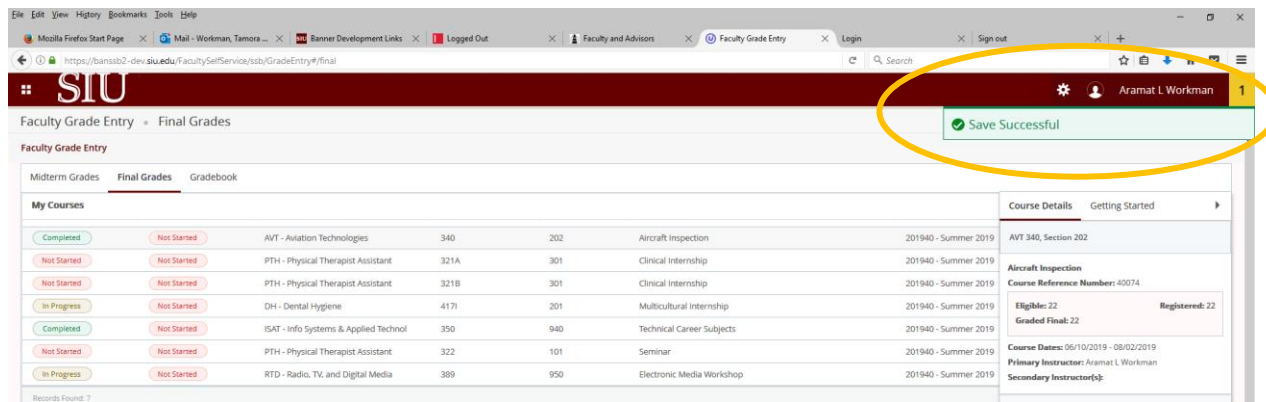
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Saving Grade Entries

Once grades have been entered, click on the Save button in the bottom right of the screen.

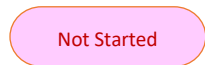


Faculty Grade Entry displays system notifications when grades are submitted successfully, grades have not been saved, or entered grade or Last Date of Attendance is missing.

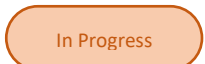


Grade Status Indicators

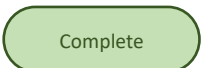
Each course in Faculty Grade Entry has a Grading Status Indicator. Final Grades have two indicators: Indicator “Grading Status” shows grade entry process status. Indicator “Rolled” shows if entered grades have rolled to academic history. When grade entry has been successfully completed, “Grading Status” indicator turns green. “Rolled” indicator remains gray until the submitted grades have fully rolled to academic history by the Office of the Registrar.



Pink grade status Indicates when grading has not started for that class



Orange grade status indicates when any portion of the class roster has grades submitted



Green grade status indicates when the entire class roster has grades submitted

Submitted grades can be changed until they have been rolled to academic history. The deadline for semester grading is Wednesday following the end of the semester at 8:00AM. Once end-of-term processing begins it cannot be interrupted to re-open grading.

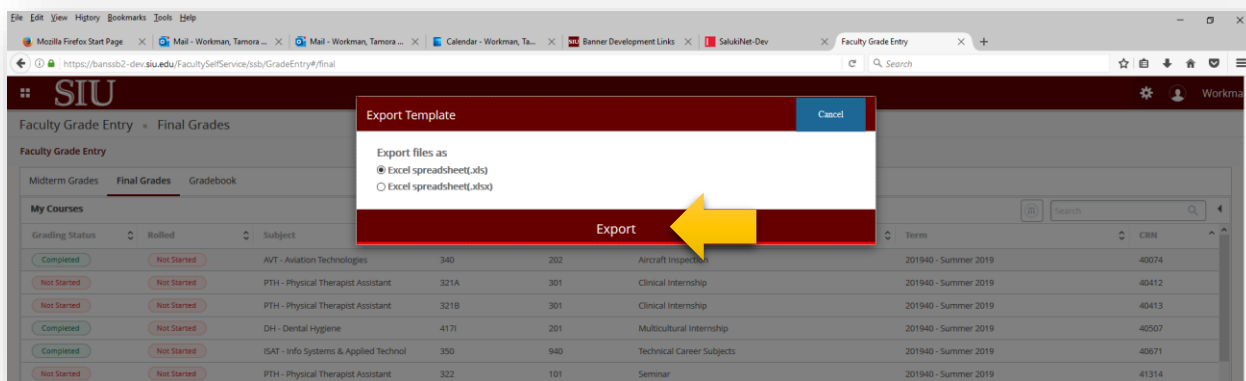
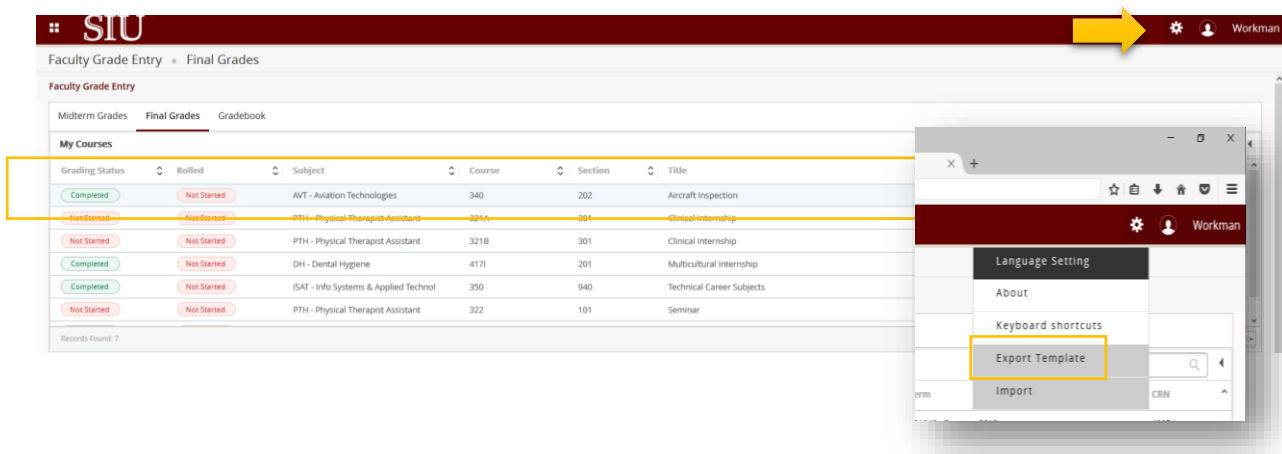
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File Upload Grade Entry

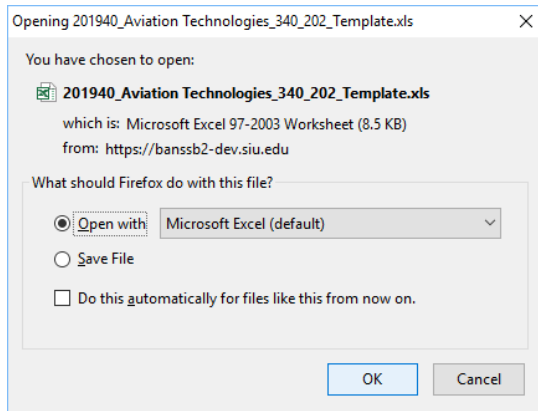
Grades can be entered by uploading an excel file with student roster and grades. It is highly recommended that Export Template function be used to download the class roster from Faculty Grade Entry to prepare the grade file for entering grades to download the class roster, select the course in the course list and click the “gear” icon on the top right corner of the page.

Select Export Template. Save the class roster as an excel file on your computer desktop to enter student grades and last date of attendance information. Preparing the grade file following these steps will reduce grade entry errors in the system and will eliminate the step of mapping the file columns for the grade upload process as in step three below.

1. Select the file with grades from your computer. Click Continue.
2. Preview the file that you have selected within the Grade Import Wizard for accuracy. Click Continue.
3. Select the required columns needed for grade submission. Click Continue.
4. Validate your grade report and any errors that occurred while processing the grade file. An excel file with errors can be downloaded to review the errors. If no issues, click Continue. Otherwise correct the errors and start the process over with step 1. Click Cancel at the top right of the grade wizard if there are issues that must be resolved before submitting grades.

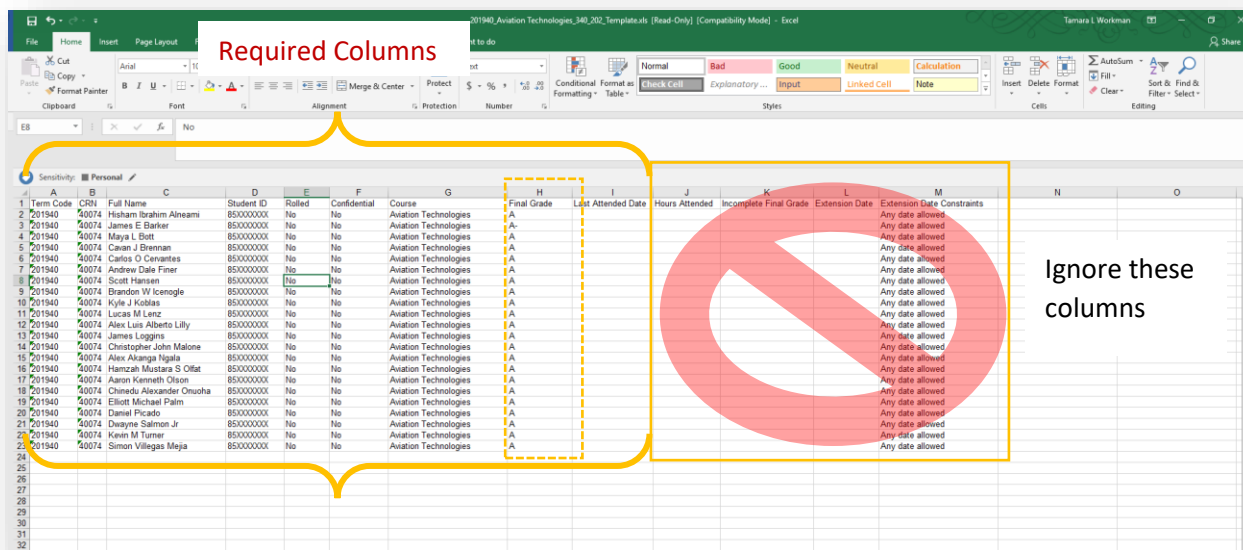


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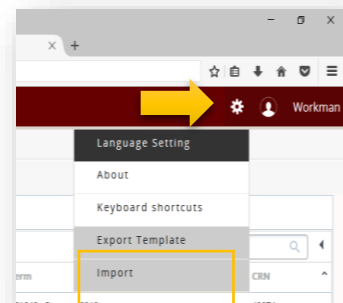


Open the exported file and populate the Final Grade column with the assigned grade and **save the file** to your computer. Last Date of Attendance is required when assigning a WF grade. Last Date of Attendance must be entered in the following format with leading zeros: mm/dd/yyyy. For example, 05/05/2019 and 12/05/2019.

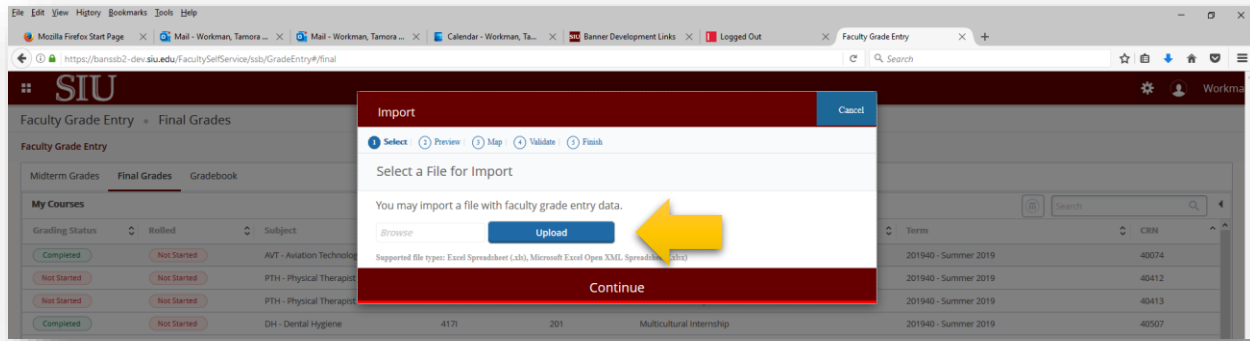
The file must contain columns Term Code, CRN, Full Name, Student ID, Final Grade, and Last Attended Date in order to properly map during the file upload process.



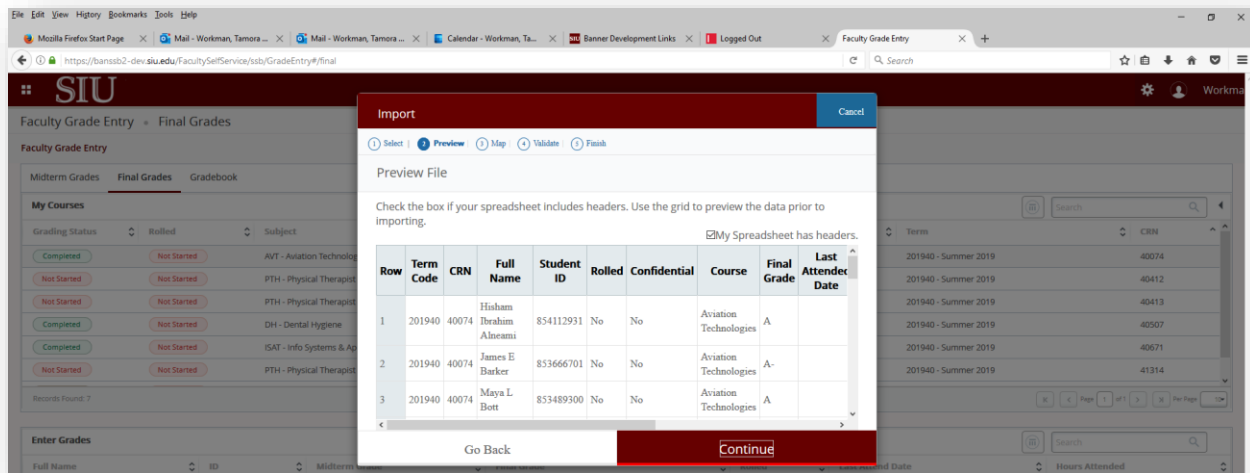
Save the completed spreadsheet file. When you are ready to import the spreadsheet with grades click the “gear” icon on the right corner of the screen next to the logout button, select **Import** from the drop-down list. Grade Import Wizard will start the file upload process.



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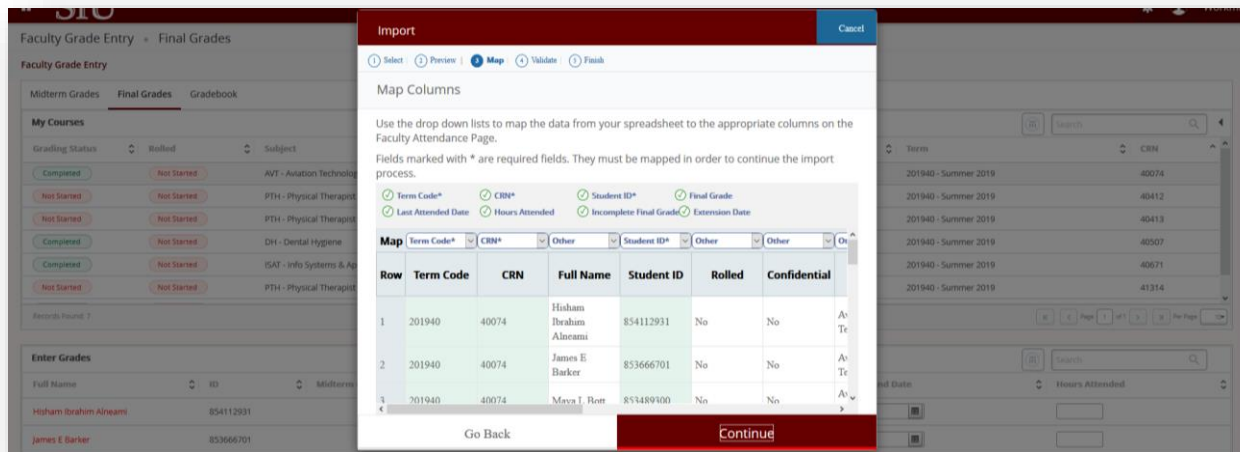


Step 1. Use the Browse feature to identify the course grade file to be uploaded and click Upload. You will be given the opportunity to Preview the file, and click **Continue**.

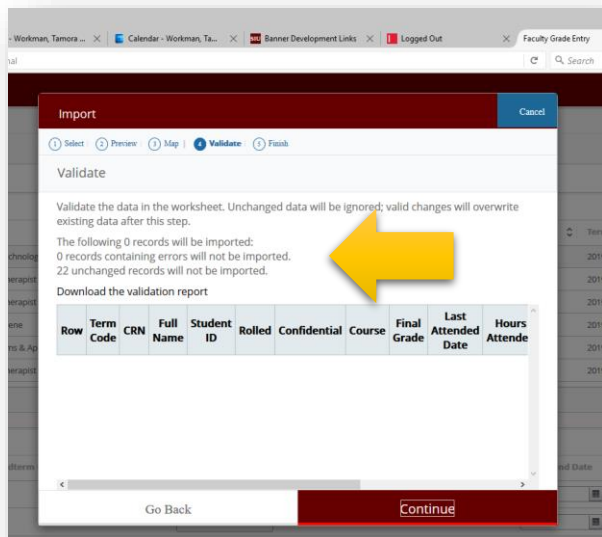


Step 2. Preview the grade file for accuracy, and click **Continue**.

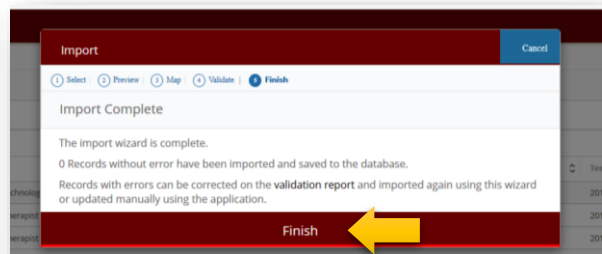
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Step 3. Select the required columns needed for grade submission and click **Continue**. Required columns are: Term Code, CRN, Full Name, Student ID, Final Grade, and Last Attended Date.



Step 4. The next step provides a validation report and any errors that occurred while processing the grade file. An excel file with errors can be downloaded to review the errors. If there are no issues, click **Continue**. Otherwise correct the errors and start the process over at step one. Click the Cancel button on the top right corner of the grade wizard if there are issues that must be resolved before submitting grades.



Step 5. When the Import Wizard is complete, click **Finish**. *Until the grades are rolled to academic history errors can be corrected within the Faculty Grade Entry platform.*