

Overview:

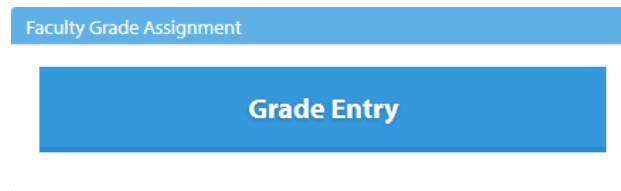
Grades are entered for Midterm deficient grades and for Final grades. Supported Browsers at this time are: Chrome, Firefox, IE 10 or IE 11, and Safari 7. For best results expand the browser window to full screen.

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

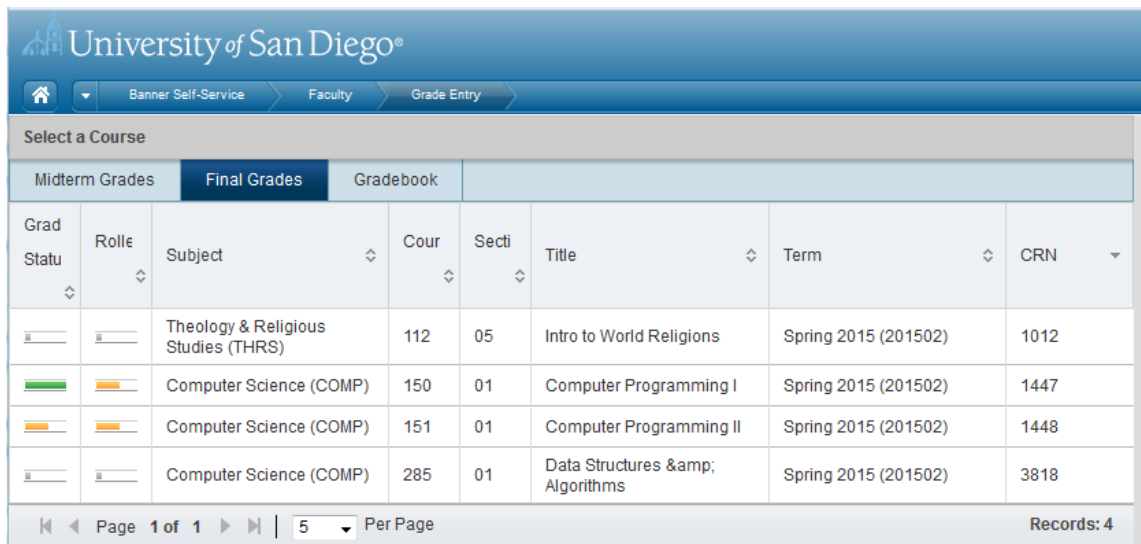
- Courses available to be graded in a term are dependent on the Registrar’s office opening the grading cycle.
- Grading done through Blackboard Ole cannot be sent to Banner at this time. Grades must be entered through the MySanDiego portal - Faculty Grade Entry Self-Service page.
- Only the primary instructor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

The Faculty Grade Assignment channel:

On the Faculty Grade Assignment channel on the ‘Employee’ Tab in the ‘Teach/Advise’ page of the MySanDiego portal



Clicking on the ‘Grade Entry’ link will open the Faculty Grade Entry application.

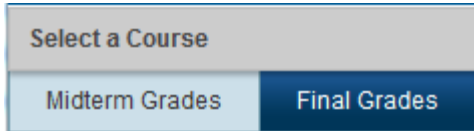


University of San Diego®							
Banner Self-Service > Faculty > Grade Entry							
Select a Course							
Midterm Grades		Final Grades	Gradebook				
Grad Statu	Rolle	Subject	Cour	Secti	Title	Term	CRN
		Theology & Religious Studies (THRS)	112	05	Intro to World Religions	Spring 2015 (201502)	1012
		Computer 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.

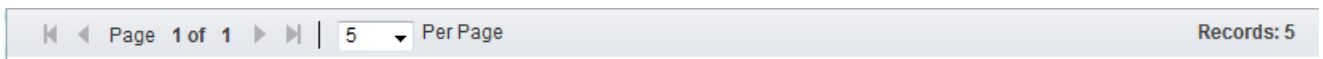


The Yellow medium bar indicates that the process is in progress but not completed.



The Green long bar indicates that the process has completed.

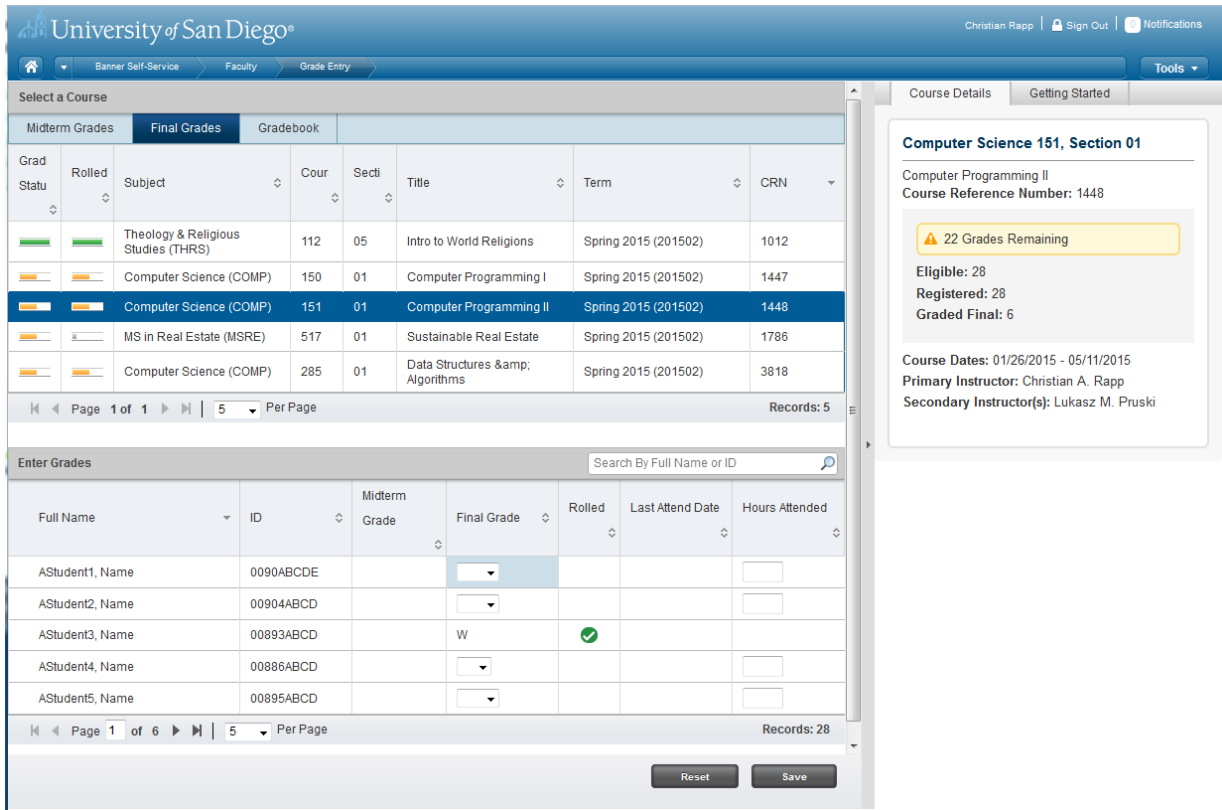
The ‘page’ bar at the bottom of the page displays the number of pages and the number of courses or students displayed per page (the default is 5). You may adjust the number of records displayed per page using the dropdown icon or clicking in the number of records field.



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

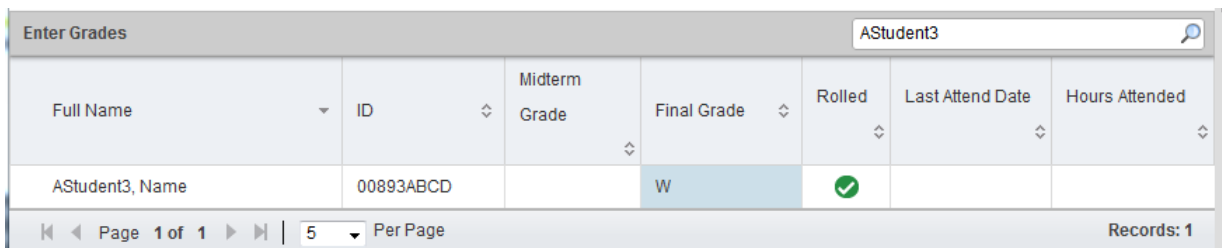
Grad Statu	Rolle	Subject	Cour	Secti	Title	Term	CRN
⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇

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:



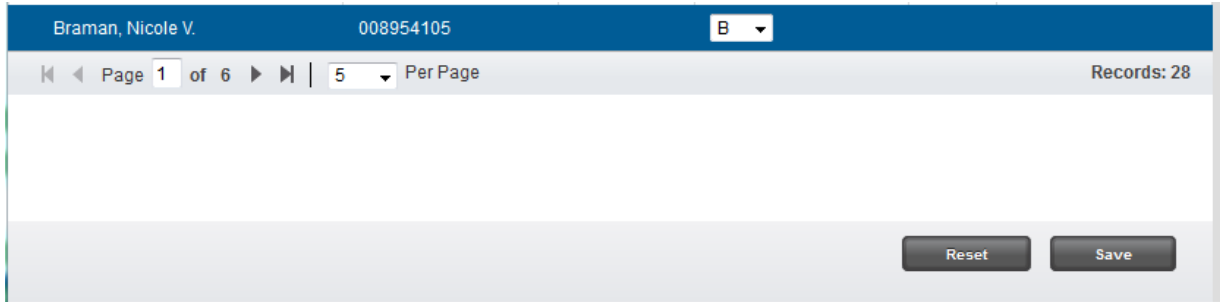
The screenshot shows the 'Faculty Grade Entry' interface. At the top, there's a navigation bar with 'Banner Self-Service', 'Faculty', and 'Grade Entry'. Below this is a 'Select a Course' section with tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. A table lists courses with columns for Grad Status, Rolled, Subject, Cour, Secti, Title, Term, and CRN. The selected course is 'Computer Science (COMP) 151 01 Computer Programming II Spring 2015 (201502) 1448'. To the right, a sidebar shows course details for 'Computer Science 151, Section 01', including 'Computer Programming II', 'Course Reference Number: 1448', and a warning '22 Grades Remaining'. Below the course list is an 'Enter Grades' section with a search bar and a table for entering grades. The table has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The first row shows 'AStudent1, Name' with ID '0090ABCDE' and a dropdown for Final Grade. The second row shows 'AStudent2, Name' with ID '00904ABCD'. The third row shows 'AStudent3, Name' with ID '00893ABCD', a 'W' in the Midterm Grade column, and a green checkmark in the Rolled column. The fourth row shows 'AStudent4, Name' with ID '00886ABCD'. The fifth row shows 'AStudent5, Name' with ID '00895ABCD'. At the bottom of the 'Enter Grades' section are 'Reset' and 'Save' buttons.

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:

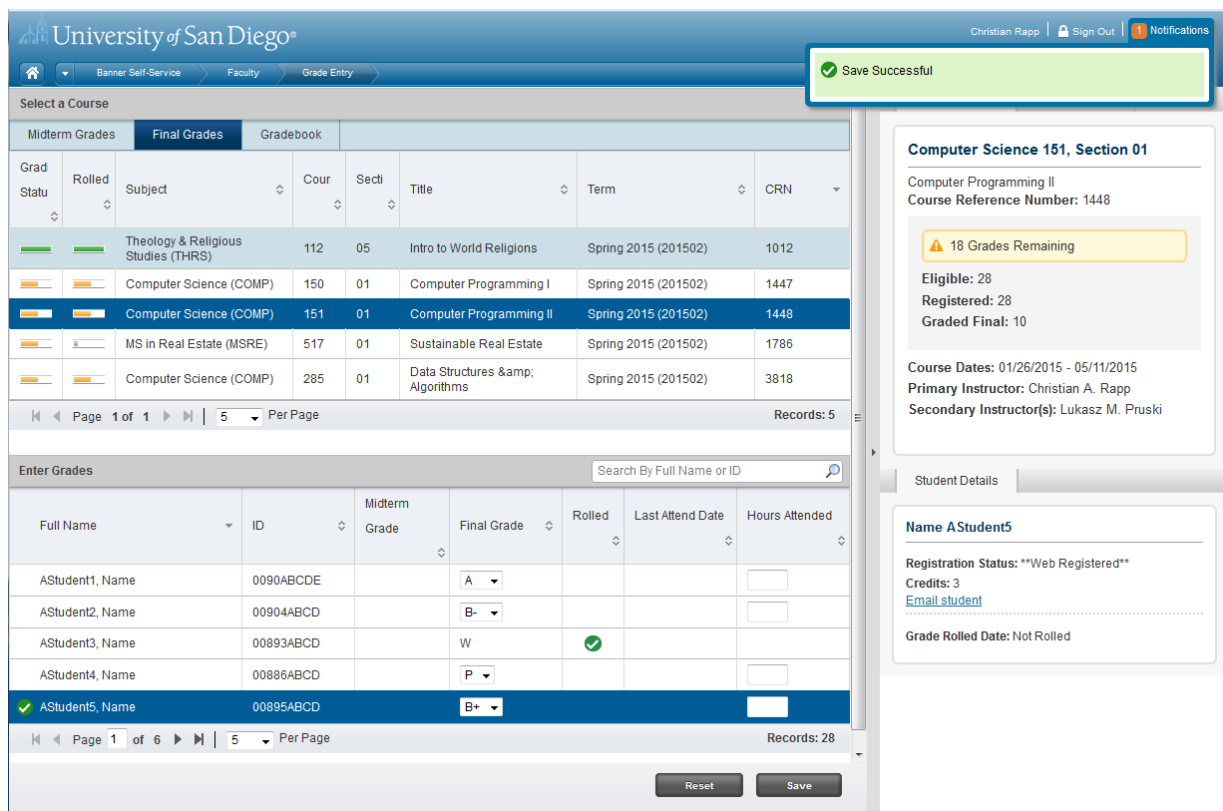


This is a close-up of the 'Enter Grades' window. The search bar at the top right contains 'AStudent3'. The table below shows the search results. The columns are Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The first row shows 'AStudent3, Name' with ID '00893ABCD', a 'W' in the Midterm Grade column, and a green checkmark in the Rolled column. The table has a pagination bar at the bottom showing 'Page 1 of 1' and '5 Per Page'. The total number of records is 'Records: 1'.

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.**



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 :



Midterm Grades	Final Grades	Gradebook					
Grad Status	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

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
ASStudent1, Name	0090ABCDE		A			
ASStudent2, Name	00904ABCD		B-			
ASStudent3, Name	00893ABCD		W	✓		
ASStudent4, Name	00886ABCD		P			
ASStudent5, Name	00895ABCD		B+			

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:

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

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:**

University of San Diego								Christian Rapp Sign Out Notifications
Banner Self-Service > Faculty > Grade Entry								Tools
Select a Course								
		Midterm Grades	Final Grades	Gradebook				
Grad Statu	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	

Course De...
Export Grade Template...
Import...

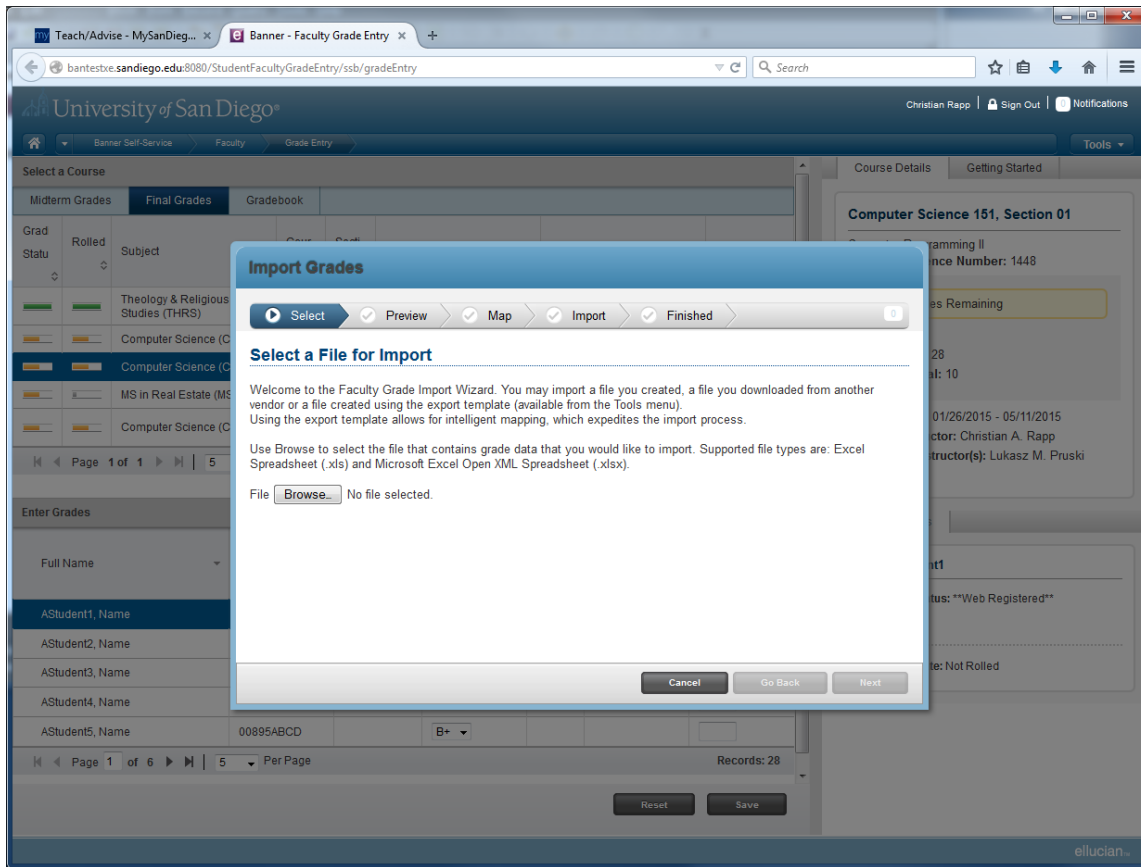
Computer Science 151, Section 01

Computer Programming II
Course Reference Number: 1448

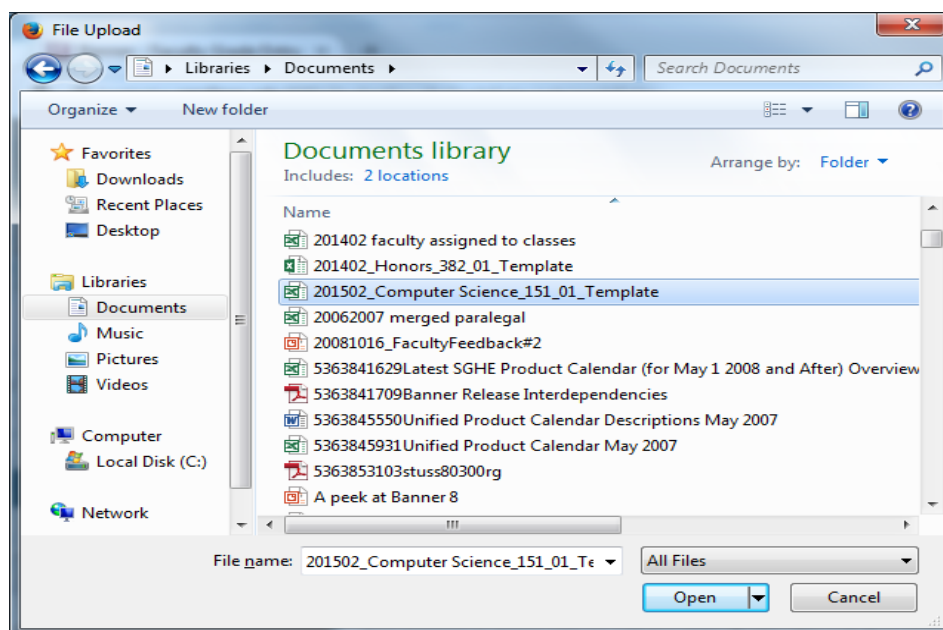
⚠ 24 Grades Remaining

Eligible: 28
Registered: 28
Graded Final: 4

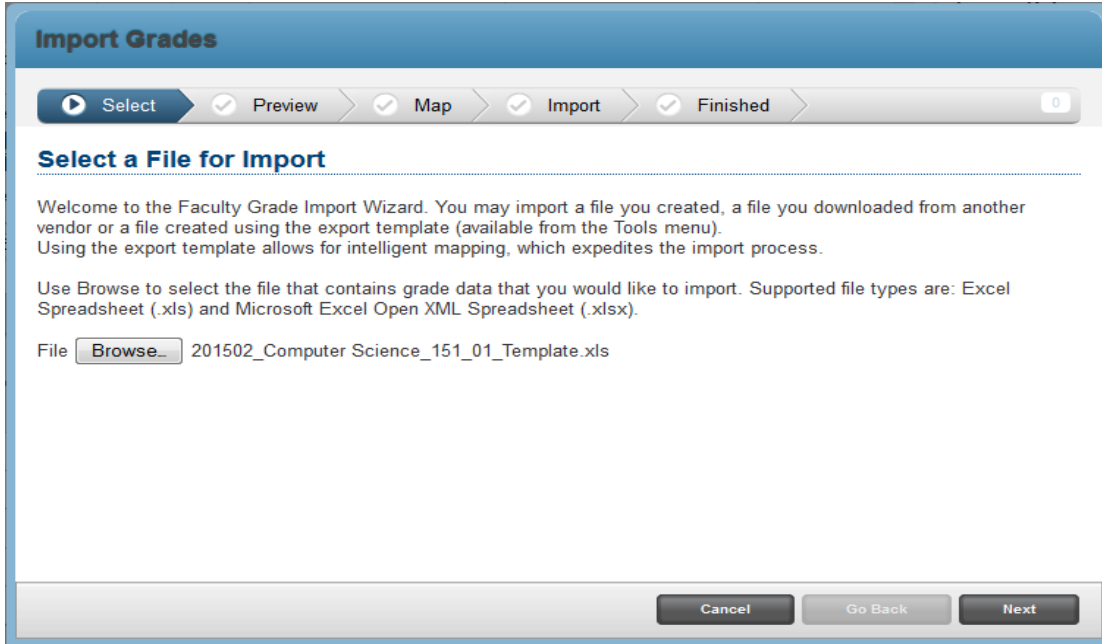
This will start the Import 'Wizard':



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

Select Preview Map Import Finished 0

Select a File for Import

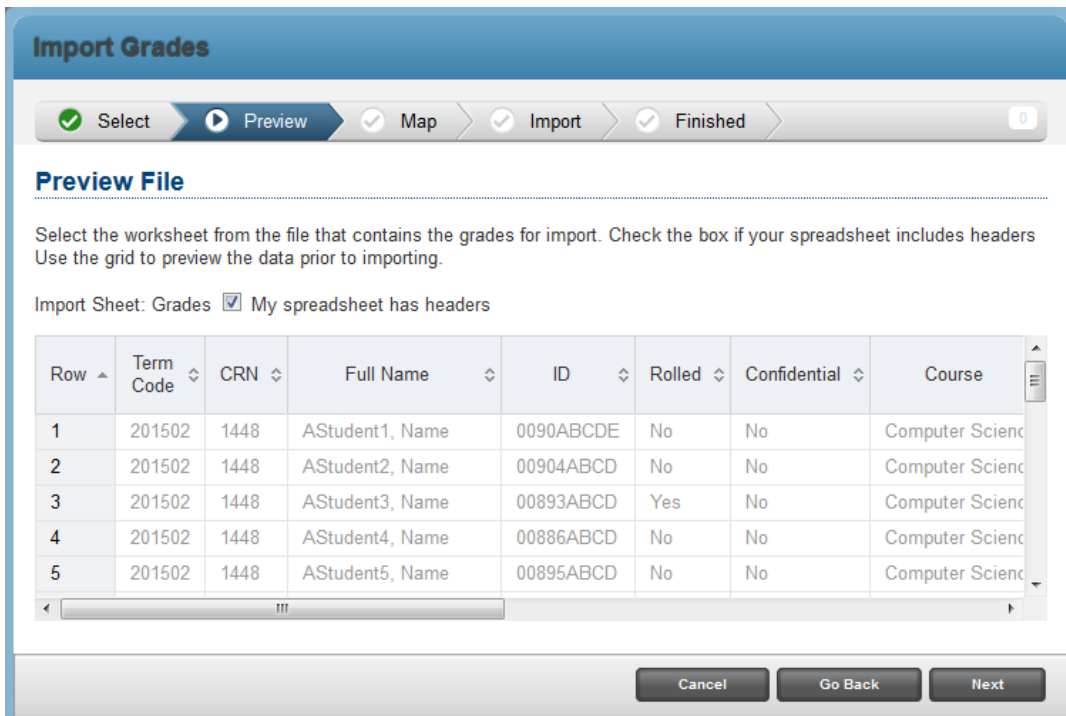
Welcome to the Faculty Grade Import Wizard. You may import a file you created, a file you downloaded from another vendor or a file created using the export template (available from the Tools menu). Using the export template allows for intelligent mapping, which expedites the import process.

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

Cancel Go Back Next

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

Select Preview Map Import Finished 0

Preview File

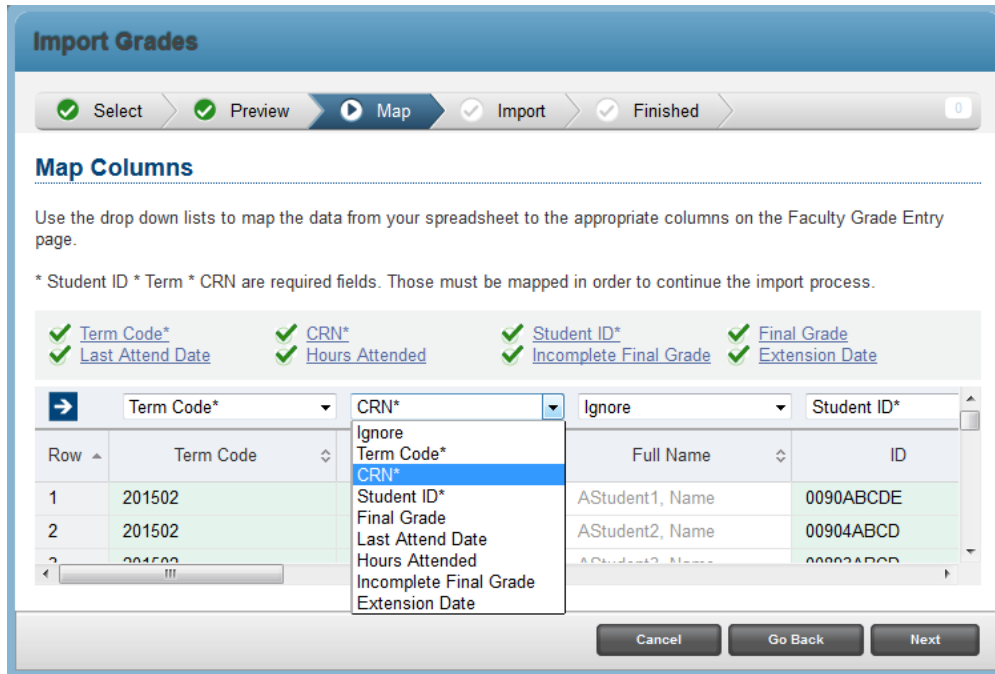
Select the worksheet from the file that contains the grades for import. Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

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 Scienc
2	201502	1448	AStudent2, Name	00904ABCD	No	No	Computer Scienc
3	201502	1448	AStudent3, Name	00893ABCD	Yes	No	Computer Scienc
4	201502	1448	AStudent4, Name	00886ABCD	No	No	Computer Scienc
5	201502	1448	AStudent5, Name	00895ABCD	No	No	Computer Scienc

Cancel Go Back Next

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.

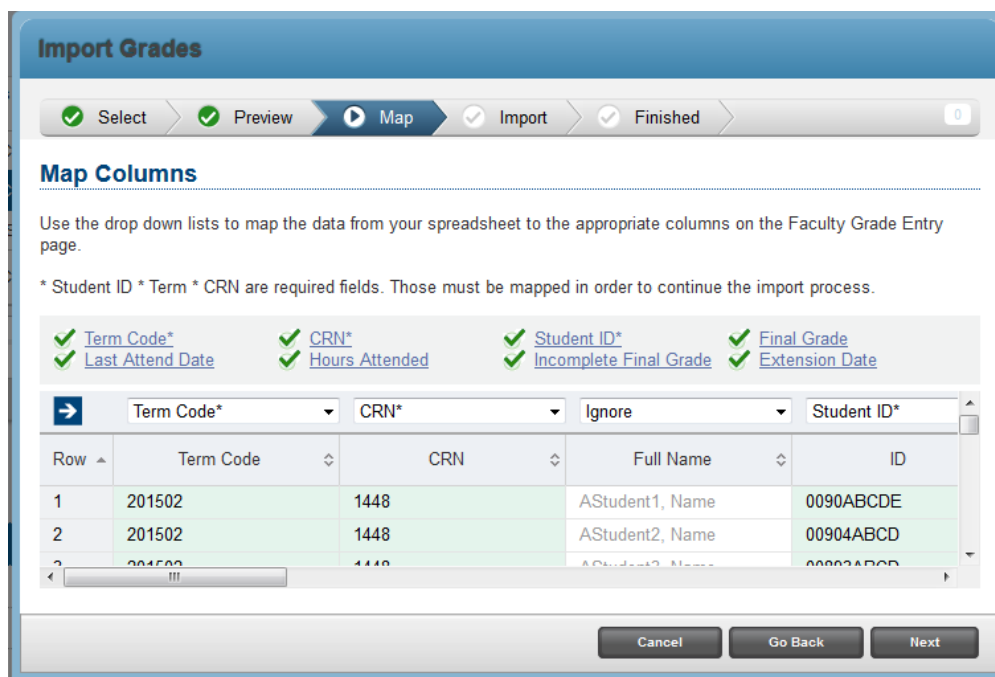
* Student ID * Term * CRN are required fields. Those must be mapped in order to continue the import process.

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	CRN*	AStudent1, Name	0090ABCDE
2	201502	CRN*	AStudent2, Name	00904ABCD
3	201502	CRN*	AStudent3, 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	AStudent1, Name	0090ABCDE
2	201502	1448	AStudent2, Name	00904ABCD
3	201502	1448	AStudent3, 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.

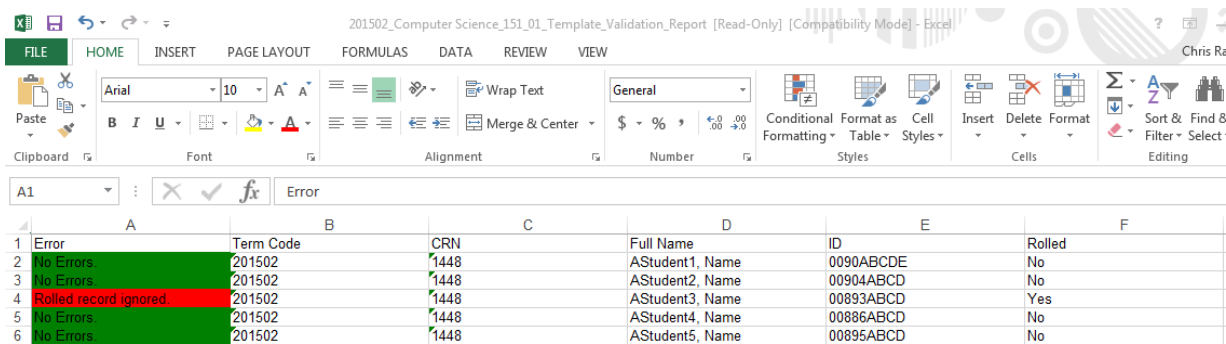
The following 4 records will be imported:

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](#)

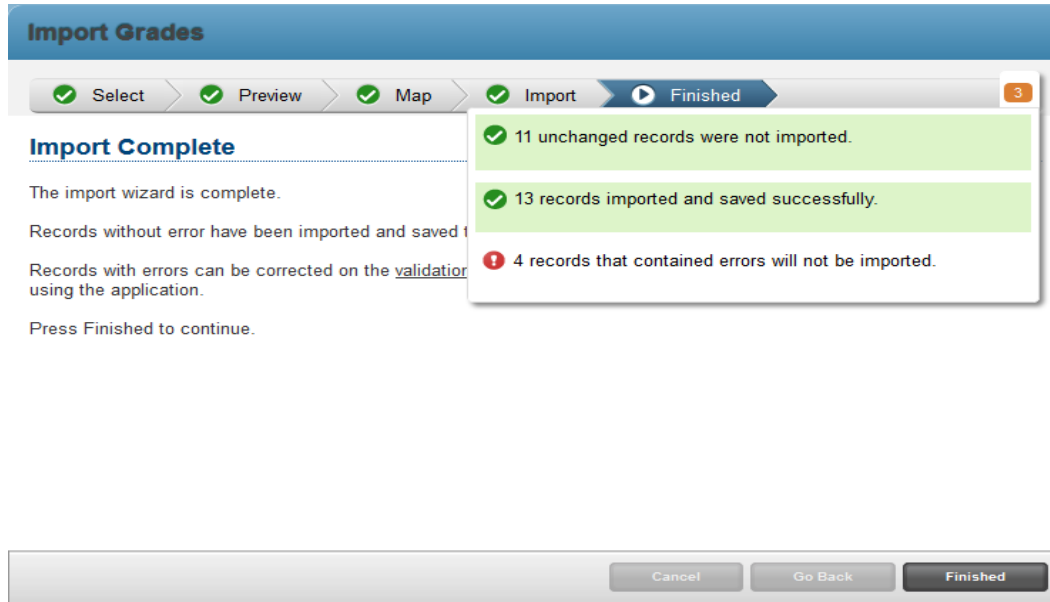
Cancel
Go Back
Import

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:



	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

Import Complete

The import wizard is complete.

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

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

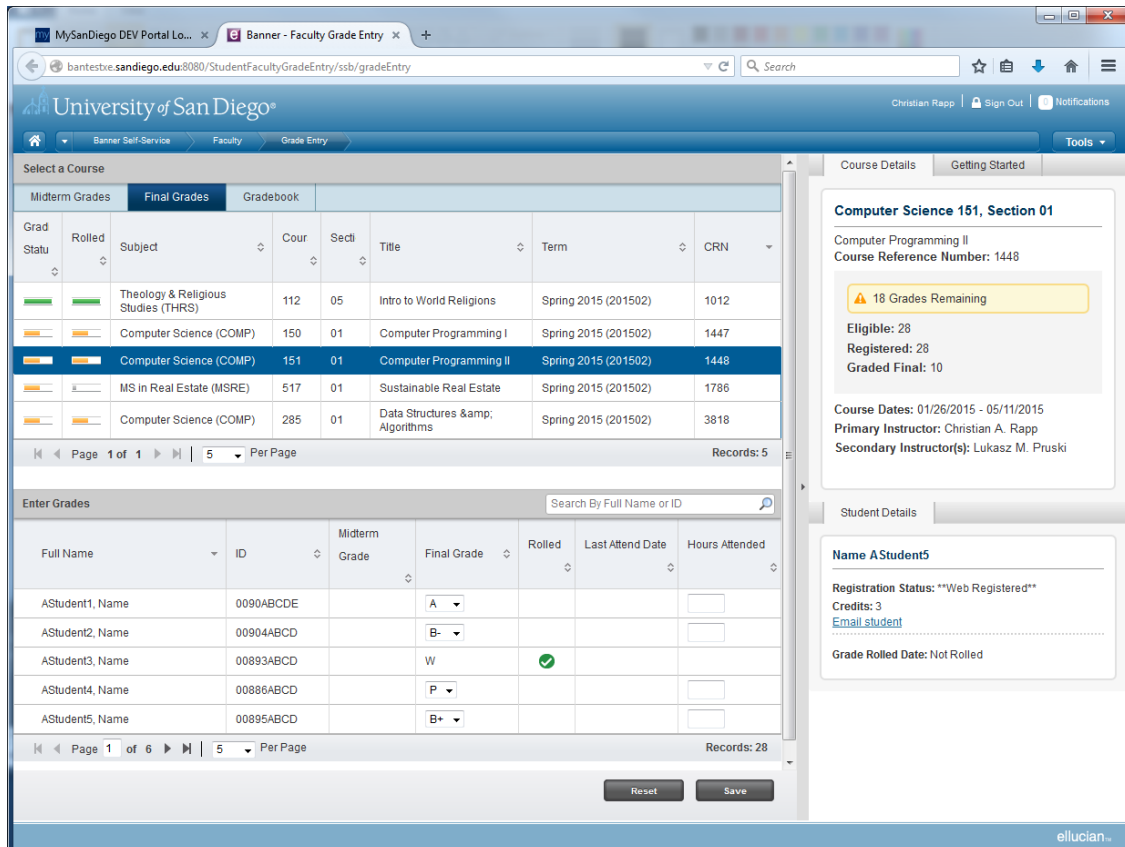
Press Finished to continue.

11 unchanged records were not imported.

13 records imported and saved successfully.

4 records that contained errors will not be imported.

You will see the results in Faculty Grade Entry:



MySanDiego DEV Portal Lo... x Banner - Faculty Grade Entry x

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

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Banner Self-Service Faculty Grade Entry

Select a Course

Midterm Grades	Final Grades	Gradebook					
Grad Statu	Rolled	Subject	Cour	Secl	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		A			
AStudent2, Name	00904ABCD		B-			
AStudent3, Name	00893ABCD		W	<input checked="" type="checkbox"/>		
AStudent4, Name	00886ABCD		P			
AStudent5, Name	00895ABCD		B+			

Page 1 of 6 | 5 Per Page Records: 28

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): Lukas M. Pruski

Name AStudent5

Registration Status: **Web Registered**
Credits: 3
[Email student](#)

Grade Rolled Date: Not Rolled

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