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
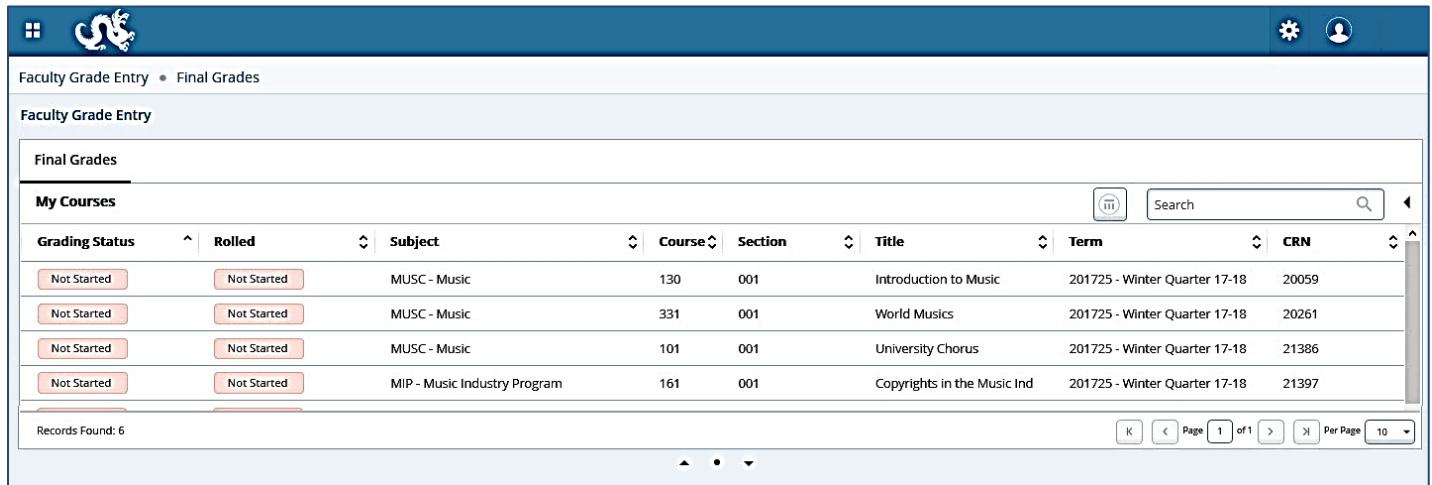

3. Select **Final Grades** located under Course Administration

Navigating the application:

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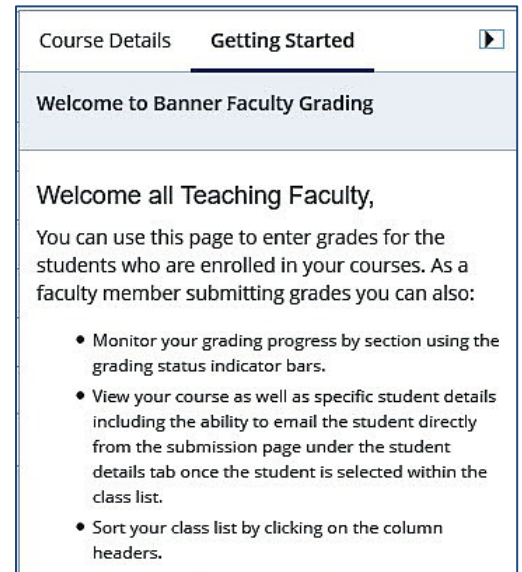

Listed below are detailed steps on how to navigate the application.
Please note: By default, up to 10 courses will be displayed at once. You can change that number or navigate to the next page by using the arrows at the bottom right.
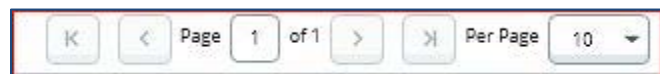
1. Review the **Getting Started** directions for grading by clicking the **Arrow** next to the **Search** box located on the top right side.

Course Details   **Getting Started**

Welcome to Banner Faculty Grading

Welcome all Teaching Faculty,

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:

- 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.
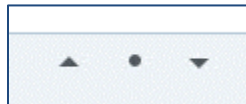- Sort your class list by clicking on the column headers.

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.

Term	CRN
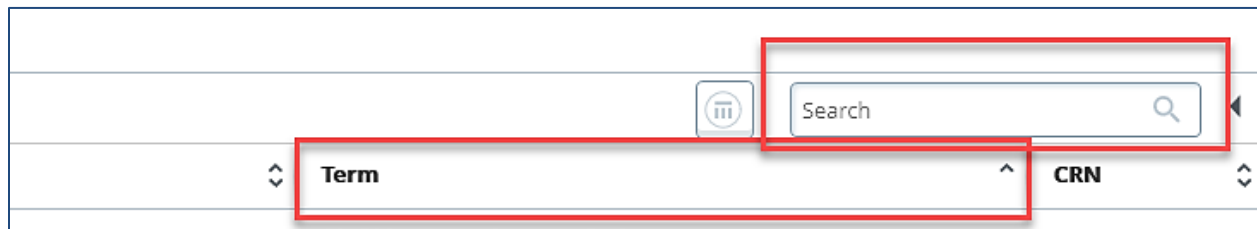
3. Click on a course to view your course roster (class list).

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███			⌄
█████████	███████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.

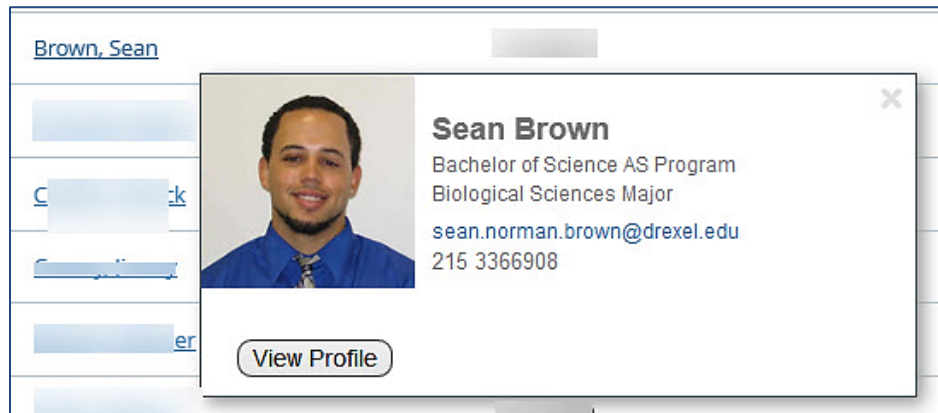By default, 25 students will be displayed for the selected course. However, you can change the number of students displayed per page in the lower right-hand corner. The number can range anywhere from 5 to 100 students.

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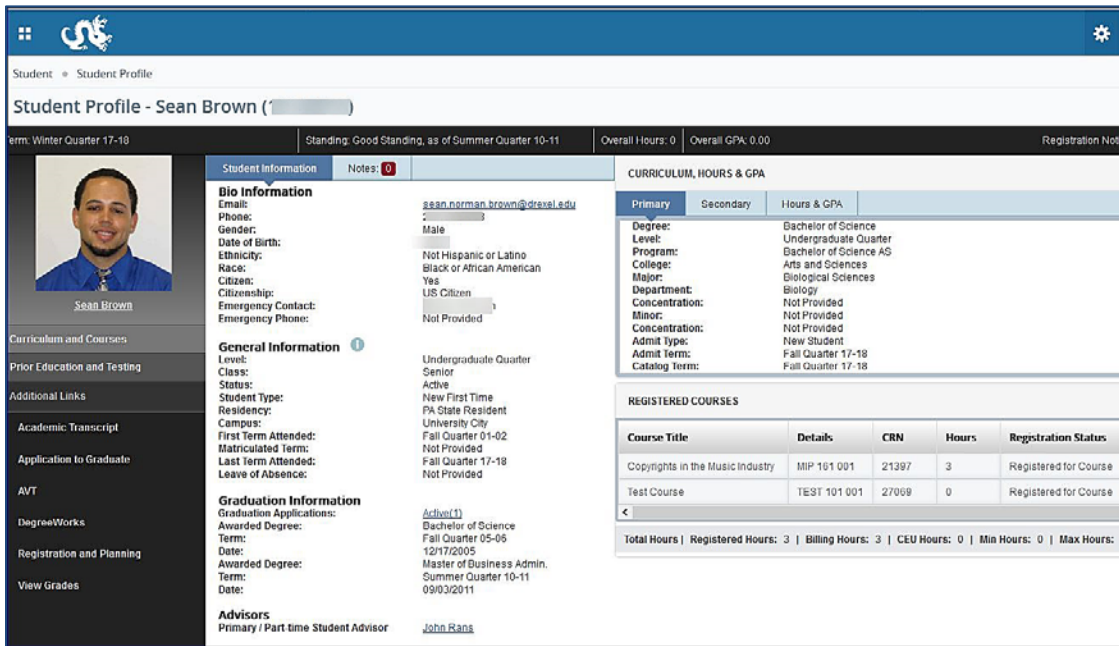

6. You can click on a student's name to view his or her **Student Profile** page. The profile for the selected student will open in a new browser tab.

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

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

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

   ⚙

   in the upper right-hand corner and choose **Export Template…**
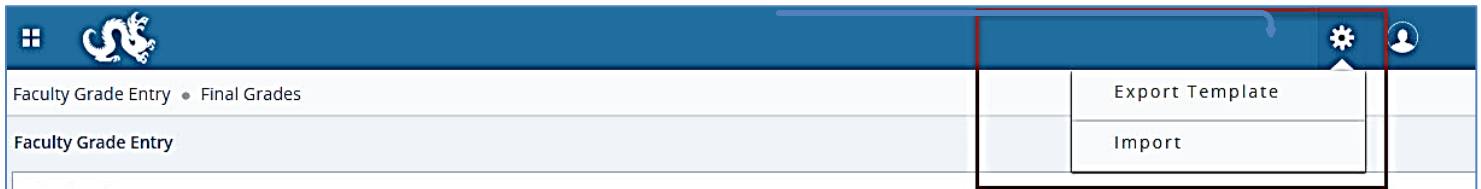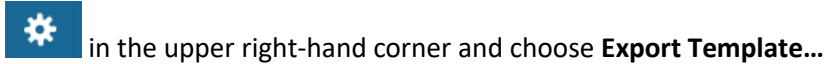
2. Choose to download the template as .xls if you are using Microsoft Excel 2003 or earlier or .xlsx for later versions and then click **Export**.
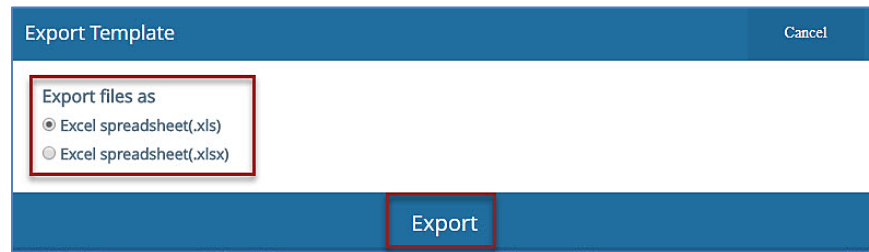

The file will be saved to the Downloads folder on your computer; and the file name will begin with the term of the course followed by the course name, number and section (e.g., term_coursename_coursenum_sectionnum_template.xls or term_coursename_coursenum_sectionnum_template.xlsx).

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

4. 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.
5. **Save** the file
6. To upload your file, click on the course, select the **Tools** (gear) button in in the upper right-hand corner and choose **Import…**
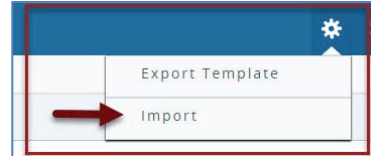
Please note: If you are importing a spreadsheet from Bb Learn, please see the Importing Grades from Blackboard Learn section on Page 10 of this document.

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

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.

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).

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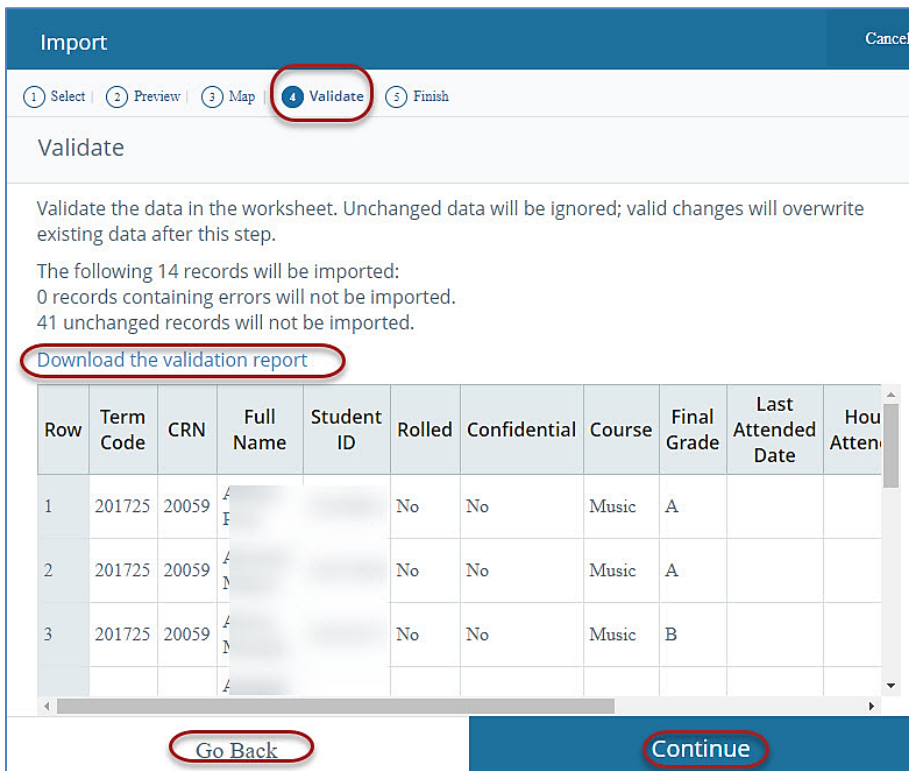
|	A	B	C	D	E	F	G	H	I
1	Error	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
17	The Final Grade "S" is not vali	201725	20059			No	No	Music	S
18	The Final Grade "U" is not vali	201725	20059			No	No	Music	U
19	The Final Grade "-" is not vali	201725	20059			No	No	Music	-
20	No new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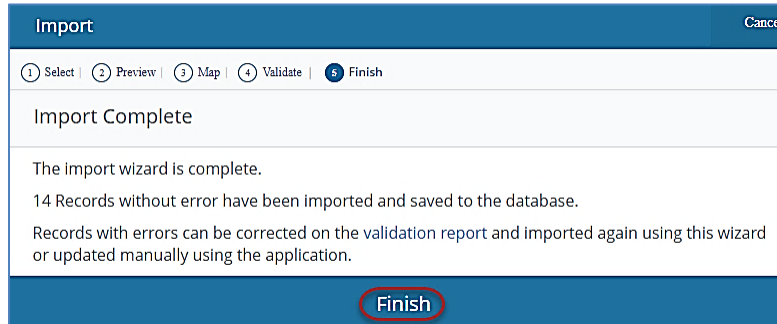

Importing Grades from Blackboard Learn:

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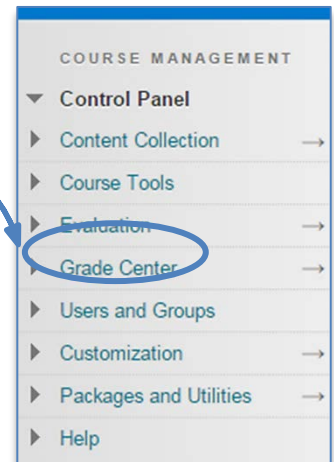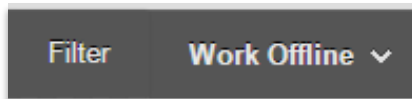
    Please note: Columns may vary depending on the configuration of the Grade Center for your course(s).

    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.