

## Entering Grades

### Entering Grades Directly on the MySanDiego Portal

- Go to the “Faculty Grade Entry” channel at the bottom of the Teach/Advise page under the Employee tab on the [MySanDiego Portal](#).
- Click the “Grade Entry” link. This will open a new tab with the “Faculty Grade Entry” utility.
- At the top, click on the link for the type of grade you will be entering (“Midterm Grades” or “Final Grades”).
- Locate the course you wish to grade and click anywhere on that line. This will display your roster alphabetically with 15 students per page. Enter the grade from the drop-down list of options or just enter the grade. When the page is completed, click the “Save” button on the bottom of the page to save the changes in Banner. To get to the next page of students, click the “Next Page” icon at the bottom of the student list. Repeat at save your changes.
- When finished, you can close the tab and return to the Teach/Advise portal page.

### Using Grades from Blackboard

Access the full Grade Center.

- Click on the “Work Offline” button at the top right-hand side, then click on “Download”. Clicking the download button will download an excel spreadsheet from the Grade Center.
- Use the downloaded spreadsheet to upload/import the faculty grade entry on the Teach/Advise tab in [MySanDiego Portal](#).
- Detailed instructions can be found on the Teach/Advise page using the “Faculty Grading Workshop” link in the Help/ Tutorial Resources channel. If you have any questions about accessing this website, please email [mysandiego@san Diego.edu](mailto:mysandiego@san Diego.edu).

### For Midterm Grades:

- Midterm grades are reported only for students with deficient grades (Ds and Fs) and for students who have never attended your class; Please report these by selecting “N” (No Show).
- If no deficient grades are given for a class, please email [registrar@san Diego.edu](mailto:registrar@san Diego.edu) with your course number(s) and section(s). No further action is needed.

### Important Notes:

- Be sure to save your grades often or you may be logged off and entered grades will be lost. There is a 14-minute time-out after no activity.
- If you need to make changes to grades after you have submitted them, please use the "Removal of Incomplete or Change of Grade" link in the Advising Resources channel on the Teach/Advise page.
- Students will be able to view grades in the Student Grade channel on the One Stop tab within 24 hours of when you submit them.