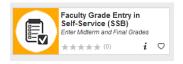# Faculty Grade Entry using Banner – Navigation

Introducing Faculty Grade Entry

Faculty Grade Entry provides a user-friendly experience for entering midterm and final grades in Banner. Whether it is the keyed-in entry of grades or the file upload process, grading is a new experience with Faculty Grade Entry. Following are instructions specific to navigating Faculty Grade Entry. The two methods for entering grades is presented in a separate section entitled, Faculty Grade Entry using Banner – Entering Grades.
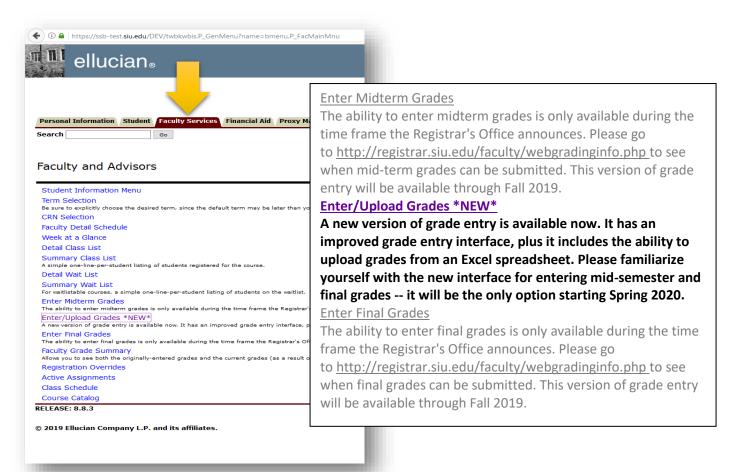
Faculty Grade Entry highlights are:

- Display of all gradable courses as one list
- Easy navigation between multiple courses and rosters
- Multiple system notifications informing of missing grades, errors in grade submission, and status of grading process for each course
- Improved Grade File Upload process
- Less time spent searching for courses and students
- Course Details Tab with pertinent information about the selected course.
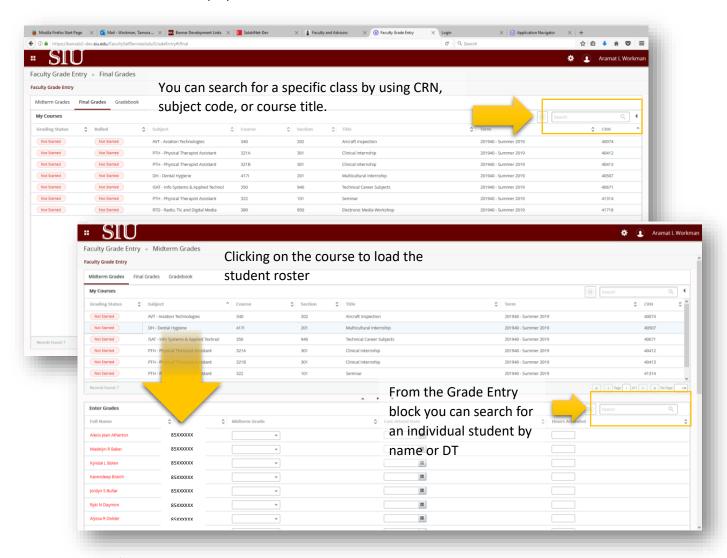
Logging into Faculty Grade Entry

Faculty Grade Entry is accessed through SalukiNet and the Faculty Services tab. You can also access grade entry from the Faculty and Advisor link from the Main Menu or search "Grade Entry" at the SalukiNet home page.

Enter Midterm Grades
The ability to enter midterm grades is only available during the time frame the Registrar's Office announces. Please go to http://registrar.siu.edu/faculty/webgradinginfo.php to see when mid-term grades can be submitted. This version of grade entry will be available through Fall 2019.

Enter/Upload Grades *NEW*
A new version of grade entry is available now. It has an improved grade entry interface, plus it includes the ability to upload grades from an Excel spreadsheet. Please familiarize yourself with the new interface for entering mid-semester and final grades -- it will be the only option starting Spring 2020.

Enter Final Grades
The ability to enter final grades is only available during the time frame the Registrar's Office announces. Please go to http://registrar.siu.edu/faculty/webgradinginfo.php to see when final grades can be submitted. This version of grade entry will be available through Fall 2019.

Faculty Grade Entry using Banner – Navigation
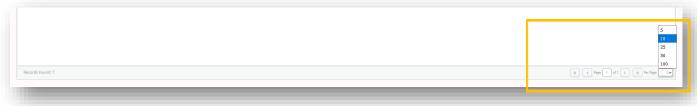
Overview, Navigation, and Resources

Search by Course or Student

All of the courses for which you are instructor of record will be displayed together in the upper block of the platform. Click on one of the courses displayed to load the student roster. Search for a specific class using the CRN, Subject, Course, or Title in the Search window located in the upper right corner of the block. Or, click on the chosen course from the list to display the student roster in the lower block.
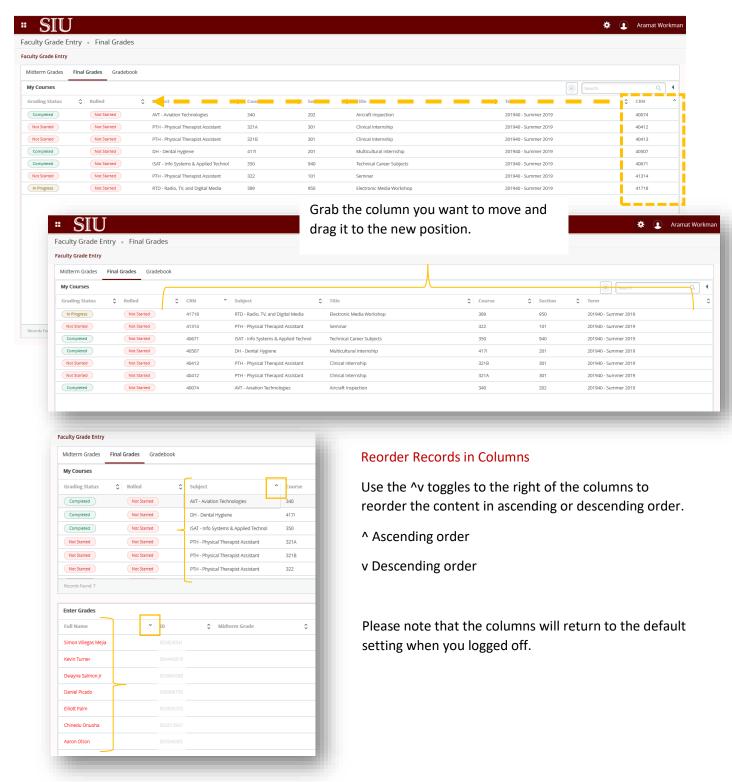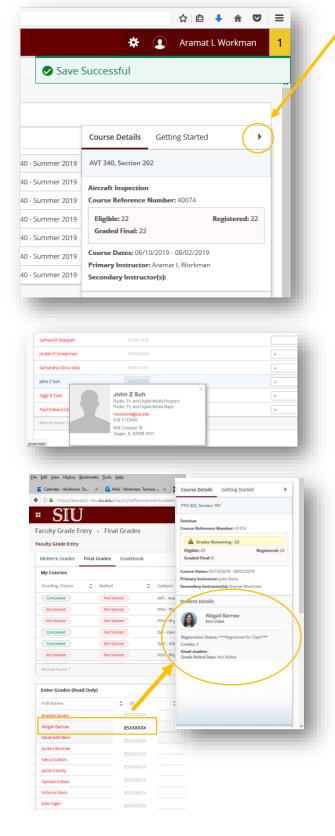

Change the Number of Records Displayed

Control the number of courses or students listed in each block by adjusting the page indicator found in the lower right corner of the respective block.

Faculty Grade Entry using Banner – Navigation

Reorder Columns

Change the order of columns by moving the cursor to the column header, left click on the mouse, hold and drag the column to the new location.

Grab the column you want to move and drag it to the new position.

Reorder Records in Columns

Use the ^v toggles to the right of the columns to reorder the content in ascending or descending order.

^ Ascending order

v Descending order

Please note that the columns will return to the default setting when you logged off.

Faculty Grade Entry using Banner – Navigation

Side Bar and Student Contact Card

Hide and unhide the side bar by toggling the wedge in the upper right corner of the Grade Entry pane. Course Details, Getting Started, Student Details and Student Contact Card provide brief but convenient information and tips on grade submission, links to related resources, course start and end dates, number of grades needed.

- **Course Details** tab will provide more specific information about the course in context.
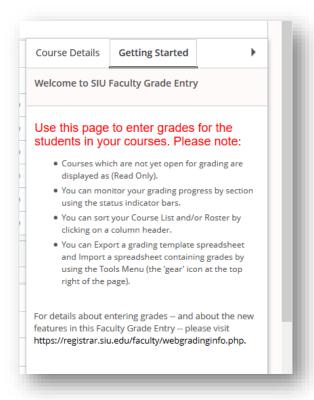
The number of *Registered Students* in the course is reflected here along with the number of *Final Grades* that have been submitted to date.

Course Dates indicates the official begin and end date of the course. The length of the course as indicated by Course Dates determines deadlines for dropping with a refund and dropping with a W grade.

Primary Instructor is also reflected along with the name of the Secondary Instructor. Only the primary instructor of record can submit grades. The *Secondary Instructor* can see the class roster for all courses for which they are secondary.

- **Student Contact Card** is displayed when rolling over the student name in the class roster. Included on this card is the student's name, their current major, and their contact information. The email address is also hyperlinked.

Double click on the student ID to display the registration status and how many hours the student is registered for. This information is helpful when the course is a variable hour course such as special topics, internship, siminar, or independent study.
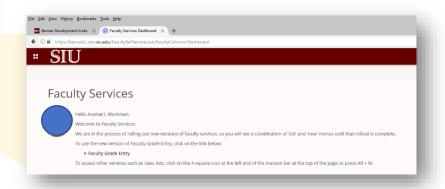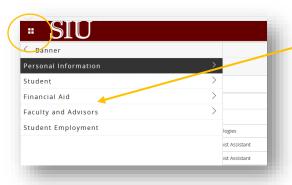
Side Bar Continued

- **Getting Started** tab contains Grade Entry and grading policy information for your convenience. Reminders and general information here are always current to the grading term and the Faculty Grade Entry release being used. Link(s) to policy and instructions provided for your convenience.

SIU logo takes the user to the Faculty Landing Page which will provide information about current revision of Faculty Services tools as well as future upgrades.

4-Square Menu opens a list of the same Self-Service menu items without having to back out of Faculty Grade Entry

The "Gear" Icon opens a menu of helpful resources

- *Language Setting:* Set your language preference
- *About:* Software version
- *Keyboard shortcuts:* Helpful job for keyboard users
- *Export:* Function used for exporting class roster from Faculty Grade Entry platform
- *Import:* Functions used to upload a class roster to Faculty Grade Entry platform