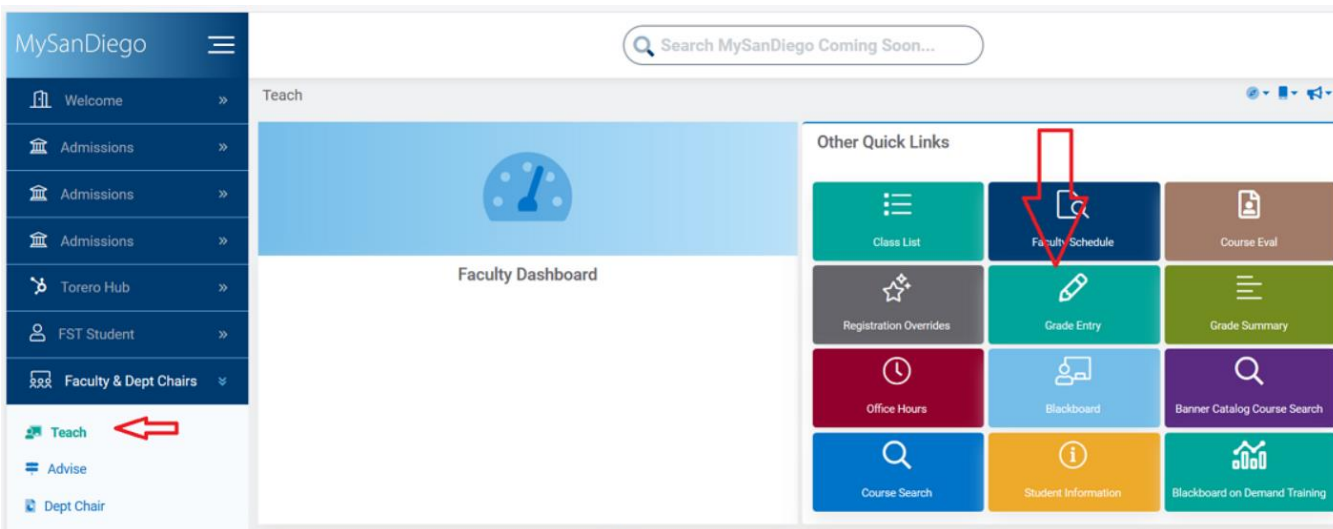**Faculty Grade Entry**

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

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.

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.

Select a Course	
Midterm Grades	**Final Grades**
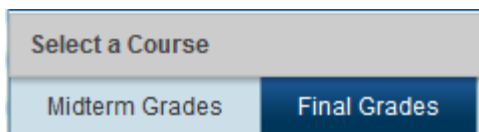
The Grade Status and Rolled icons show the overall grading condition of the section:

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.

◁ ◁ Page 1 of 1 ▷ ▷|	5 ▾ Per Page	Records: 5

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:

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:

When you have comleted 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.**

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 :

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 Exel spreadsheet (.XLS) or Microsoft Excel Open XML spreadsheet (.xlsx).

Direct grade entry on the page:

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':
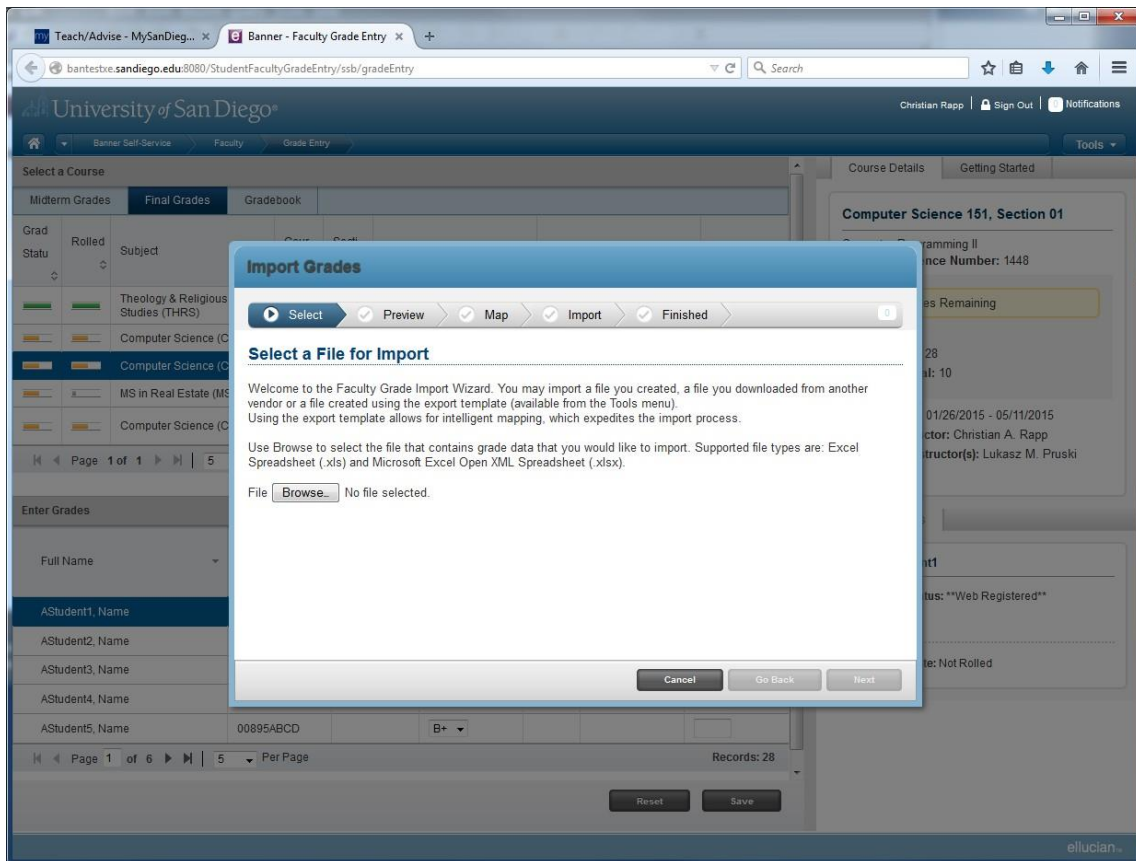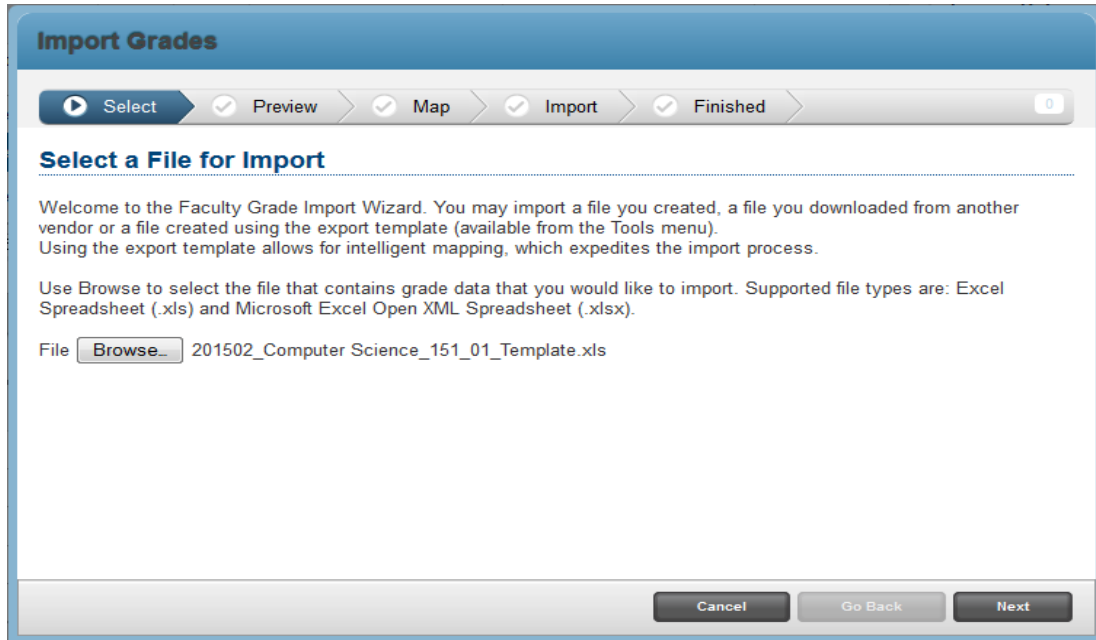
Click the 'Browse button' to search for your Excel spreadsheet containing your grades for this section:
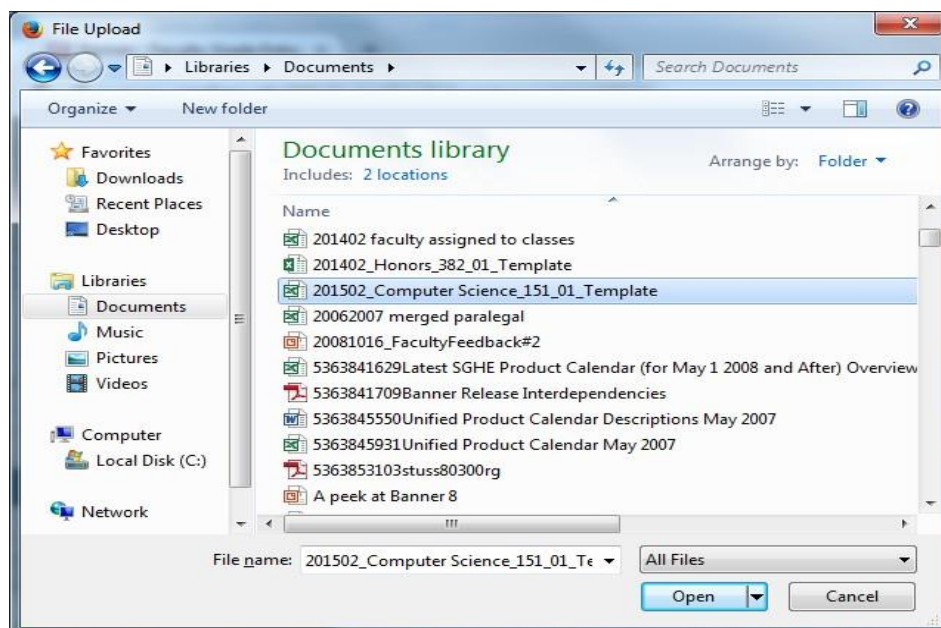
Selecting 'Open' will place the file in the Import Wizard window, then click 'Next' button to continue.

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:

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:

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

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

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:

Faculty Grade Entry

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

You will see the results in Faculty Grade Entry: