

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.

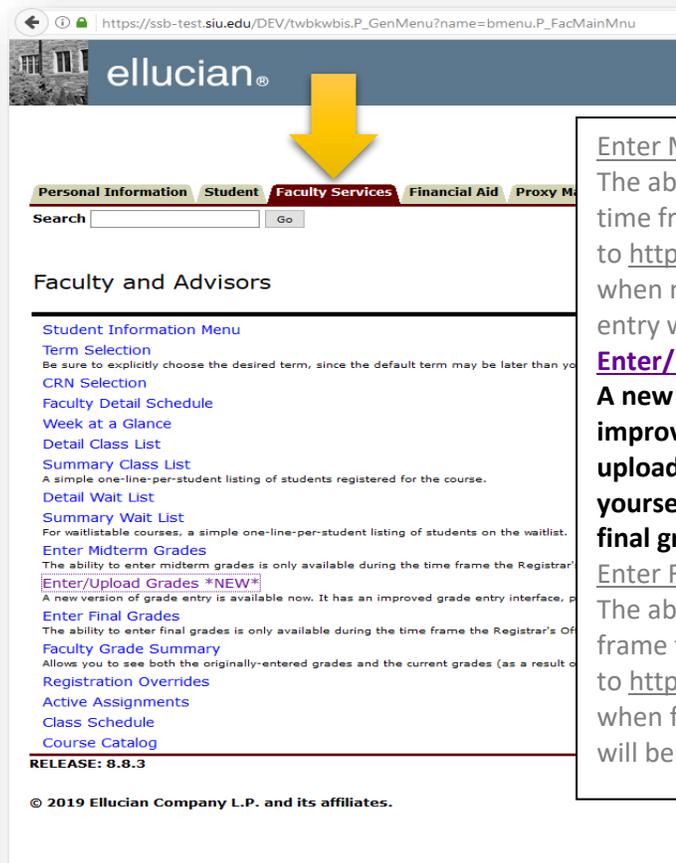
Faculty Grade Entry highlights are:

- 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.

Final Grades View: You can search for a specific class by using CRN, subject code, or course title.

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AVT - Aviation Technologies	340	202	Aircraft Inspection	201940 - Summer 2019	40074
Not Started	Not Started	PTH - Physical Therapist Assistant	321A	301	Clinical Internship	201940 - Summer 2019	40412
Not Started	Not Started	PTH - Physical Therapist Assistant	321B	301	Clinical Internship	201940 - Summer 2019	40413
Not Started	Not Started	DH - Dental Hygiene	417I	201	Multicultural Internship	201940 - Summer 2019	40507
Not Started	Not Started	ISAT - Info Systems & Applied Technol	350	940	Technical Career Subjects	201940 - Summer 2019	40671
Not Started	Not Started	PTH - Physical Therapist Assistant	322	101	Seminar	201940 - Summer 2019	41314
Not Started	Not Started	RTD - Radio, TV, and Digital Media	389	950	Electronic Media Workshop	201940 - Summer 2019	41718

Midterm Grades View: Clicking on the course to load the student roster

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	AVT - Aviation Technologies	340	202	Aircraft Inspection	201940 - Summer 2019	40074
Not Started	DH - Dental Hygiene	417I	201	Multicultural Internship	201940 - Summer 2019	40507
Not Started	ISAT - Info Systems & Applied Technol	350	940	Technical Career Subjects	201940 - Summer 2019	40671
Not Started	PTH - Physical Therapist Assistant	321A	301	Clinical Internship	201940 - Summer 2019	40412
Not Started	PTH - Physical Therapist Assistant	321B	301	Clinical Internship	201940 - Summer 2019	40413
Not Started	PTH - Physical Therapist Assistant	322	101	Seminar	201940 - Summer 2019	41314

Enter Grades View: From the Grade Entry block you can search for an individual student by name or DT

Full Name	Midterms Grade	Last Attempt Date	Hours Attended
Alexis Jean Atherton	85XXXXXX		
Madelyn R Baker	85XXXXXX		
Kyndal L Bolen	85XXXXXX		
Karendeep Braich	85XXXXXX		
Jordyn S Bullar	85XXXXXX		
Ryki N Daymon	85XXXXXX		
Alyssa R Dolder	85XXXXXX		

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.

Records Found: 7

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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.

SIU Faculty Grade Entry - Final Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	AVT - Aviation Technologies	340	202	Aircraft Inspection	201940 - Summer 2019	40074
Not Started	Not Started	PTH - Physical Therapist Assistant	321A	301	Clinical Internship	201940 - Summer 2019	40412
Not Started	Not Started	PTH - Physical Therapist Assistant	321B	301	Clinical Internship	201940 - Summer 2019	40413
Completed	Not Started	DH - Dental Hygiene	4171	201	Multicultural Internship	201940 - Summer 2019	40507
Completed	Not Started	ISAT - Info Systems & Applied Technol	350	940	Technical Career Subjects	201940 - Summer 2019	40671
Not Started	Not Started	PTH - Physical Therapist Assistant	322	101	Seminar	201940 - Summer 2019	41314
In Progress	Not Started	RTD - Radio, TV, and Digital Media	389	950	Electronic Media Workshop	201940 - Summer 2019	41718

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

SIU Faculty Grade Entry - Final Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	CRN	Subject	Title	Course	Section	Term
In Progress	Not Started	41718	RTD - Radio, TV, and Digital Media	Electronic Media Workshop	389	950	201940 - Summer 2019
Not Started	Not Started	41314	PTH - Physical Therapist Assistant	Seminar	322	101	201940 - Summer 2019
Completed	Not Started	40671	ISAT - Info Systems & Applied Technol	Technical Career Subjects	350	940	201940 - Summer 2019
Completed	Not Started	40507	DH - Dental Hygiene	Multicultural Internship	4171	201	201940 - Summer 2019
Not Started	Not Started	40413	PTH - Physical Therapist Assistant	Clinical Internship	321B	301	201940 - Summer 2019
Not Started	Not Started	40412	PTH - Physical Therapist Assistant	Clinical Internship	321A	301	201940 - Summer 2019
Completed	Not Started	40074	AVT - Aviation Technologies	Aircraft Inspection	340	202	201940 - Summer 2019

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course
Completed	Not Started	AVT - Aviation Technologies	340
Completed	Not Started	DH - Dental Hygiene	4171
Completed	Not Started	ISAT - Info Systems & Applied Technol	350
Not Started	Not Started	PTH - Physical Therapist Assistant	321A
Not Started	Not Started	PTH - Physical Therapist Assistant	321B
Not Started	Not Started	PTH - Physical Therapist Assistant	322

Records Found: 7

Enter Grades

Full Name	ID	Midterm Grade
Simon Villegas Mejia	853828541	
Kevin Turner	854443819	
Dwayne Salmon Jr	853664268	
Daniel Picado	850966759	
Elliott Palm	853935373	
Chinedu Onuoha	853513947	
Aaron Olson	853540305	

Reorder Records in Columns

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

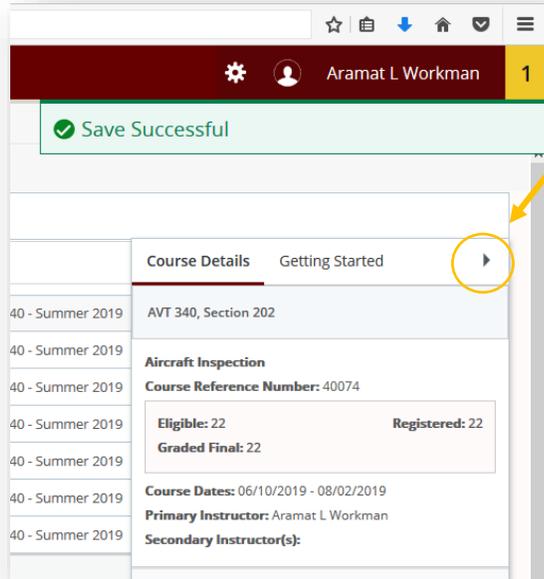
^ Ascending order

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



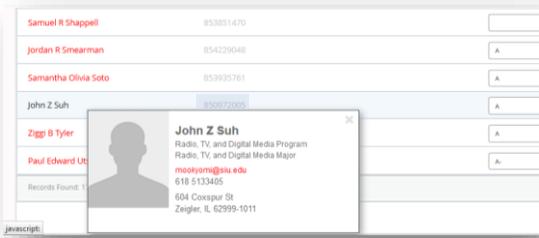
Hide and unhide the side bar by toggling the wedge in the upper right corner of the Grade Entry pane. Course Details, Getting Started, Student Details and Student Contact Card provide brief but convenient information and tips on grade submission, links to related resources, course start and end dates,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

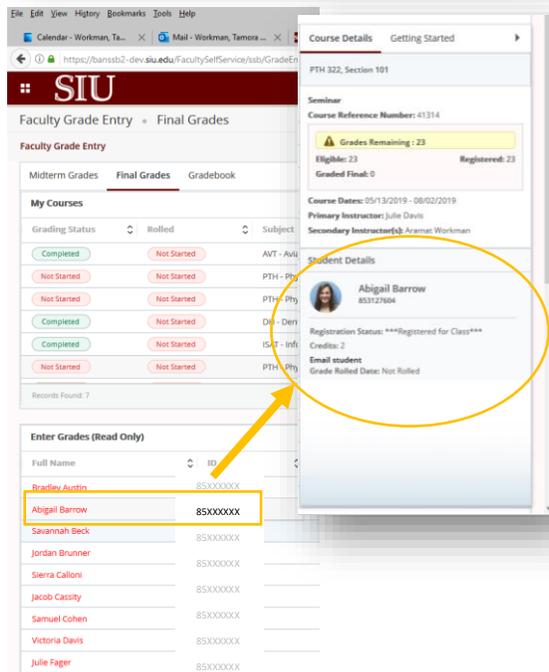
Course Dates indicates the official begin and end date of the course. The length of the course as indicated by Course Dates determines deadlines for dropping with a refund and dropping with a W grade.

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.

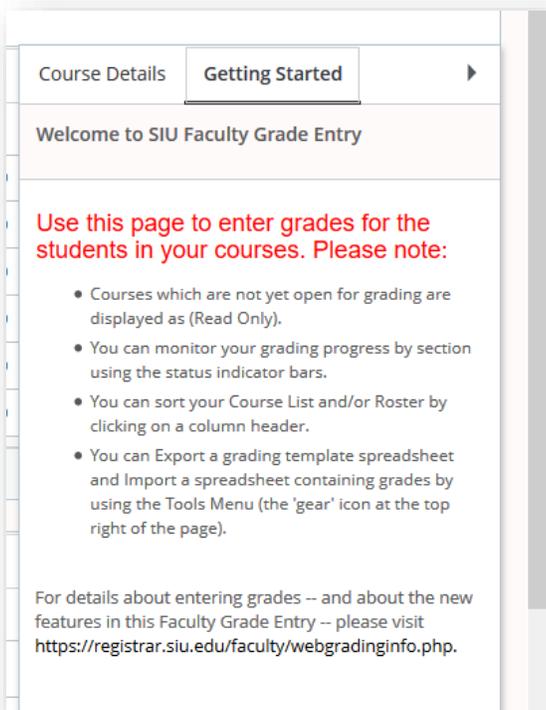


- **Student Contact Card** is displayed when rolling over the student name in the class roster. Included on this card is the student's name, their current major, and their contact information. The email address is also hyperlinked.

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.



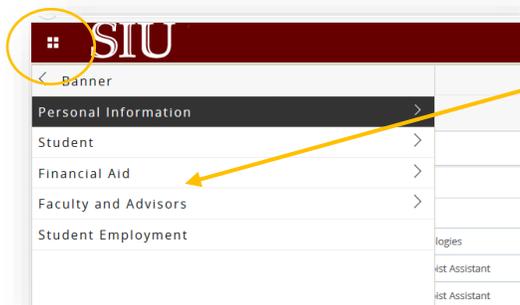
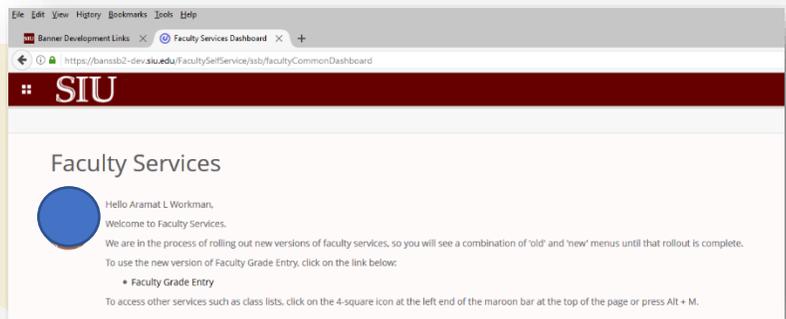
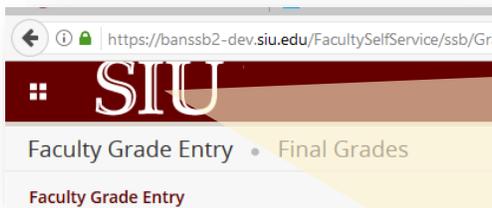
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Side Bar Continued

- **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

Faculty Grade Entry using Banner – Navigation

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

