Faculty Grade Entry Reference Guide

Instructions on using Banner 9 Faculty Grade Entry
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New Features of Banner 9 Faculty Grade Entry:

- Exports data from FGE to desktop, laptop, or tablet (when grade entry is turned on)
- Imports existing faculty grade spreadsheets to FGE
- Displays photo for each student
- Tablet/Mobile Device capable (via secure connection)

Supported Browsers:

- Firefox
- Chrome
- Safari
- IE (Windows 10 is best)
1. Log into **Highlander Pipeline** and click on the **Faculty/Staff Services** tab. Then click on **Banner Self-Service** (Production) and click on the **Faculty Services** tab.

2. Click on the ‘**Final Grades (with photos) *NEW**’ link

3. The link will re-direct you to the login page where you will be prompted to enter your UCID and UCID-Password:

4. After you authenticate, the ‘**Faculty Grade Entry • Final Grades**’ page will display. The courses to which you are assigned as the instructor will appear on the top part of the page.
5. Review your list of courses under the ‘My Courses’ header.

6. The Course Details/Getting Started icon ‘🔍’ appears on the upper right position of the page provides more detail information. You may click on the icon as needed.

7. The Grading Status progress bar shows the status of your final grade entries.
   - In Progress – Some grades have been entered
   - Not Started – No grades have been entered
   - Completed – All grades have been entered

8. The ‘Records Found’ bar at the bottom of your list of courses displays the number of courses to which you are assigned.
9. Click on one of your courses under the **subject** header to see the list of students in your class.

**Notes:** Moving the mouse over the student name will display the student profile and the student photo. If the student information is marked confidential in Banner, a message denoting that status will display.
10. To enter a grade, click on the ‘**Final Grade**’ box in the ‘**Enter Grades**’ section where the list of students display. Only valid grades will display.

- If a student withdrew from your class, a ‘**W**’ grade will appear.
- The green check mark under the ‘**Rolled**’ column means the grade has been updated and appears on the student transcript.
- Please be aware that only valid grades will appear and you can only pick your grade from the list that appears in the drop down box.

11. Choose the grade for the student, then click ‘Save’. You may enter all the grades for all of your students, then click ‘Save’. The ‘**Save**’ button appears at the **bottom of the page**.
How do I **Export** the Final Grade roster to an excel spreadsheet?

1. On the ‘**Final Grades**’ tab, select **one of your classes** from the ‘**My Courses**’ list.
2. Click on the gear on the upper right corner of the page. Two choices will appear: Export Template, or Import.
3. Click on the **Export Template**:

![Export Template screenshot]

4. Next, the Export Wizard box will pop up. Click on the Excel Spreadsheet .xlsx/xls option to create the spreadsheet:

![Excel Spreadsheet Wizard screenshot]

**Note:** You can use ‘Save as’ and rename the file to edit it. *(Depends on your browser)*
5. If you save the file, save it in a location that you will remember. When it is time to import your file containing the final grades, you will import this file using the Import Wizard:

This is a list of columns in the Excel file you just exported from your grade roster: **Do not change the Student ID.**
How do I **Import** the Final Grade roster to an excel spreadsheet?

1. On the ‘**Final Grades**’ tab, select **one of your classes** from the ‘**My Courses**’ list.
2. Click on the gear on the upper right corner of the page. Two choices will appear: Export Template, or, Import.
3. Click on the **Import Template**.
4. **Browse** for a file to import by clicking Choose File.
5. Then select the file and click **Upload**:
6. Then click **Continue**
7. Glance through the file to verify that it is the correct file.
8. The “My spreadsheet has headers” indicator is checked by default. If there are no headers, uncheck the indicator.

Notes: If you choose to cancel out of the upload process:
   - Use the ‘Go Back’ button if you need to choose a different file.
   - Or, click on the Cancel button on the upper right side to stop the process.

9. Click Continue to the next step where you will be asked to map the spreadsheet columns.
   - The “Student ID” and “Final Grade” must be mapped for the “Continue” button to be activated. “Last Attend Date” should be mapped to the column containing “Last Date of Participation” in your spreadsheet. A green check mark appears at the top of each column that has been mapped.
10. Click **Continue** until you see the **Finish** button.

11. Click the **Finish** button to import the grades to your **selected class** after reviewing the mapped columns.
12. View the results of your imported grades in the selected class grade roster:

Example: Four grades were imported through the Import Wizard as depicted in the screen image. The lower case ‘b’ grade was uploaded correctly as an upper case ‘B’ grade.
Errors that may occur with the import process:

<table>
<thead>
<tr>
<th>Error</th>
<th>Term Code</th>
<th>CRN</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td>C+</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
<tr>
<td>Rolled record ignored.</td>
<td>201710</td>
<td>13338</td>
<td>W</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
<tr>
<td>The Final Grade &quot;Z&quot; is not valid.</td>
<td>201710</td>
<td>13338</td>
<td>Z</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
<tr>
<td>The Final Grade &quot;C-&quot; is not valid.</td>
<td>201710</td>
<td>13338</td>
<td>C-</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
<tr>
<td>The Final Grade &quot;AA&quot; is not valid.</td>
<td>201710</td>
<td>13338</td>
<td>AA</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
<tr>
<td>Registration not found.</td>
<td>201710</td>
<td>13338</td>
<td>A</td>
</tr>
<tr>
<td>No new data. Ignored.</td>
<td>201710</td>
<td>13338</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
A rolled grade cannot be imported again. Only valid grades are acceptable in the import process. Only grades for students in your roster can be uploaded.

<table>
<thead>
<tr>
<th>Error</th>
<th>Term Code</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN is not found.</td>
<td>201710</td>
<td>13339</td>
</tr>
<tr>
<td>Duplicate Student ID in file.</td>
<td>201710</td>
<td>13338</td>
</tr>
</tbody>
</table>