

UNIVERSITY OF TOLEDO

Grade Entry Tutorial

Welcome!

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

If you have any further questions about submitting grades, please email the Registrar's Office at grades@utoledo.edu. We're here to help!

Table of Contents

Enter Grades	2
Exporting Roster	6
Importing Grades	7
Summary Class List	9

UNIVERSITY OF TOLEDO

Entering Midterm or Final Grades Directly into Banner

1. Log in to the myUT portal; under the Faculty & Advisors tab, click on **Faculty Grading**.
2. Select the **Midterm Grades** or **Final Grades** tab. The Gradebook functionality is not currently enabled.
3. 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.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ACCT - Accounting (ACCT)	3110	901	Intermediate Financial 1	202540 - Fall 2025	4
Not Started	Not Started	ACCT - Accounting (ACCT)	5110	901	Intermediate Financial 1	202540 - Fall 2025	4
Not Started	Not Started	BUAD - Business Administration	2040	002	Financial Acct Info	202540 - Fall 2025	4
Not Started	Not Started	ACCT - Accounting (ACCT)	3110	001	Intermediate Financial 1	202540 - Fall 2025	4
Not Started	Not Started	BUAD - Business Administration	2040	903	Financial Acct Info	202540 - Fall 2025	44

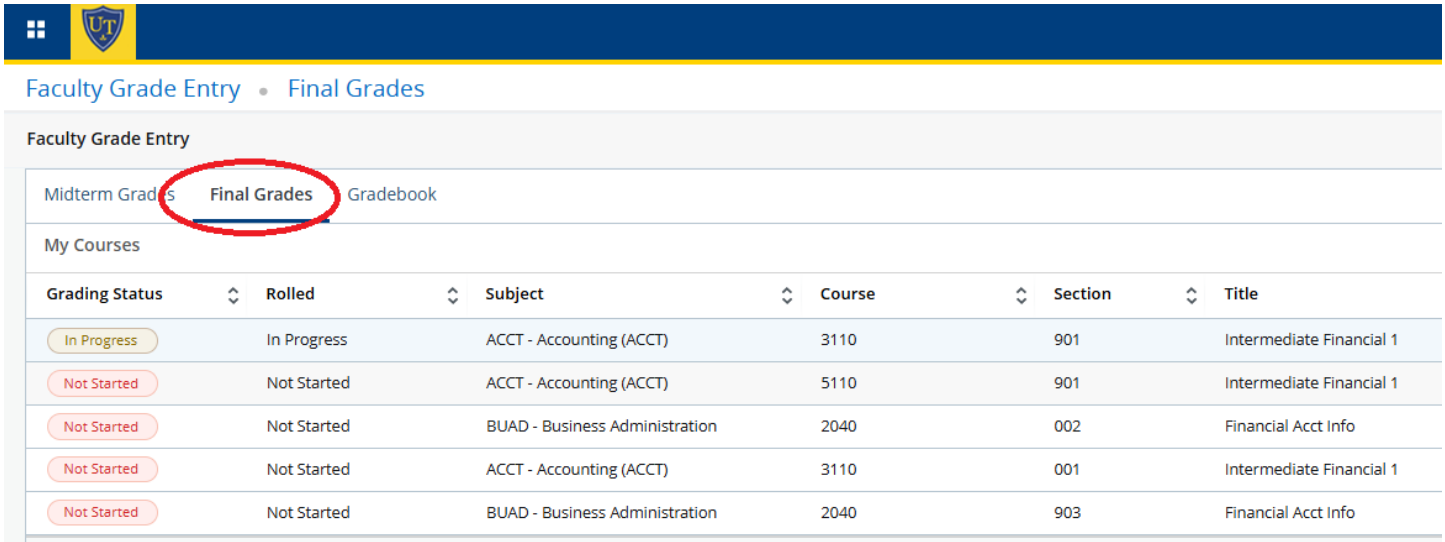
Records Found: 15

Page 2 of 2 Per Page 10

UNIVERSITY OF TOLEDO

Entering Midterm or Final Grades Directly into Banner

- 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.



Faculty Grade Entry • Final Grades

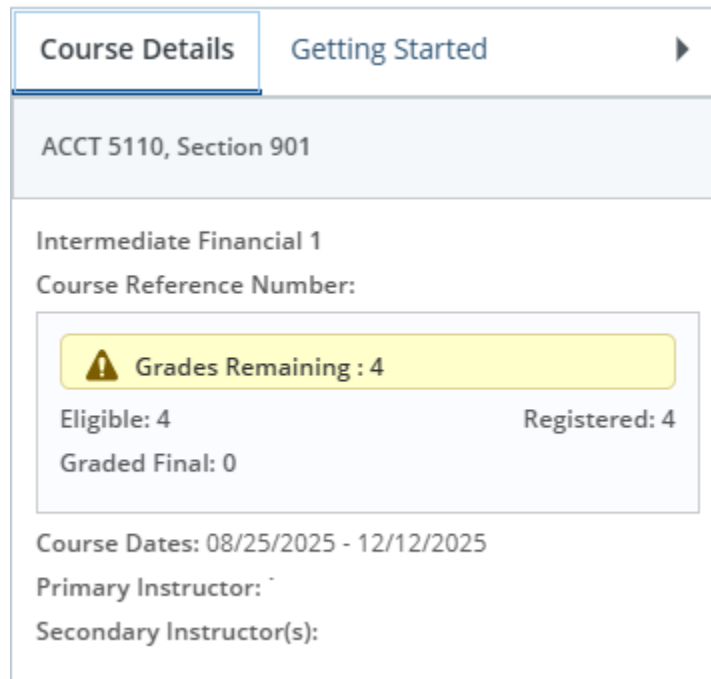
Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	In Progress	ACCT - Accounting (ACCT)	3110	901	Intermediate Financial 1
Not Started	Not Started	ACCT - Accounting (ACCT)	5110	901	Intermediate Financial 1
Not Started	Not Started	BUAD - Business Administration	2040	002	Financial Acct Info
Not Started	Not Started	ACCT - Accounting (ACCT)	3110	001	Intermediate Financial 1
Not Started	Not Started	BUAD - Business Administration	2040	903	Financial Acct Info

- 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 ▶

ACCT 5110, Section 901

Intermediate Financial 1

Course Reference Number:

⚠ Grades Remaining : 4

Eligible: 4 Registered: 4

Graded Final: 0

Course Dates: 08/25/2025 - 12/12/2025







Primary Instructor: ^

Secondary Instructor(s):

UNIVERSITY OF TOLEDO

Entering Midterm or Final Grades Directly into Banner

6. 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.
7. 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 at the bottom right of the page before navigating to the next page or exiting Faculty Grading.
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 Midterm or 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.

Enter Grades								<input type="text" value="Search"/>
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended		
[REDACTED]	[REDACTED]		<input type="text" value="v"/>		<input type="text" value=""/>	<input type="text" value=""/>		
[REDACTED]	[REDACTED]		<input type="text" value="v"/>		<input type="text" value=""/>	<input type="text" value=""/>		
[REDACTED]	[REDACTED]		<input type="text" value="v"/>		<input type="text" value=""/>	<input type="text" value=""/>		
[REDACTED]	[REDACTED]		<input type="text" value="v"/>		<input type="text" value=""/>	<input type="text" value=""/>		
[REDACTED]	[REDACTED]		<input type="text" value="v"/>		<input type="text" value=""/>	<input type="text" value=""/>		

UNIVERSITY OF TOLEDO

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. Incomplete grades should be submitted for Final Grades only.

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.

A **Narrative Grade Comment** is required to be entered for IN grades. This can be up to 200 characters in length and should indicate the student's remaining coursework to resolve the IN grade. The comment is displayed to the student when they view their final grades in Self Service (it does not display on an official or unofficial transcript). Once a final grade is submitted, or the incomplete rolls to an F or the default grade chosen by the instructor, the Narrative Grade Comment is no longer displayed to the student but there is a record in Banner. Attempting to submit an IN grade without a narrative grade comment will result in error.

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

The screenshot shows the Banner Faculty Grade Entry interface. At the top, there is a navigation bar with the University of Toledo logo and a search bar. Below this, the 'Faculty Grade Entry' section is visible, with tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Final Grades' tab is selected. A table lists courses, with one row highlighted: 'Not Started', 'ENGL - English', '1010', '002', 'College Composition 1 Co-Req', '202540 - Fall 2025'. Below the table, there are 'Roster' and 'Incomplete Grades' tabs. The 'Incomplete Grades' tab is selected, showing a table with columns for 'Full Name', 'ID', 'Grade', 'Incomplete Final Grade', 'Rolled', 'Extension Date', 'Extension Date Constraints', and 'Narrative Grade Comment'. A row is shown with 'Student Name', 'Rocket ID', 'IN', a dropdown menu, '05/01/2026', and a text box containing 'Must complete final paper and take final exam.'. The 'Narrative Grade Comment' column is circled in red. At the bottom right, there are 'Save' and 'Reset' buttons.

This is a close-up screenshot of the 'Narrative Grade Comment' field. The field is a text box with a blue border and a small icon in the top right corner. The text inside the box reads 'Must complete final paper and take final exam.'. The entire field is circled in red. Below the field, there are pagination controls showing 'Page 1 of 1' and 'Per Page 50'.

UNIVERSITY OF TOLEDO

Entering Midterm or Final Grades Directly into Banner

14. Final 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](#).

Please note: Midterm grades do not roll to history and can be updated through Faculty Grading.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

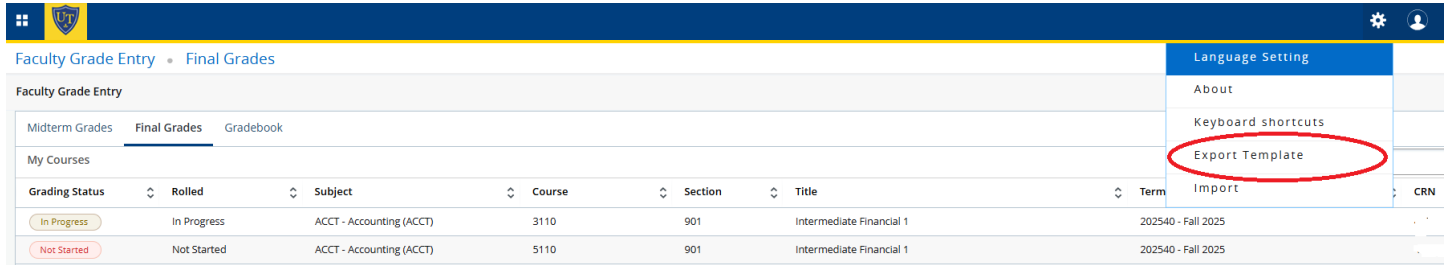
Grading Status

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

UNIVERSITY OF TOLEDO

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 or any of the existing column headings, as this will result in an error when you import the file.

UNIVERSITY OF TOLEDO

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.

The screenshot shows the 'Faculty Grade Entry' interface. The 'Final Grades' tab is selected. A dropdown menu is open on the right side, showing options: 'Language Setting', 'About', 'Keyboard shortcuts', 'Export Template', and 'Import'. The 'Import' option is circled in red. Below the menu is a table with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains two rows of data.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ACCT - Accounting (ACCT)	3110	901	Intermediate Financial 1	202540 - Fall 2025	
Not Started	Not Started	ACCT - Accounting (ACCT)	5110	901	Intermediate Financial 1	202540 - Fall 2025	

The screenshot shows the 'Import' dialog box. The 'Import' title is on the left, and a 'Cancel' button is on the right. Below the title is a progress bar with five steps: 1 Select, 2 Preview, 3 Map, 4 Validate, and 5 Finish. The 'Select' step is highlighted. Below the progress bar is the text 'Select a File for Import'. Underneath is a message: 'You may import a file with faculty grade entry data.' There are two buttons: 'Browse' and 'Upload'. Below the buttons is the text: 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. At the bottom of the dialog is a large blue button labeled 'Continue'.

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**.

UNIVERSITY OF TOLEDO

Importing Grades to Banner from the Excel Spreadsheet

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**.