

Banner Faculty Grading Instructions

Logging into the application:

1. Log into DrexelOne (<http://one.drexel.edu>)
2. Select **Faculty** at the top of the Welcome page

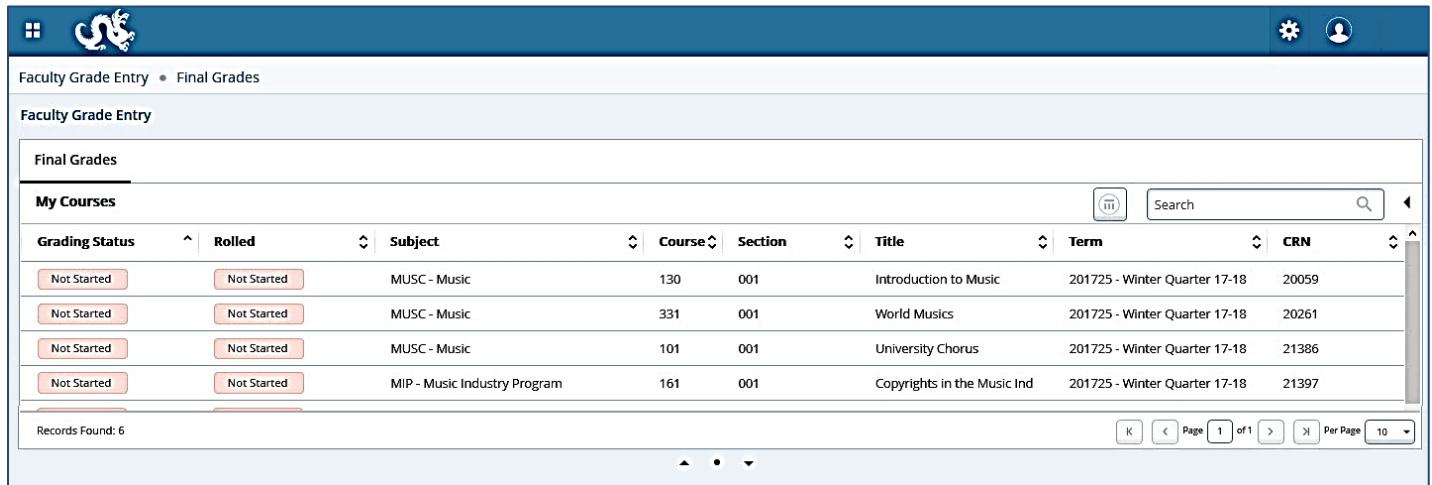


3. Select **Final Grades** located under Course Administration



Navigating the application:

This will prompt Banner **Faculty Grade Entry** to load.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

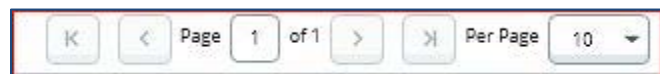
Grading Status	Rolloff	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MUSC - Music	130	001	Introduction to Music	201725 - Winter Quarter 17-18	20059
Not Started	Not Started	MUSC - Music	331	001	World Musics	201725 - Winter Quarter 17-18	20261
Not Started	Not Started	MUSC - Music	101	001	University Chorus	201725 - Winter Quarter 17-18	21386
Not Started	Not Started	MIP - Music Industry Program	161	001	Copyrights in the Music Ind	201725 - Winter Quarter 17-18	21397

Records Found: 6

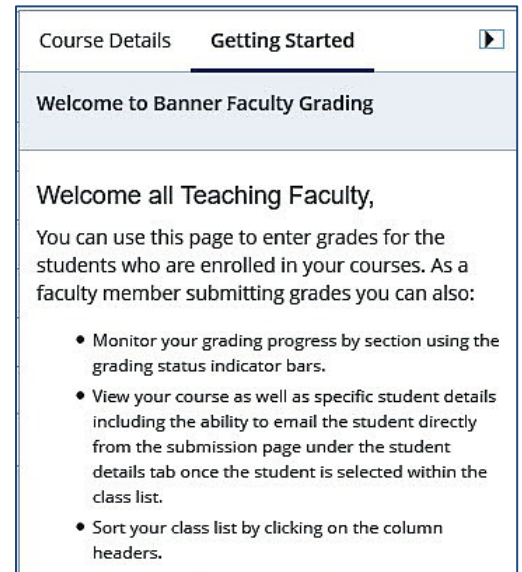
Page 1 of 1 Per Page 10

Listed below are detailed steps on how to navigate the application.

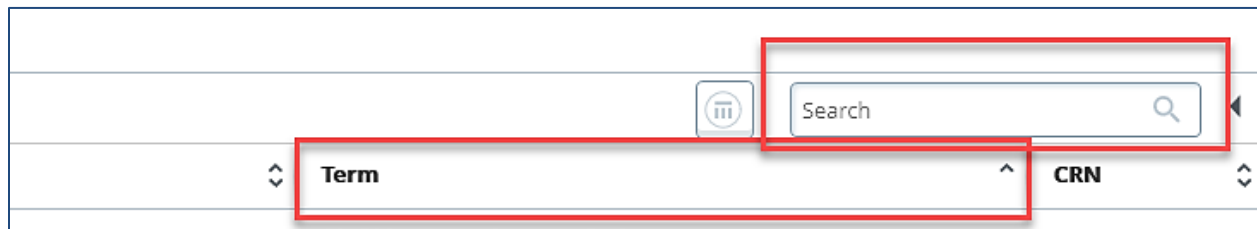
Please note: By default, up to 10 courses will be displayed at once. You can change that number or navigate to the next page by using the arrows at the bottom right.



1. Review the **Getting Started** directions for grading by clicking the **Arrow** next to the **Search** box located on the top right side.

A screenshot of the Banner Faculty Grading interface. At the top, there are two tabs: "Course Details" and "Getting Started", with "Getting Started" selected. Below the tabs is a header "Welcome to Banner Faculty Grading". The main content area says "Welcome all Teaching Faculty," followed by a paragraph: "You can use this page to enter grades for the students who are enrolled in your courses. As a faculty member submitting grades you can also:". Below this are three bullet points: "• Monitor your grading progress by section using the grading status indicator bars.", "• View your course as well as specific student details including the ability to email the student directly from the submission page under the student details tab once the student is selected within the class list.", and "• Sort your class list by clicking on the column headers."

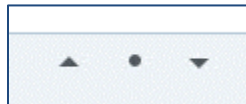
2. Courses will appear in *ascending* order by **Course Reference Number (CRN)**. You can use the **Search** feature to select the Term you need or Click on the **Term header** to change it to descending order.



- Click on a course to view your course roster (class list).

Final Grades				
My Courses				
Not Started	Not Started	MUSC - Music	101	001
Not Started	Not Started	MIP - Music Industry Program	161	001
Not Started	Not Started	EET - Electrical Engr Technology	401	002
Not Started	Not Started	AADM - Arts Administration	675	001
Records Found: 6				
▲ ● ▼				
Enter Grades				
Full Name	ID	Midterm Grade	Final Grade	
Alm	1		▼	
A	1		▼	
E	3		▼	
			▼	
C	1		▼	
			▼	
			▼	

Please Note: You can use the up and down arrows to view or hide the list of other courses while entering grades.



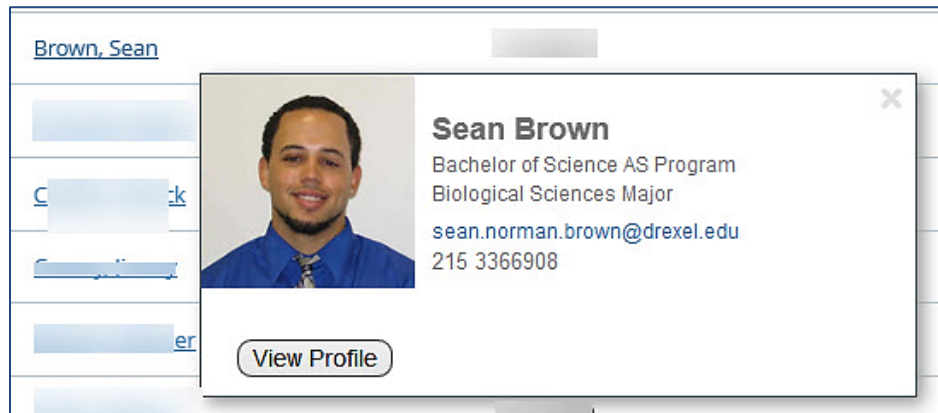
Grading Status	Rolled	Subject	Course	Section
Not Started	Not Started	MIP - Music Industry Program	161	001
Enter Grades				
Full Name	ID	Midterm Grade	Final Grade	
Al				
E	1			

By default, 25 students will be displayed for the selected course. However, you can change the number of students displayed per page in the lower right-hand corner. The number can range anywhere from 5 to 100 students.

Page 1 of 2

 Per Page 25

- Use the scroll bar to the right to browse the list of students.
- Hover over a student's name to view additional details. The information will appear in a popup window on hover.



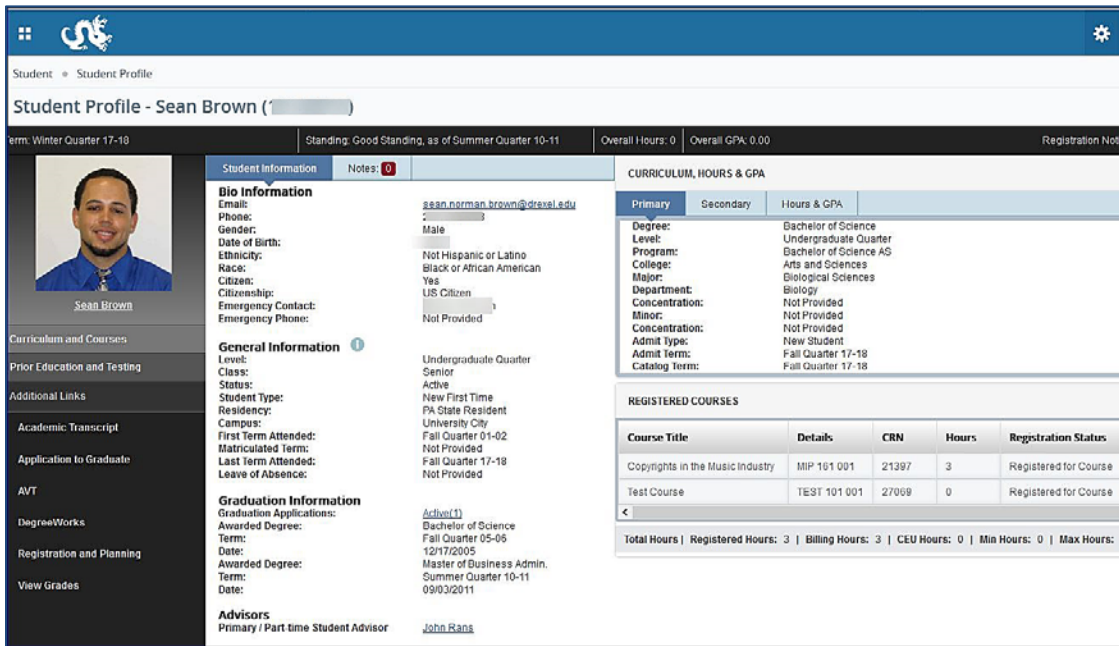
[Brown, Sean](#)

Sean Brown
 Bachelor of Science AS Program
 Biological Sciences Major
 sean.norman.brown@drexel.edu
 215 3366908

[View Profile](#)

- You can click on a student's name to view his or her **Student Profile** page. The profile for the selected student will open in a new browser tab.

Please note: The data displayed on the student profile page will vary depending on your role in Banner (i.e., Faculty or Faculty Advisor).



Student Profile - Sean Brown (1...)

Term: Winter Quarter 17-18 | Standing: Good Standing, as of Summer Quarter 10-11 | Overall Hours: 0 | Overall GPA: 0.00 | Registration Not...

Bio Information
 Email: sean.norman.brown@drexel.edu
 Phone: [Redacted]
 Gender: Male
 Date of Birth: [Redacted]
 Ethnicity: Not Hispanic or Latino
 Race: Black or African American
 Citizen: Yes
 Citizenship: US Citizen
 Emergency Contact: [Redacted]
 Emergency Phone: Not Provided

General Information
 Level: Undergraduate Quarter
 Class: Senior
 Status: Active
 Student Type: New First Time
 Residency: PA State Resident
 Campus: University City
 First Term Attended: Fall Quarter 01-02
 Matriculated Term: Not Provided
 Last Term Attended: Fall Quarter 17-18
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications: Active(1)
 Awarded Degree: Bachelor of Science
 Term: Fall Quarter 05-06
 Date: 12/17/2005
 Awarded Degree: Master of Business Admin.
 Term: Summer Quarter 10-11
 Date: 09/03/2011

Advisors
 Primary / Part time Student Advisor: John Rans

CURRICULUM, HOURS & GPA

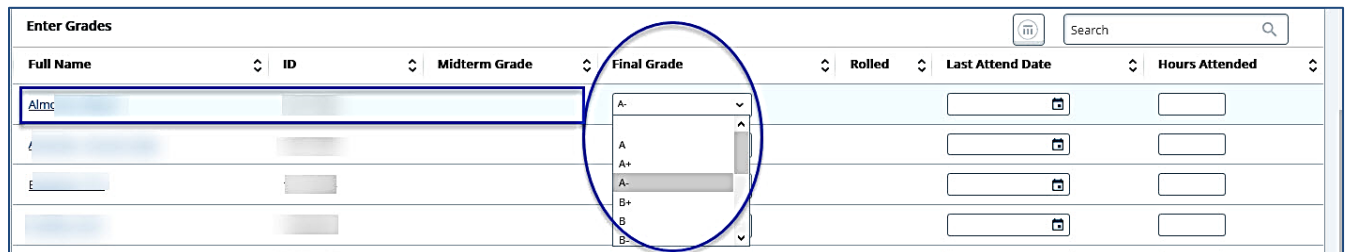
Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Level:	Undergraduate Quarter	
Program:	Bachelor of Science AS	
College:	Arts and Sciences	
Major:	Biological Sciences	
Department:	Biology	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	New Student	
Admit Term:	Fall Quarter 17-18	
Catalog Term:	Fall Quarter 17-18	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status
Copyrights in the Music Industry	MIP 161 001	21397	3	Registered for Course
Test Course	TEST 101 001	27059	0	Registered for Course

Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0 | Min Hours: 0 | Max Hours: ...

7. To add a Final Grade, select the appropriate student and choose a grade from the dropdown box.



Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Almc	[Redacted]	[Redacted]	A-		[Redacted]	[Redacted]
l	[Redacted]	[Redacted]	A		[Redacted]	[Redacted]
e	[Redacted]	[Redacted]	A+		[Redacted]	[Redacted]
	[Redacted]	[Redacted]	B+		[Redacted]	[Redacted]
	[Redacted]	[Redacted]	B		[Redacted]	[Redacted]
	[Redacted]	[Redacted]	B-		[Redacted]	[Redacted]

Please note: While previous class terms will be displayed, you can only change grades for the current term.

8. Click the **Save** button in the lower right corner when complete. You do not need to click save for each grade entry.



The **Grading Status** column in the top panel shows your progress towards submitting all grades for the students in your courses.

Legend:

A status bar button is displayed in one of three colors to denote the grading status.

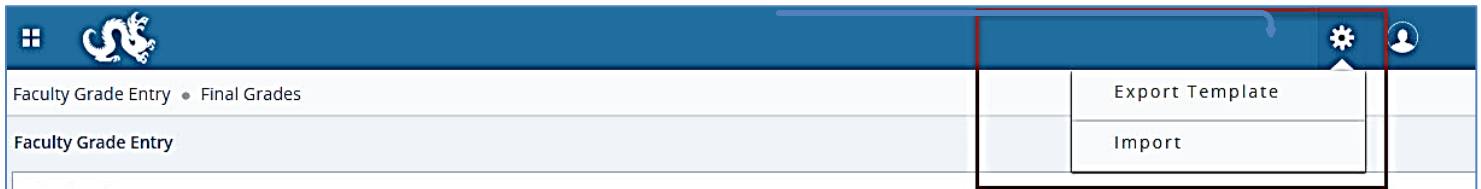
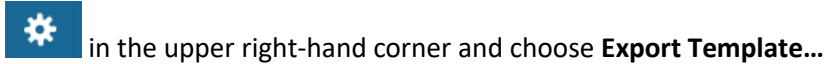
- Not Started (pink)
- In Progress (orange)
- Completed (green)

Grading Status	Rolled	Subject	Course	Section
Not Started	Not Started	MUSC - Music	130	001
Not Started	Not Started	MUSC - Music	331	001
Not Started	Not Started	MUSC - Music	101	001
In Progress	Not Started	MIP - Music Industry Program	161	001
Completed	Not Started	AADM - Arts Administration	675	001

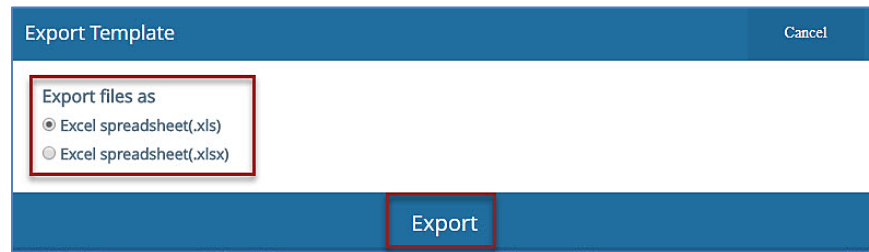
Importing grades from an Excel spreadsheet:

Alternatively, you now have the ability to upload an Excel spreadsheet of student grades instead of entering them one-by-one. To upload grades in bulk, we recommend that you download the **Export Grade Template**. If you intend to import grades from your own spreadsheet, please skip to **Step 6** of this section.

1. To download the grade template, click on one of your courses, then select the Tools menu



2. Choose to download the template as .xls if you are using Microsoft Excel 2003 or earlier or .xlsx for later versions and then click **Export**.



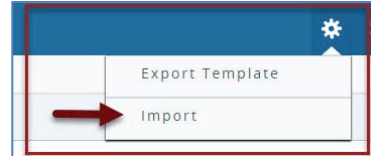
The file will be saved to the Downloads folder on your computer; and the file name will begin with the term of the course followed by the course name, number and section (e.g., term_course_name_course_number_section_number_template.xls or term_course_name_course_number_section_number_template.xlsx).

- Open the file and add grades to the Final Grade column (column H).



	A	B	C	D	E	F	G	H
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
2	201725	20059	A	1	No	No	Music	
3	201725	20059	A	1	No	No	Music	
4	201725	20059	A	1	No	No	Music	
5	201725	20059	A	1	No	No	Music	
6	201725	20059	B	1	No	No	Music	
7	201725	20059	B	1	No	No	Music	
8	201725	20059	C	1	No	No	Music	
9	201725	20059	C	1	No	No	Music	
10	201725	20059	C	1	No	No	Music	
11	201725	20059	C	1	No	No	Music	
12	201725	20059	C	1	No	No	Music	
13	201725	20059	C	1	No	No	Music	
14	201725	20059	C	1	No	No	Music	
15	201725	20059	D	1	No	No	Music	
16	201725	20059	E	1	No	No	Music	

- If you are adding an INC (incomplete grade), fill in the **Incomplete Final Grade** (column K) and the **Extension Date** (column L). Although the Extension Date Constraints column may say 'Any Date Allowed,' please choose a date that is within one year from the end of the graded term.
- Save** the file
- To upload your file, click on the course, select the **Tools** (gear) button in the upper right-hand corner and choose **Import...**



Please note: If you are importing a spreadsheet from Bb Learn, please see the [Importing Grades from Blackboard Learn](#) section on Page 10 of this document.

Cancel

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

- Then click on **Browse**, select the appropriate file, click **Upload**, then click **Continue**.
- Preview the file. If it looks good, click **Continue**. If you selected the wrong file, click **Go Back** to select a file again.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	H Att
1	201725	20059	[blurred]	1	No	No	Music	A		
2	201725	20059	[blurred]	1	No	No	Music	A		
3	201725	20059	[blurred]	1	No	No	Music	B		

Go Back
Continue

9. Map the field columns if necessary.

Columns that are mapped properly will have a **Green** check mark next to them. If you use the **Export Grade Template** for entering grades, mapping will occur automatically.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

✓ Term Code* ✓ CRN* ✓ Student ID* ✓ Final Grade
✓ Last Attended Date ✓ Hours Attended ✓ Incomplete Final Grade ✓ Extension Date

Map Term Code* CRN* Other Student ID* Other Other

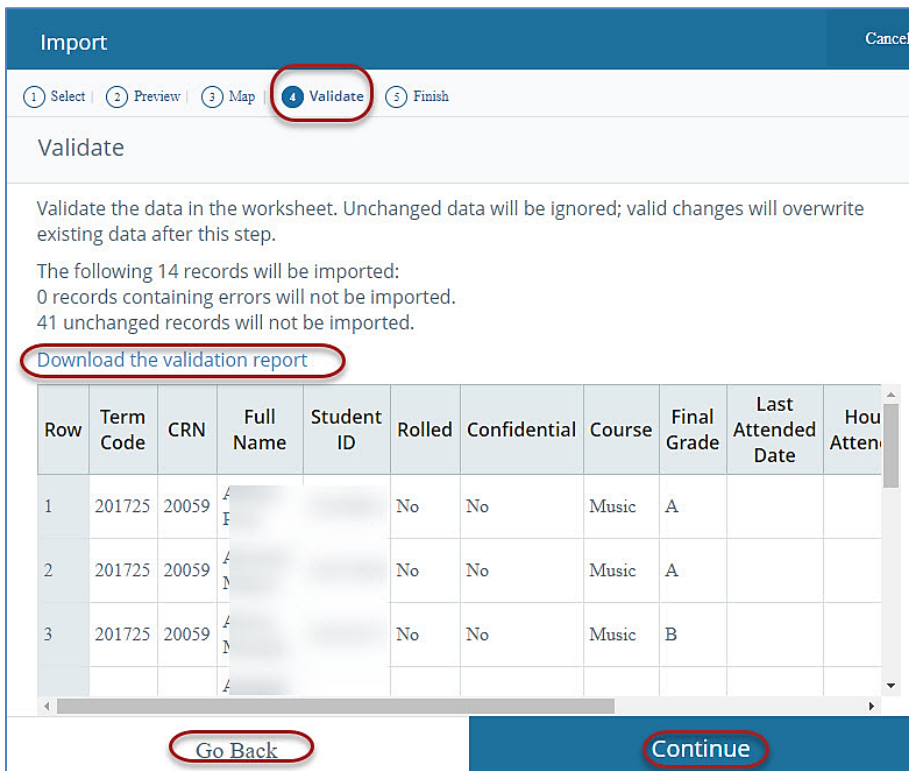
Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential
1	201725	20059	[blurred]	1	No	No
2	201725	20059	[blurred]	1	No	No
3	201725	20059	[blurred]	1	No	No

Go Back
Continue

Last modified on 2/06/18

Page | 8

10. Click **Continue**.
11. **Validate** the data in the worksheet.
Unchanged data will be ignored; valid changes will **overwrite** existing data after this step.
You can download the validation report (optional).



Import Cancel

1 Select | 2 Preview | 3 Map | **4 Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 14 records will be imported:
0 records containing errors will not be imported.
41 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hou Atten
1	201725	20059	[Redacted]	[Redacted]	No	No	Music	A		
2	201725	20059	[Redacted]	[Redacted]	No	No	Music	A		
3	201725	20059	[Redacted]	[Redacted]	No	No	Music	B		

Go Back
Continue

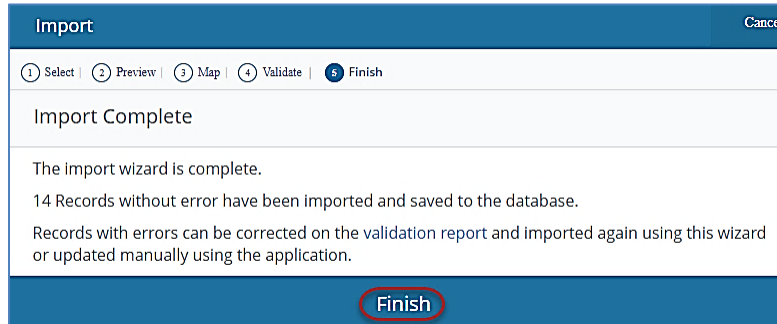
12. If no errors are found, click **Continue**.
13. If one or more errors are found, a notice will be displayed at the bottom of the Import Grades screen. Click on the **Download the validation report** link to view the records that were not imported due to errors.

Records containing errors will be highlighted in **Red**. Errors can be corrected and saved directly in the validation report. Once saved, run the import wizard for a second time to import the grades that were previously omitted.

	A	B	C	D	E	F	G	H	I
1	Error	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
17	The Final Grade "S" is not valid	201725	20059	[Redacted]	[Redacted]	No	No	Music	S
18	The Final Grade "U" is not valid	201725	20059	[Redacted]	[Redacted]	No	No	Music	U
19	The Final Grade "F" is not valid	201725	20059	[Redacted]	[Redacted]	No	No	Music	-
20	No new data. Ignored.	201725	20059	[Redacted]	[Redacted]	No	No	Music	
21	No new data. Ignored.	201725	20059	[Redacted]	[Redacted]	No	No	Music	
22	No new data. Ignored.	201725	20059	[Redacted]	[Redacted]	No	No	Music	
23	No new data. Ignored.	201725	20059	[Redacted]	[Redacted]	No	No	Music	

14. Click **Finish** to close the Import Wizard.

The Import can be run for a course more than once, but it should be noted that the imported file will overwrite previously entered data if any changes have been made.

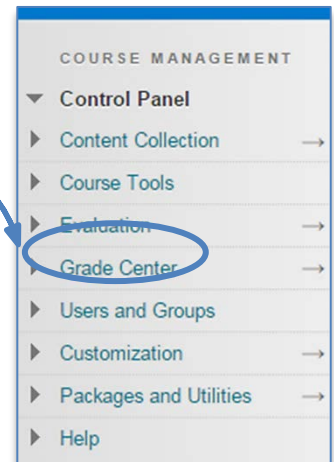
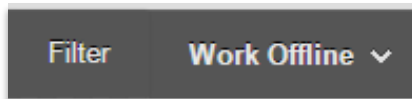


Importing Grades from Blackboard Learn:

As stated above, with Banner Faculty Grading you are able to import grades from an Excel spreadsheet instead of entering each grade one-by-one. This provides the added benefit of allowing you to export grades from Blackboard Learn (if you use Bb Learn to administer your coursework), make minor adjustments to the exported file, and import the file directly into Banner Faculty Grading.

To import grades from Bb Learn into Banner Faculty Grading:

1. Click on the appropriate course in the learning management system
2. Click on the **Grade Center** located in the left-hand column
3. To export final grades from Bb Learn, click on **Work Offline** in the upper right-hand corner of the screen and choose **Download**



Please note: Columns may vary depending on the configuration of the Grade Center for your course(s).

This will prompt an Excel spreadsheet to download to your computer.

4. Once downloaded, open the file. If your file already contains User IDs (or University IDs) and Final Grades for the students in the course, you will only need to add 2 additional columns to the spreadsheet, **Term Code** and **CRN**, prior to importing it to Banner Faculty Grading.

5. After the additional columns have been added, copy the 6-digit Term Code (e.g., 201515) to all the cells at once by highlighting the cells, entering the term code, and clicking Ctrl + Enter. The same can be done for the CRN column.
6. At this point the file is ready to import. Please see the section [Importing grades from an Excel spreadsheet](#) starting on Page 6 of this document for further instructions.