

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.

Finally, throughout the tutorial, tabs that are circled in green represent areas that can be accessed by you, the user. Similarly, tabs that are boxed in red represent areas that you currently cannot access.

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.
5. 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

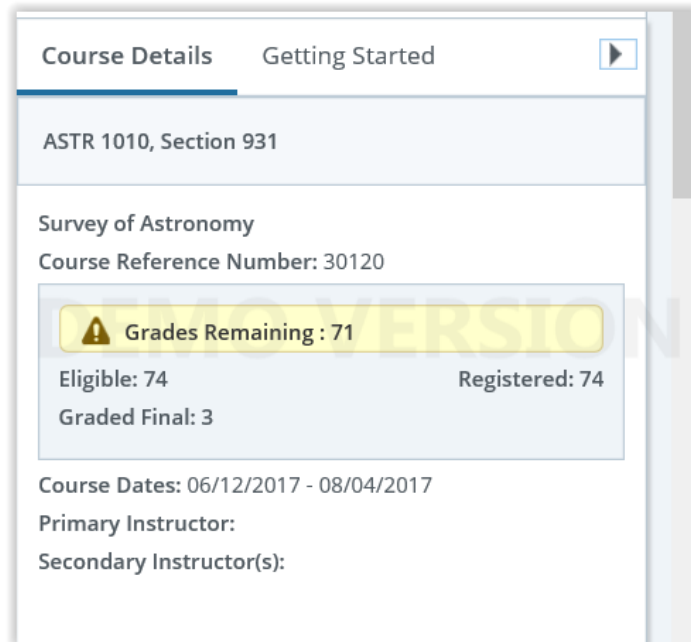
My Courses

| Grading Status | ⌵ | ⌵ | ⌵ | ⌵ | ⌵ | ⌵ | ⌵ | ⌵ | ⌵ |
|----------------|-------------|----------------------------|--------|---------|--------------------------------|----------------------|-------|---|---|
| Not Started | Not Started | 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 | | |

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6. 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.



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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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 when there are IN grades. The 'Incomplete Final Grade' displays with an F along with the 'Extension Date'. This is the grade and the date the F will become effective if the student does not complete the required coursework. Select the **Roster** tab to continue grading your course.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades' (selected), and 'Gradebook'. Below this is a 'My Courses' section with a search bar and a table of courses. The table has columns for 'Grading Status', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. Three courses are listed: 'ASTR - Astronomy' (1010 011), 'ASTR - Astronomy' (1010 931), and 'MATH - Mathematics' (2890 041). Below the course list, there is a 'Records Found: 5' indicator and a pagination control showing 'Page 1 of 1' and 'Per Page 50'. At the bottom, there is a 'Roster' tab (circled in red) and an 'Incomplete Grades' tab. The 'Roster' tab shows a student record for 'Fisher, I' with columns for 'Full Name', 'ID', 'Grade', 'Incomplete Final Grade', 'Rolled', 'Extension Date', and 'Extension Date Constraints'. The 'Grade' is 'IN', the 'Incomplete Final Grade' is 'F', and the 'Extension Date' is '12/15/2017'.

14. Grades are rolled to academic history nightly, Monday through Friday. Once a grade has been rolled it cannot be updated through Faculty Grading and a paper grade change form must be submitted. A course that has been rolled will have a green 'Rolled' indicator in the Rolled column. Courses listed a Not Started can still be updated or changed.

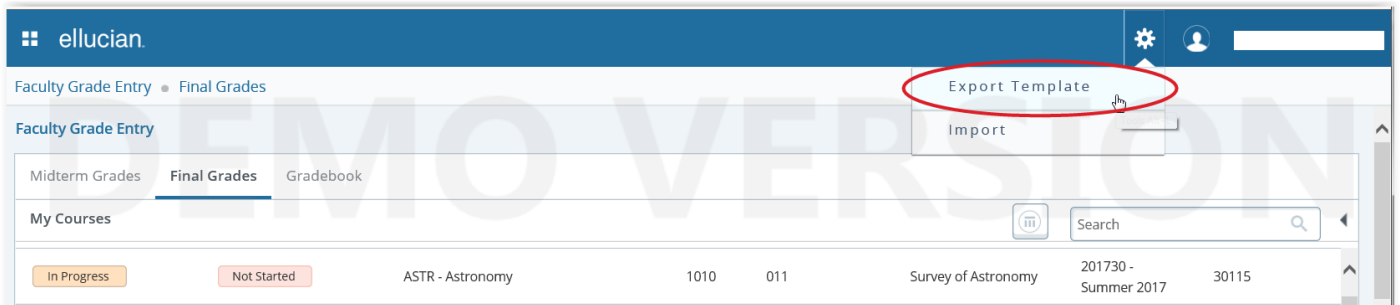
The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades' (selected), and 'Gradebook'. Below this is a 'My Courses' section with a search bar and a table of courses. The table has columns for 'Grading Status', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. Two courses are listed: 'ASTR - Astronomy' (1010 011) and 'ASTR - Astronomy' (1010 931). The 'Grading Status' for the first course is 'Rolled' (circled in red). The 'Grading Status' for the second course is 'In Progress'.

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.

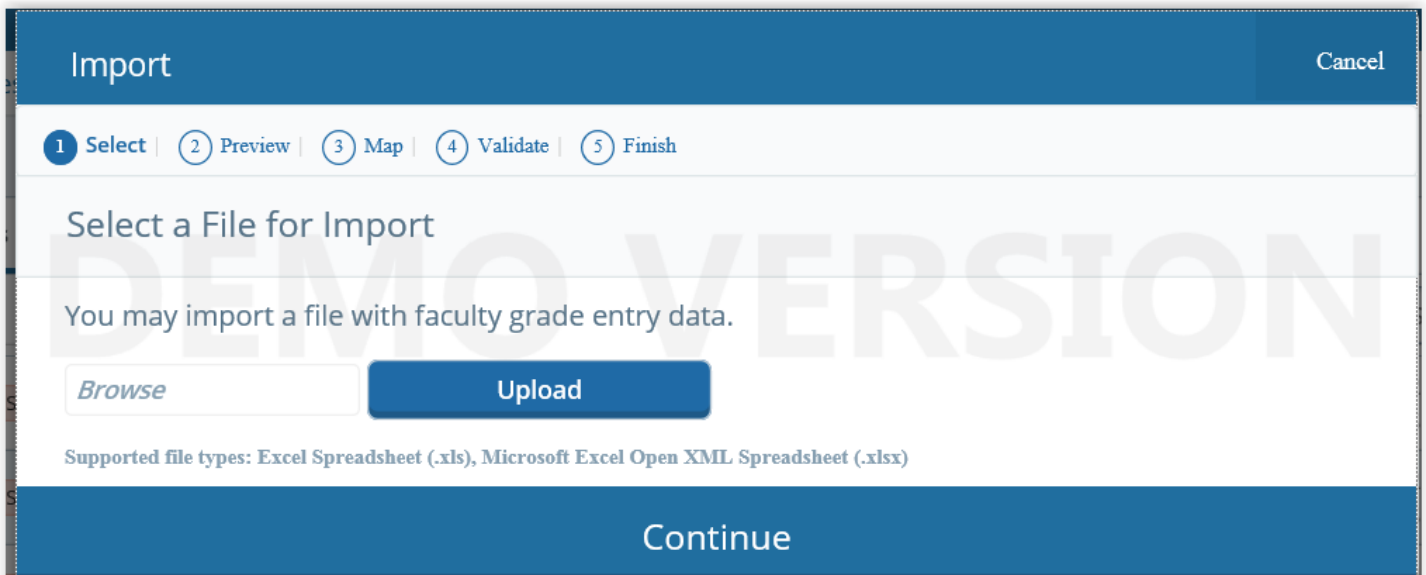


3. Select the export file type as Excel (.xls or .xlsx) then click the **Export** button.
4. Open the file in Excel. The default file name uses the term code, subject, course number, section number, and "Template".
5. Review the data. The file is read-only. You can use **Save As** and rename the file 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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Summary Class List

9. 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.
10. Click **Continue**.
11. A summary of the course information will display for what has been imported.
12. Click **Finish**.

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Summary Class List

1. 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 header 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 side 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 information about Outlook Web Access, My UT Account, and Access your junk mail.

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