

UNIVERSITY OF TOLEDO

Grade Entry Tutorial

Welcome!

This updated tutorial will demonstrate how to submit midterm and final grades, using Banner's XE Faculty Grade Entry.

It should be noted that all screenshots feature Internet Explorer, however, the procedures and conventions that they convey should apply to any other Windows-compatible browser. Also, when navigating between pages in XE Faculty Grade Entry, it is essential to save any and all changes; otherwise, they will not be processed.

If you have any further questions about submitting grades, or helpful suggestions for this tutorial, then please do not hesitate to contact us; we greatly appreciate your feedback!

Sincerely,

The Office of the Registrar

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Entering Midterm or Final Grades Directly into Banner

1. Log in to the myUT portal; under the Faculty & Advisors tab, click on **Faculty Grade Entry**.
2. Enter your UTAD user name and password, and then sign in.
3. Select the **Midterm Grades** or **Final Grades** tab. The Gradebook functionality is not currently enabled.
4. Only courses available for grading are displayed. You may change the sort order by clicking on any of the column headings, and list them in ascending or descending order.

Each page displays up to 10 courses at a time. You can change the number of courses that display or toggle to the next page using the controls in the bottom, right hand side of the page.

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Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MKTG - Marketing	3140	001	International Marketing	201910 - Spring 2019	11720
Not Started	MKTG - Marketing	3260	901	Mobile Marketing	201910 - Spring 2019	14110
Not Started	BIOL - Biology	4910	013	UG Rsrch-Molecular Biology	201910 - Spring 2019	14753
Not Started	HEAL - Health Education	1360	901	Alchl and Cntmpary Iss in Col	201910 - Spring 2019	15624
Not Started	BIOL - Biology	5050	001	Advanced Immunology	201910 - Spring 2019	17268
Not Started	AFST - Africana Studies	2220	901	History of jazz	201910 - Spring 2019	22375
Not Started	BMGT - Business Management Technology	1010	902	Business Principles	201910 - Spring 2019	22385
Not Started	ENGL - English	5210	001	Issues in ESL Writing	201910 - Spring 2019	22697
Not Started	ACCT - Accounting (ACCT)	3100	001	Financial Acctg and Analysis	201910 - Spring 2019	22926
Not Started	CRIM - Criminal Justice	1010	901	Criminal Justice	201910 - Spring 2019	23264

Records Found: 12

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- To begin grading, select the appropriate tab (Midterm Grades or Final Grades) then select the course for which you will enter grades by clicking on it.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section	⌵	Title	⌵	Term	⌵	CRN	⌵
Not Started		Not Started		ASTR - Astronomy		1010		011		Survey of Astronomy		201730 - Summer 2017		30115	
In Progress		Not Started		ASTR - Astronomy		1010		931		Survey of Astronomy		201730 - Summer 2017		30120	
Completed		Not Started		MATH - Mathematics		2890		041		Numerical Math and Linear Algb		201730 - Summer 2017		30527	
Completed		Not Started		PHYA - Physician Assistant		6620		019		Scholarly Project II		201730 - Summer 2017		32873	
Completed		Not Started		CIVE - Civil Engineering		6900		027		Civil Engineering Problems		201730 - Summer 2017		36596	

- You can review the **Course Details** for the selected course by clicking the arrow to the right of the Search box. Course Details will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and any secondary instructors.

Course Details Getting Started

ASTR 1010, Section 931

Survey of Astronomy
Course Reference Number: 30120

⚠ Grades Remaining : 71

Eligible: 74 Registered: 74
Graded Final: 3

Course Dates: 06/12/2017 - 08/04/2017
Primary Instructor:
Secondary Instructor(s):

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7. Use the left and right arrows at the bottom right of the My Courses section to move through the pages. You may set the number of records to display per page.
8. When reviewing your course, students are listed in alphabetical order. You may change the sort order by clicking on any of the column headings, and list them in ascending or descending order. For instance, you may sort the roster so that all ungraded students are displayed first. Once you set the sort order on a roster, any course you click on during that session will use the same sort order.
9. You may also use the search box to search for a student, by name or Rocket number.
10. Select a student from the **Enter Grades** section of the page.
11. Review student specific information by clicking the students' name on the course roster. There is a link to email the student. If the student's information is marked Confidential in Banner, a message will be displayed here.
12. Select the grade for the student from the drop box in the Final Grade column. Only valid grades are listed as choices for each student. **IMPORTANT:** When assigning a grade of F you must enter in a date in the Last Attend Date field.

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Entering Midterm or Final Grades Directly into Banner

13. To enter an IN Incomplete grade, **First**, enter the Last Attend Date, then **Secondly**, select the IN grade. Attempting to submit an IN grade before or without a Last Attend Date will result in an error.

Once selected an **Incomplete Grades** tab will appear next to the Roster tab at the bottom of the screen. The 'Incomplete Final Grade' displays with an F along with the 'Extension Date'. You may choose to enter a default grade other than F. If no default grade is selected F will remain the default grade. If the student does not complete the required coursework by the Extension Date the chosen default grade will be used to update the student's record and official transcript.

Once finished, select the **Roster** tab to continue grading your course.

The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. Below the course list, the 'Roster' tab is highlighted with a red circle. The 'Roster' tab displays a table with columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. The first row shows 'Fisher, I' with ID 'R', Grade 'IN', Incomplete Final Grade 'F', and Extension Date '12/15/2017'.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Fisher, I	R	IN	F		12/15/2017	

14. Grades are rolled to academic history nightly, Monday through Saturday. A course that has been rolled will have a green 'Rolled' indicator in the Rolled column. Courses listed as Not Started can still be updated or changed. Once a grade has been rolled it cannot be updated through Faculty Grading. Please use the online **Grade Change Workflow** process to submit all grade changes. Grade Change Workflow instructions are located on the Registrar's website under [Faculty & Staff Additional Resources](#).

The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. Below the course list, the 'Rolled' status in the 'Grading Status' column is highlighted with a red circle. The table has columns: Grading Status, Subject, Course, Section, Title, Term, and CRN. The first row shows 'ASTR - Astronomy' with Course '1010', Section '011', Title 'Survey of Astronomy', Term '201730 - Summer 2017', and CRN '30115'.

Grading Status	Subject	Course	Section	Title	Term	CRN
Rolled	ASTR - Astronomy	1010	011	Survey of Astronomy	201730 - Summer 2017	30115
In Progress	ASTR - Astronomy	1010	931	Survey of Astronomy	201730 - Summer 2017	30120

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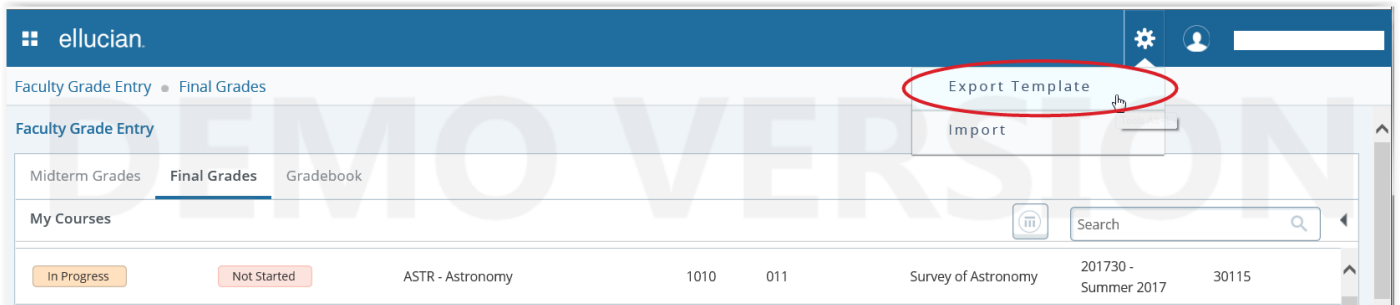
Entering Midterm or Final Grades Directly into Banner

15. Each page will display up to 50 students at a time. If your course has more than 50 students be sure that you select the **SAVE** button at the bottom right of the page before navigating to the next page or exiting Faculty Grading.

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Exporting Class Rosters from Banner to an Excel Spreadsheet

1. To Export your courses roster select the **Midterm Grades** or **Final Grades** tab, and then click on a course from the list of gradable courses.
2. Select the **Export Template** option from the Tools menu on the top right of screen.

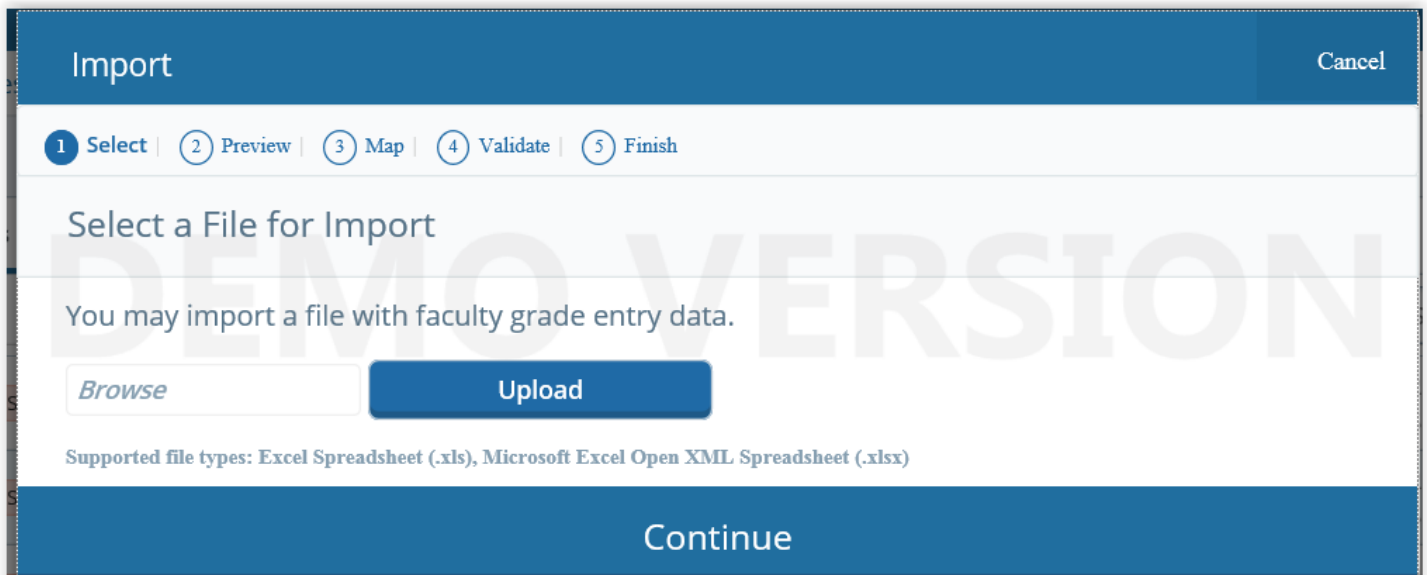


3. Select the export file type as Excel (.xls or .xlsx) then click the **Export** button.
4. Open the file in Excel. The default file name uses the term code, subject, course number, section number, and "Template".
5. Review the data. The file is read-only. You can use **Save As** and rename the file to edit. Do not change the student ID.

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Importing Grades to Banner from the Excel Spreadsheet

1. Access the **Midterm** or **Final Grades** section of the page.
2. Select a course so that the class roster is displayed in the Enter Grades section.
3. Select the **Import** options from the Tools menu on the top right of the screen.



4. Click **Browse** to choose file, then select the file from your computer and click **Upload**.
5. Once the file uploads, click **Continue**.
6. Preview the grades you are about to import. Use the **Go Back** button if you need to choose a different file. When you are ready to proceed click **Continue**.
7. Use the pull-down lists to map the spreadsheet columns to the application columns. The "Student ID," "Term Code," and "CRN" fields must be mapped before continuing.
8. Click **Continue**.

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Importing Grades to Banner from the Excel Spreadsheet

- Review the data on the **Validate** tab. The number of records about to be imported will be displayed along with the number of records with errors that will not be imported and the number of records that will remain unchanged. Use the **Download the Validation Report** link to view an Excel spreadsheet with the error details by record. You can save the validation report and download it to your desktop. Then you can correct errors, save the document, and start the import process again, if needed.
- Click **Continue**.
- A summary of the course information will display for what has been imported.
- Click **Finish**.

Summary Class List

- Faculty wanting to view a course roster from a previous semester can use the **Summary Class List** link found on the Faculty & Advisor tab in Self Service.

The screenshot shows the myUT website interface. At the top, there is a navigation bar with links for UT HOME, UT HEALTH, ACCOUNT MAINTENANCE, PARENT/GUEST PAYMENT, WELCOME, and LOGOUT. Below this is a blue banner with the myUT logo. A secondary navigation bar contains tabs for NEW STUDENT, STUDENT, STUDENT RESOURCES, GRADUATE, FACULTY & ADVISOR (which is selected), EMPLOYEE, UT COMMUNITY, LIBRARY, and UTMC. On the right of this bar is a UNIVERSITY DIRECTORY link. The main content area is divided into two columns. The left column is titled 'TEACHING TOOLKIT' and lists several options: Active Assignments, Detail Class List, Detail Schedule, Faculty Grading, Grade Change Form, Incomplete Documentation Form, Registration Overrides, Summary Class List (highlighted with a red arrow), Week at a Glance, and More Teaching Options... The right column is titled 'EMAIL AND UTAD ACCOUNT' and contains links for Outlook Web Access (for Faculty/Staff Exchange users), My UT Account, and Access your junk mail.

- Next, choose the appropriate term from the drop down menu.
- Choose the course. Click **Submit**.
- A list of each student registered in that course for that term will be displayed.