

### Overview:

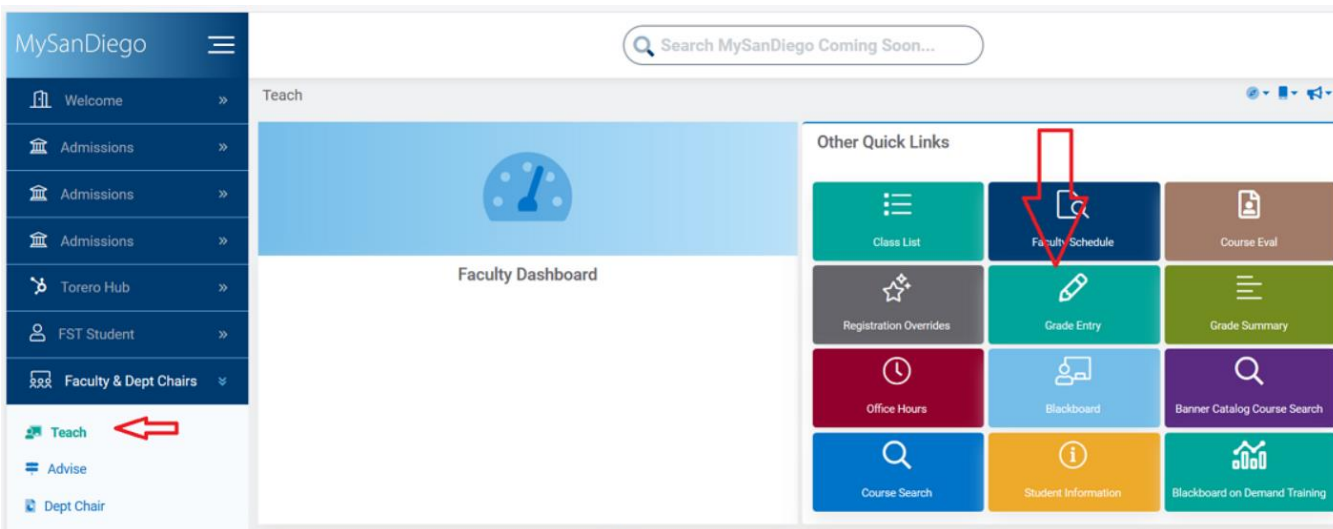
Grades are entered for Midterm deficient grades and for Final grades. Supported Browsers at this time are: Chrome, Firefox, IE 10 or IE 11, and Safari 7. For best results expand the browser window to full screen.

These instructions are to assist in the use of the Faculty Grade Entry processes.

- Courses available to be graded in a term are dependent on the Registrar's office opening the grading cycle.
- Grading done through Blackboard Ole cannot be sent to Banner at this time. Grades must be entered through the MySanDiego portal - Faculty Grade Entry Self-Service page.
- Only the primary instructor for a course may enter grades.
- If courses you are expecting to grade do not appear in the channel, contact:  
[Registrar@sandiego.edu](mailto:Registrar@sandiego.edu)


### Grade Entry Quick Link:

On the 'Teach' page under 'Faculty & Dept Chairs Tab', Click on the 'Grade Entry' link which will open the Faculty Grade Entry application.





## Faculty Grade Entry

 University of San Diego®

[Banner Self-Service](#) > [Faculty](#) > [Grade Entry](#)

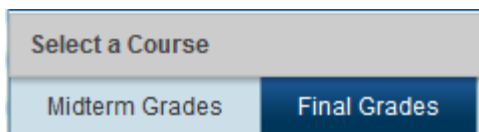
Select a Course

Midterm Grades		Final Grades	Gradebook				
Grad Status	Role	Subject	Cour	Secti	Title	Term	CRN
		Theology & Religious Studies (THRS)	112	05	Intro to World Religions	Spring 2015 (201502)	1012
		Computer Science (COMP)	150	01	Computer Programming I	Spring 2015 (201502)	1447
		Computer Science (COMP)	151	01	Computer Programming II	Spring 2015 (201502)	1448
		Computer Science (COMP)	285	01	Data Structures & Algorithms	Spring 2015 (201502)	3818

[Page 1 of 1](#) | [5](#) Per Page Records: 4

The 'Select a Course' page displays all courses which are currently available for you to grade.

The tabs at the top of the page let you select to enter Midterm or Final grades. Remember that the Registrar's Office controls when grade entry may occur.



The Grade Status and Rolled icons show the overall grading condition of the section:



The Grey short bar indicates that the process has not yet started.



The Yellow medium bar indicates that the process is in progress but not completed.



The Green long bar indicates that the process has completed.

The 'page' bar at the bottom of the page displays the number of pages and the number of courses or students displayed per page (the default is 5). You may adjust the number of records displayed per page using the dropdown icon or clicking in the number of records field.



You may sort the display using the up/down carets in the column titles (default sort order is by CRN):

Grad Statu ◇	Rolle ◇	Subject ◇	Cour ◇	Secti ◇	Title ◇	Term ◇	CRN ▼
--------------------	------------	--------------	-----------	------------	------------	-----------	----------

Select a course for grading by clicking anywhere on the row for the course. This will open the 'Enter Grades' pannel for that course and display the course details in the Help frame on the right side of the page:



## Faculty Grade Entry

## ITS ERP Technologies Banner Documentation

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Banner Self-Service Faculty Grade Entry

Select a Course

Midterm Grades	Final Grades	Gradebook					
Grad Statu	Rolled	Subject	Cour	Secti	Title	Term	CRN
		Theology & Religious Studies (THRS)	112	05	Intro to World Religions	Spring 2015 (201502)	1012
		Computer Science (COMP)	150	01	Computer Programming I	Spring 2015 (201502)	1447
		Computer Science (COMP)	151	01	Computer Programming II	Spring 2015 (201502)	1448
		MS in Real Estate (MSRE)	517	01	Sustainable Real Estate	Spring 2015 (201502)	1786
		Computer Science (COMP)	285	01	Data Structures & Algorithms	Spring 2015 (201502)	3818

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Enter Grades Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
AStudent1, Name	0090ABCDE					
AStudent2, Name	00904ABCD					
AStudent3, Name	00893ABCD		W	✓		
AStudent4, Name	00886ABCD					
AStudent5, Name	00895ABCD					

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Reset Save

Course Details Getting Started Tools

**Computer Science 151, Section 01**

Computer Programming II  
Course Reference Number: 1448

22 Grades Remaining

Eligible: 28  
Registered: 28  
Graded Final: 6

Course Dates: 01/26/2015 - 05/11/2015  
Primary Instructor: Christian A. Rapp  
Secondary Instructor(s): Lukasz M. Pruski

The same sorting and paging exist for the 'Enter Grades' window, along with the ability to search (across all pages) for a specific student by name or ID:

Enter Grades AStudent3

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
AStudent3, Name	00893ABCD		W	✓		

Page 1 of 1 | 5 Per Page Records: 1



## Faculty Grade Entry

When you have completed your grade entry, use the 'Save' Button at the bottom of the page to record your grades. **NOTE: Each page must be saved before moving to the next page.**

Braman, Nicole V. 008954105 B

Page 1 of 6 | 5 Per Page Records: 28

Reset Save

You will receive the 'Save Successful' message at the top of the page and the 'Grades Remaining' counter will decrease by the number of successful grades entered :

University of San Diego® Christian Rapp Sign Out Notifications

Save Successful

Select a Course

Midterm Grades	Final Grades	Gradebook
Grad Statu	Rolled	Subject
		Cour Secti Title Term CRN
		Theology & Religious Studies (THRS) 112 05 Intro to World Religions Spring 2015 (201502) 1012
		Computer Science (COMP) 150 01 Computer Programming I Spring 2015 (201502) 1447
		Computer Science (COMP) 151 01 Computer Programming II Spring 2015 (201502) 1448
		MS in Real Estate (MSRE) 517 01 Sustainable Real Estate Spring 2015 (201502) 1786
		Computer Science (COMP) 285 01 Data Structures & Algorithms Spring 2015 (201502) 3818

Page 1 of 1 | 5 Per Page Records: 5

Enter Grades

Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
AStudent1, Name	0090ABCDE		A			
AStudent2, Name	00904ABCD		B-			
AStudent3, Name	00893ABCD		W			
AStudent4, Name	00886ABCD		P			
AStudent5, Name	00895ABCD		B+			

Page 1 of 6 | 5 Per Page Records: 28

Reset Save

Computer Science 151, Section 01

Computer Programming II

Course Reference Number: 1448

18 Grades Remaining

Eligible: 28

Registered: 28

Graded Final: 10

Course Dates: 01/26/2015 - 05/11/2015

Primary Instructor: Christian A. Rapp

Secondary Instructor(s): Lukasz M. Pruski

Student Details

Name AStudent5

Registration Status: \*\*Web Registered\*\*

Credits: 3

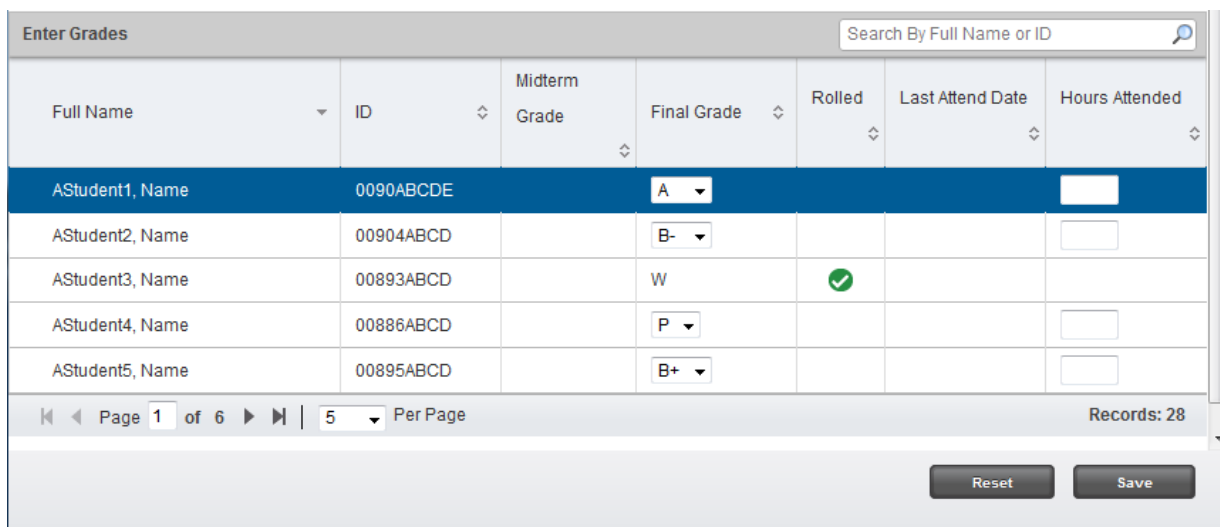
Email student

Grade Rolled Date: Not Rolled

## Grade Entry Options:

Once a section has been selected you may enter your grades for each student. You may enter the grade in the field, select the grade from the dropdown or use the 'Import' tool to load grades from any Excel spreadsheet (.XLS) or Microsoft Excel Open XML spreadsheet (.xlsx).

Direct grade entry on the page:

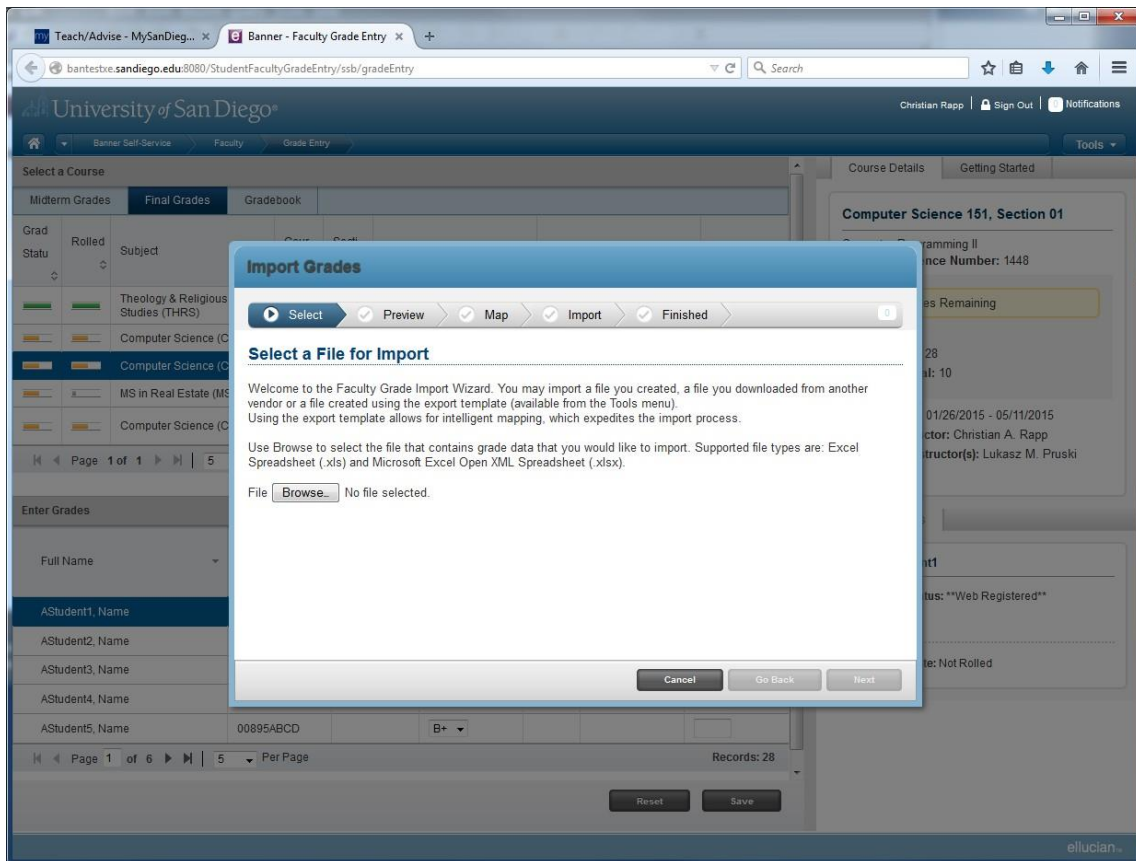


Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
AStudent1, Name	0090ABCDE		A			
AStudent2, Name	00904ABCD		B-			
AStudent3, Name	00893ABCD		W	✓		
AStudent4, Name	00886ABCD		P			
AStudent5, Name	00895ABCD		B+			

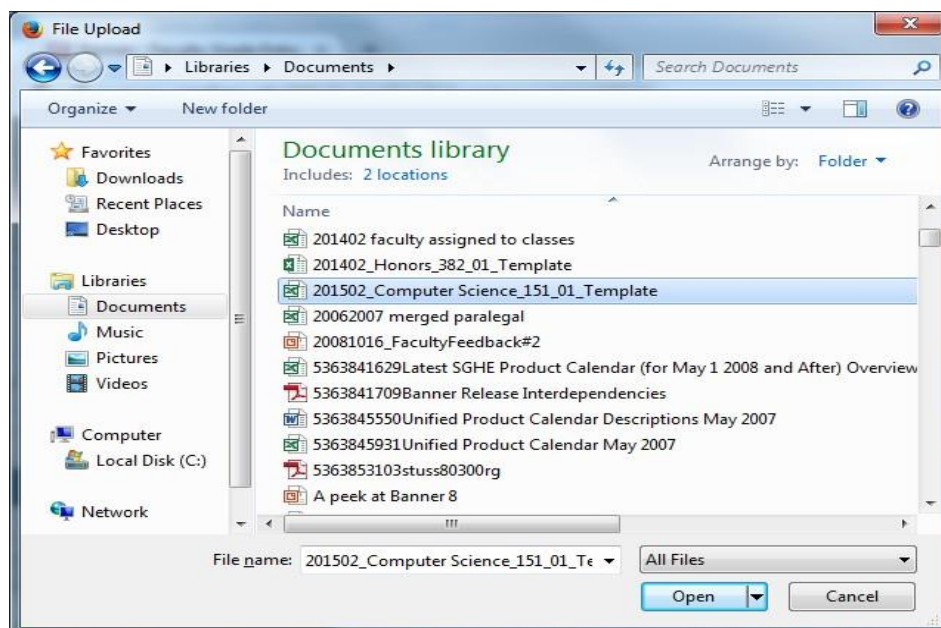
Or you can use the 'Import' feature on 'Tools' button (top right side of the page). **Note that to Import grades the spreadsheet must contain a column for TERM, STUDENT ID, CRN and GRADE:**



This will start the Import 'Wizard':

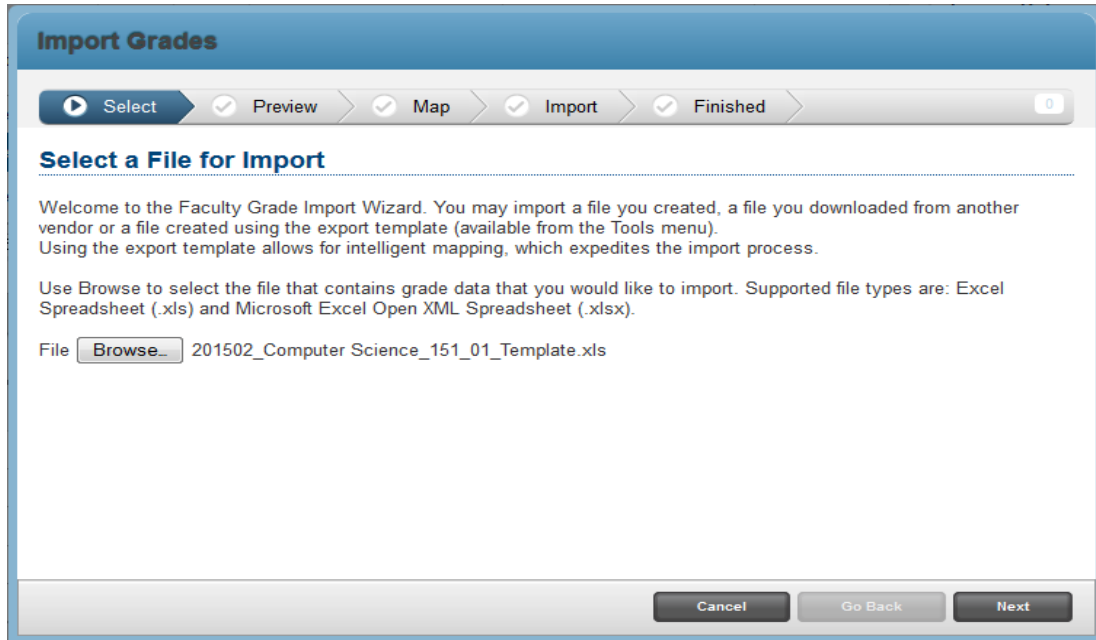


Click the 'Browse' button to search for your Excel spreadsheet containing your grades for this section:





Selecting 'Open' will place the file in the Import Wizard window, then click 'Next' button to continue.



**Import Grades**

Progress: Select (active) | Preview | Map | Import | Finished

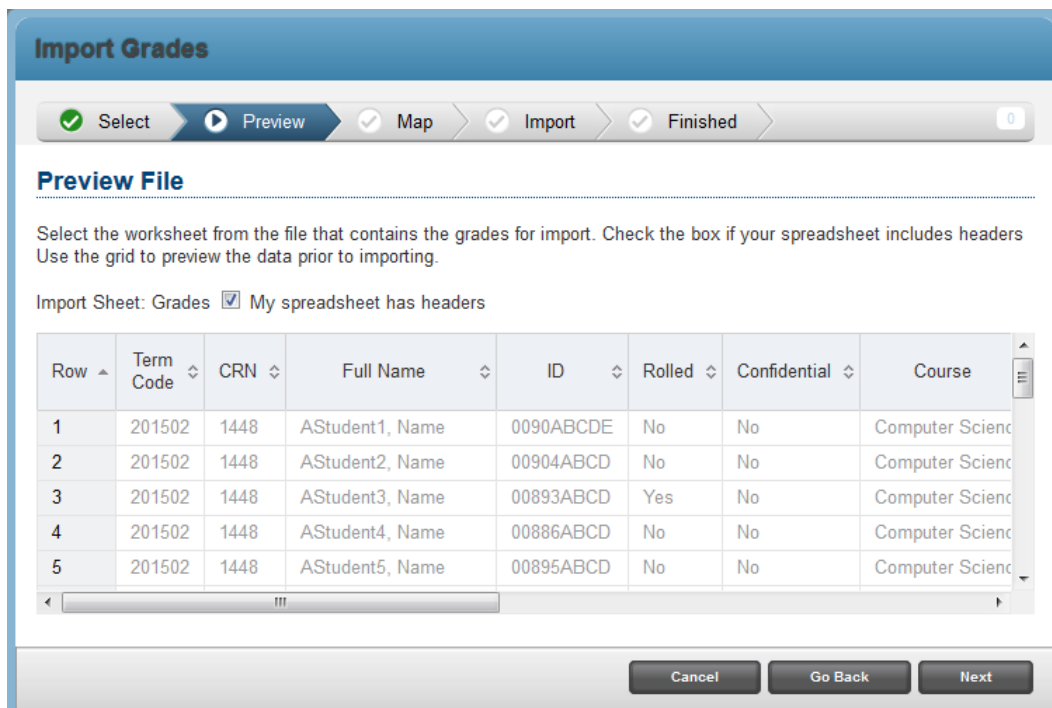
### Select a File for Import

Welcome to the Faculty Grade Import Wizard. You may import a file you created, a file you downloaded from another vendor or a file created using the export template (available from the Tools menu). Using the export template allows for intelligent mapping, which expedites the import process.

Use Browse to select the file that contains grade data that you would like to import. Supported file types are: Excel Spreadsheet (.xls) and Microsoft Excel Open XML Spreadsheet (.xlsx).

File:  201502\_Computer Science\_151\_01\_Template.xls

The Wizard moves to the 'Preview' step displaying the data from the selected file. If the file has a 'column header' row be sure the 'My spreadsheet has headers' option is checked:



**Import Grades**

Progress: Select | Preview (active) | Map | Import | Finished

### Preview File

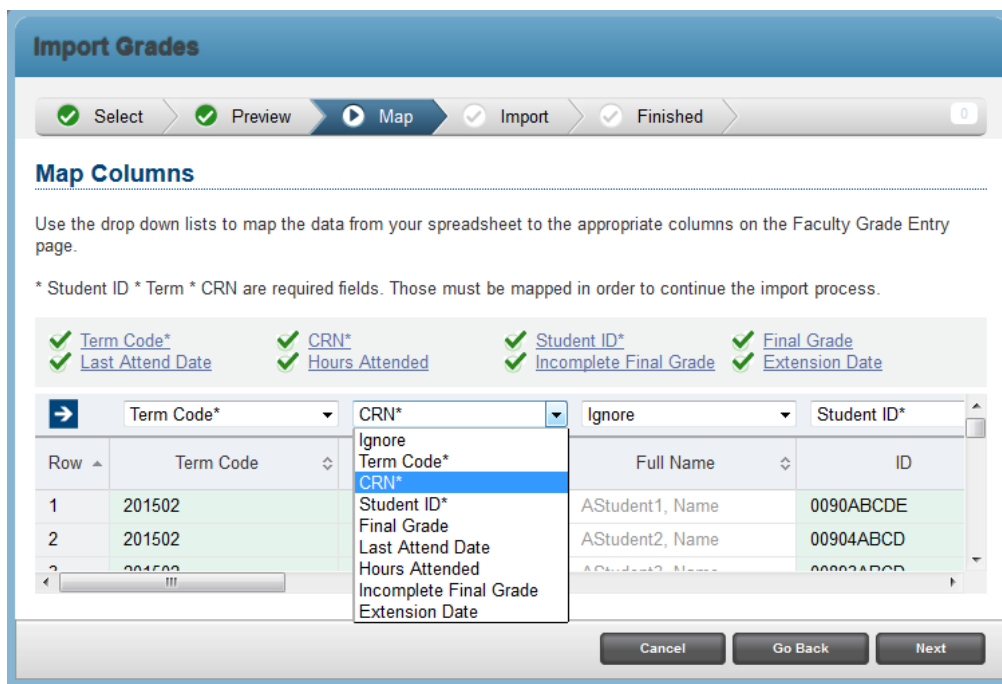
Select the worksheet from the file that contains the grades for import. Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

Import Sheet: Grades ☒ My spreadsheet has headers

Row	Term Code	CRN	Full Name	ID	Rolled	Confidential	Course
1	201502	1448	AStudent1, Name	0090ABCDE	No	No	Computer Science
2	201502	1448	AStudent2, Name	00904ABCD	No	No	Computer Science
3	201502	1448	AStudent3, Name	00893ABCD	Yes	No	Computer Science
4	201502	1448	AStudent4, Name	00886ABCD	No	No	Computer Science
5	201502	1448	AStudent5, Name	00895ABCD	No	No	Computer Science



If the term headers are not present or recognized by the Wizard, you need to map the following fields in your spreadsheet using the dropdowns in the Wizard 'Map Columns' window:



**Import Grades**

✓ Select ✓ Preview **Map** ✓ Import ✓ Finished

**Map Columns**

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Entry page.

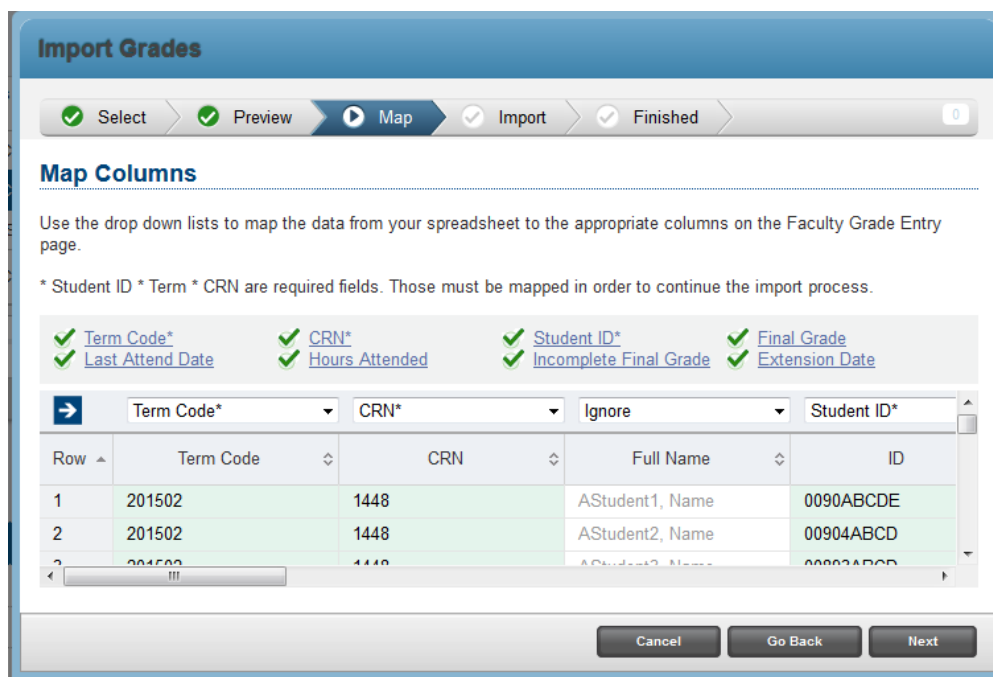
\* Student ID \* Term \* CRN are required fields. Those must be mapped in order to continue the import process.

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

Row	Term Code	CRN	Full Name	ID
1	201502	1448	ASStudent1, Name	0090ABCDE
2	201502	1448	ASStudent2, Name	00904ABCD
3	201502	1448	ASStudent3, Name	00903ABCD

Cancel Go Back **Next**

When all the required fields are mapped, the Next button will become active:



**Import Grades**

✓ Select ✓ Preview **Map** ✓ Import ✓ Finished

**Map Columns**

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Entry page.

\* Student ID \* Term \* CRN are required fields. Those must be mapped in order to continue the import process.

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

Row	Term Code	CRN	Full Name	ID
1	201502	1448	ASStudent1, Name	0090ABCDE
2	201502	1448	ASStudent2, Name	00904ABCD
3	201502	1448	ASStudent3, Name	00903ABCD

Cancel Go Back **Next**

The review of the grades to be imported will be displayed next:

## Import Grades

✓ Select
✓ Preview
✓ Map
▶ Import
✓ Finished
0

Importing will overwrite existing data that has not been rolled. Blank data will be ignored.

The following 4 records will be imported:

Term Code	CRN	Full Name	ID	Rolled	Confidential	Course	Final Grade
201502	1448	AStudent1, Name	0090ABCDE	No	No	Computer Science	A
201502	1448	AStudent2, Name	00904ABCD	No	No	Computer Science	B-
201502	1448	AStudent4, Name	00886ABCD	No	No	Computer Science	P
201502	1448	AStudent5, Name	00895ABCD	No	No	Computer Science	B+

24 records containing errors will not be imported. 0 unchanged records will not be imported. [Download the validation report](#)

Cancel
Go Back
Import

If there are potential errors ( most common will be ‘W’ grades already rolled to Academic History). You can use the link to ‘Download the validation report’ and view the error reasons:

201502\_Computer Science\_151\_01\_Template\_Validation\_Report [Read-Only] [Compatibility Mode] - Excel

	A	B	C	D	E	F
1	Error	Term Code	CRN	Full Name	ID	Rolled
2	No Errors	201502	1448	AStudent1, Name	0090ABCDE	No
3	No Errors	201502	1448	AStudent2, Name	00904ABCD	No
4	Rolled record ignored.	201502	1448	AStudent3, Name	00893ABCD	Yes
5	No Errors	201502	1448	AStudent4, Name	00886ABCD	No
6	No Errors	201502	1448	AStudent5, Name	00895ABCD	No

Click the 'Import' button in the Wizard to upload the grades:

### Import Grades

✓ Select

✓ Preview

✓ Map

✓ Import

▶ Finished

11 unchanged records were not imported.

13 records imported and saved successfully.

4 records that contained errors will not be imported.

Import Complete

The import wizard is complete.

Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation](#) page using the application.

Press Finished to continue.

Cancel

Go Back

Finished

You will see the results in Faculty Grade Entry:

MySanDiego DEV Portal Lo...

Banner - Faculty Grade Entry

bantestxrc.sandiego.edu:8080/StudentFacultyGradeEntry/ssb/gradeEntry

Search

University of San Diego

Christian Rapp | Sign Out | Notifications

Banner Self-Service

Faculty

Grade Entry

Select a Course

Midterm Grades

Final Grades

Gradebook

Grad Statu	Rolled	Subject	Cour	Secti	Title	Term	CRN
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Page 1 of 1

5 Per Page

Records: 5

Enter Grades

Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
AStudent1, Name	0090ABCDE		A			
AStudent2, Name	00904ABCD		B-			
AStudent3, Name	00893ABCD		W	✓		
AStudent4, Name	00886ABCD		P			
AStudent5, Name	00895ABCD		B+			

Page 1 of 6

5 Per Page

Records: 28

Reset

Save

Course Details

Getting Started

Tools

Computer Science 151, Section 01

Computer Programming II

Course Reference Number: 1448

18 Grades Remaining

Eligible: 28

Registered: 28

Graded Final: 10

Course Dates: 01/26/2015 - 05/11/2015

Primary Instructor: Christian A. Rapp

Secondary Instructor(s): Lukasz M. Pruski

Student Details

Name AStudent5

Registration Status: \*\*Web Registered\*\*

Credits: 3

Email student

Grade Rolled Date: Not Rolled