Banner 9 Faculty Grade Entry

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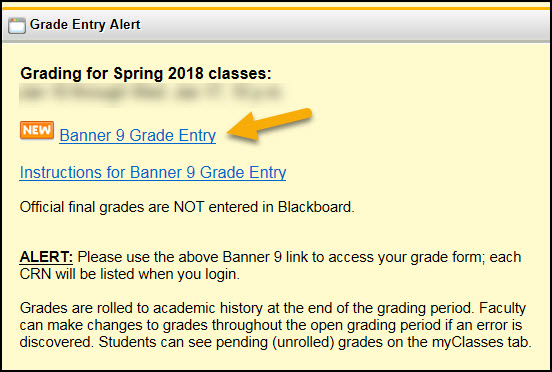
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Where to Access

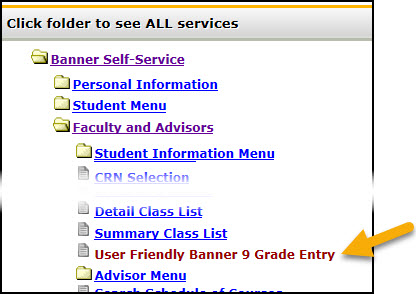
There are two ways to access Faculty Grade Entry: Grade Entry Alert Channel and Banner Self-Service.

Grade Entry Alert Channel



1. Log on to *myWSU*
2. Select the Teach/ Advise tab
3. Select Banner 9 Faculty Grade Entry from the Grade Entry Alert Channel

Banner Self-Service

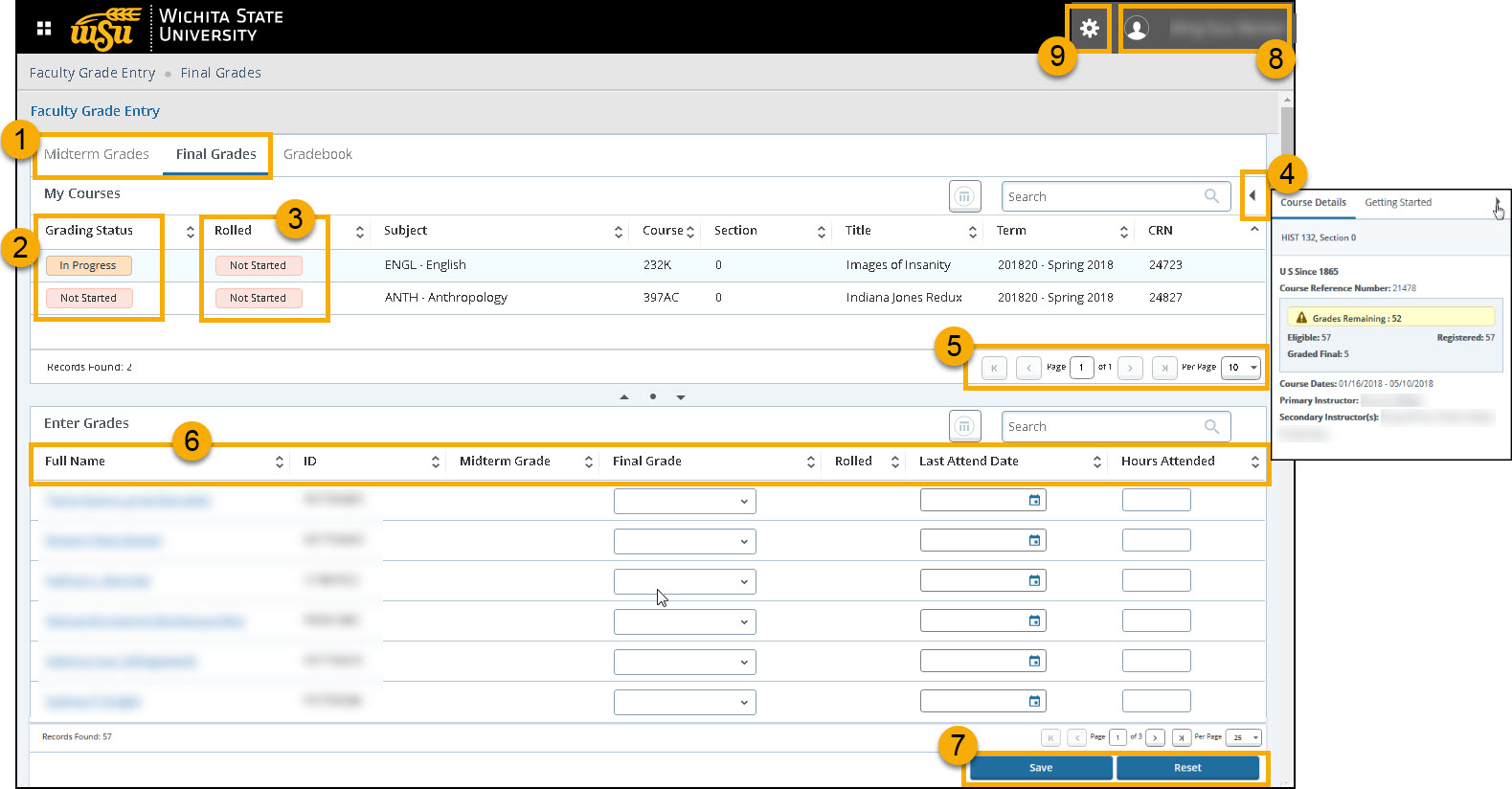


1. Log on to *myWSU*
2. Select Banner Self-Service
3. Select Faculty and Advisors
4. Select Banner 9 Grade Entry

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Overview of Banner 9 Grade Entry

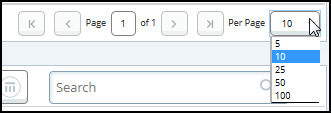
Navigating Grade Entry



1. **Select** Midterm or Final Grade Entry
2. **Select a course** to **begin Grade Entry**. Grading status indicates if grading is **In Progress** or **Not Started**.
3. **Rolled Grades** are grades that are ‘rolled’ to academic history at the end of the grading period.

Changes to grades are made throughout the **open grading period**. Rolled grade require a ‘Change of Grade’ form.

1. **Course information** and other details.
2. Page through the records. Change the **number of records** per page.



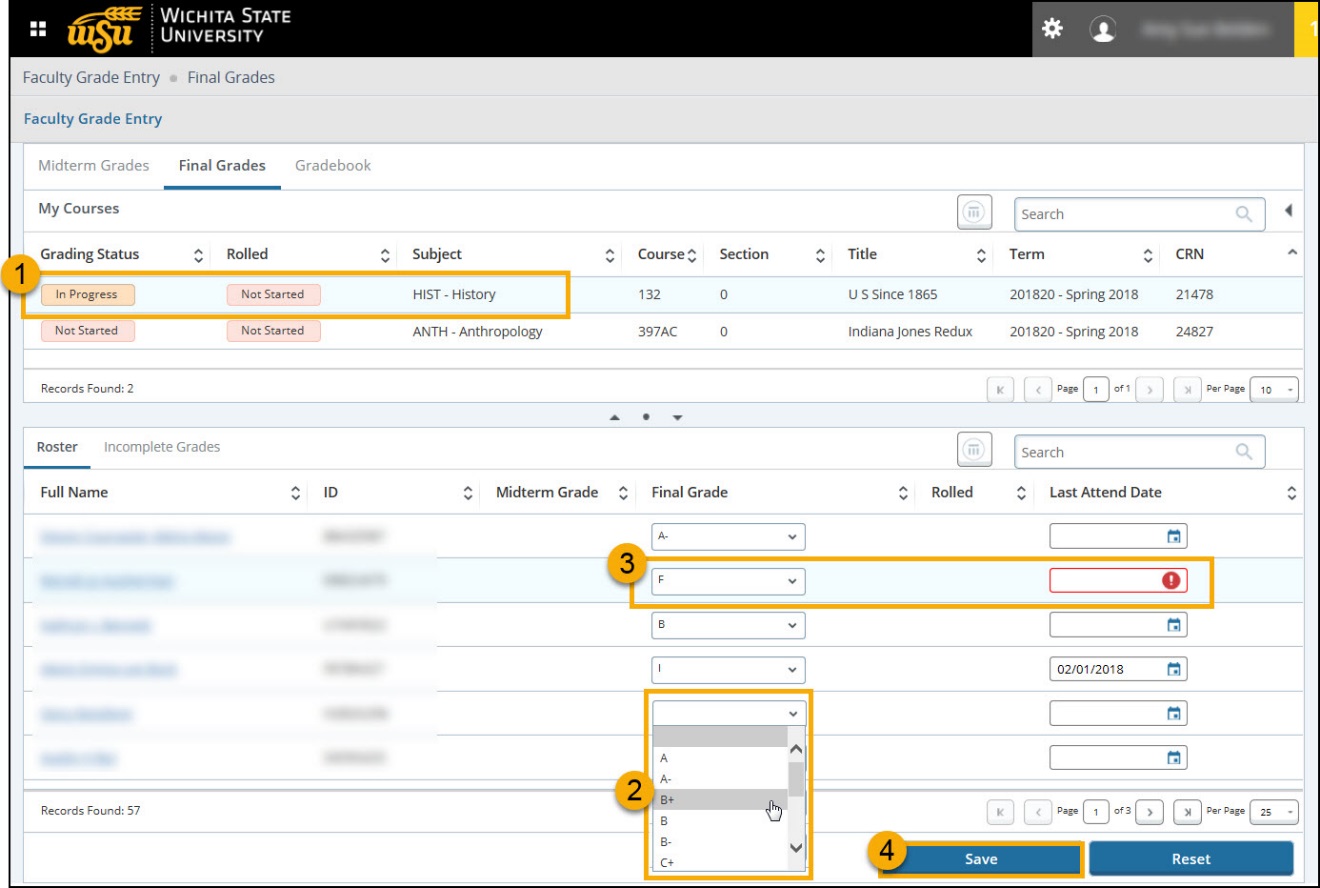
1. Click on the column header to change the sort.
2. Select **Save** to submit grades, **Reset** to clear grades not saved.
3. Faculty’s name is shown at the top right. Be sure to Sign Out and close the browser when finished.

Notifications from Banner during the grade entry process will display here.

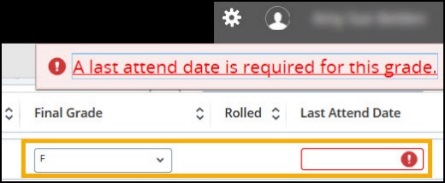
1. Use Tools to Export Grade Template or Import grades into Banner.

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Grade Entry Tips



1. Click a **course** to open grading and the student roster will display in the lower section of the page.
2. Select a **grade** from the drop down list.
3. The **Last Attend Date** is required for **grades FQ, I, U and NCR**
   * The date entered is the last date of educationally related activity.
   * If the date is not entered, a Notification will display and the student’s grade cannot be saved.



1. Click **Save** to submit the Grades

Failing Grades: FF, FN, FQ

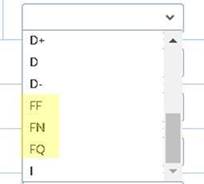
Starting in fall 2019, additional options are available when an instructor submits a failing grade.

Instructors will see three failing grade options: **FF, FN, FQ**

This distinguishes between an earned F and one given because a student stopped attending or never attended the course.

The grade drop down displays:

* **FF** = attended all term, earned F
* **FN** = never attended the class
* **FQ** = stopped attending at some point; only this grade will require last date of attendance or educationally-related activity (LDA)



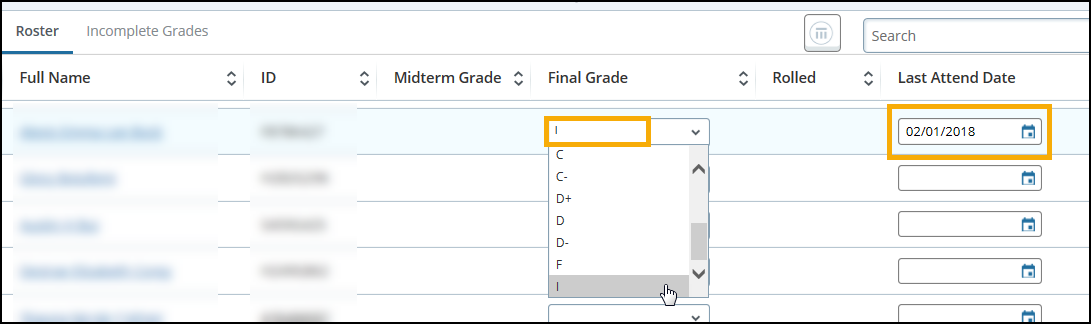
The expanded failing grade options allow for grade entry to indicate the student never attended the course (or interacted on Bb for online courses). It also eliminates the need for Financial Aid staff to contact faculty for clarification on failing grades and/or last date of attendance.

The same F, N and Q characters will apply to failing grades of U, NCR and NBG (e.g., UF, UN, etc.).

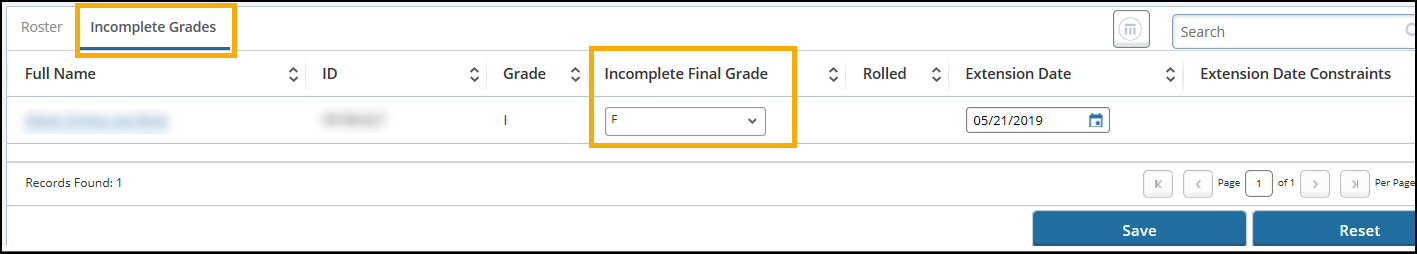
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Incomplete Grading

Incomplete Grade

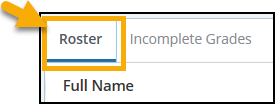


After entering an **incomplete grade (I)** and the required **Last Attend Date**, the Incomplete Grades tab will display.



* The Incomplete Final Grade is the **default grade** given if the student **does not** complete the coursework for which an extension of time was given.
* The **default grade** is automatically set to **FF**. The instructor can change the grade on this tab during the grade entry period.
* The **default grade** will be permanent if a Change of Grade form is not submitted within the one year extension time allowed by WSU policy.

Select the **Roster tab** to return to main Grading Roster



Change of Grade Process

* A Change of Grade form must be submitted to change any grade that has already been processed (rolled).
* The Online Change of Grade form is located on *myWSU* > Teach/Advise page.

Questions? Contact the Registrar’s Office at (316) 978-3055

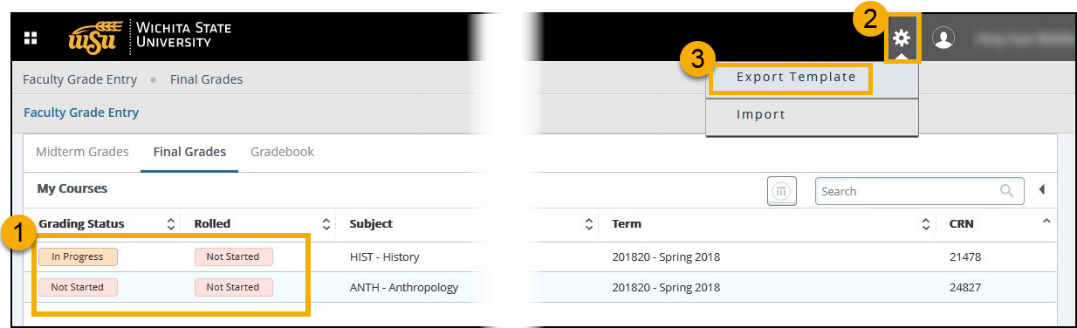
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Export and Import Grade Entry

With Banner 9 Faculty Grade Entry, Faculty have the option to export excel template or import an excel spreadsheet.

Export Grade Template

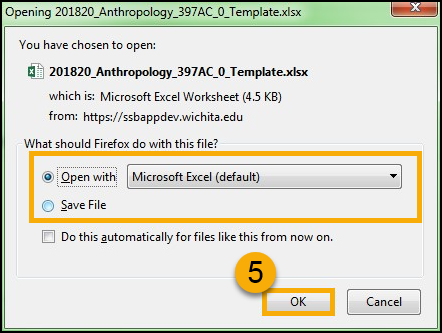
The following steps explain out to export a course grade template from Banner 9 Grade Entry. The Grade Template includes student names, WSU IDs, and grades that have been entered.



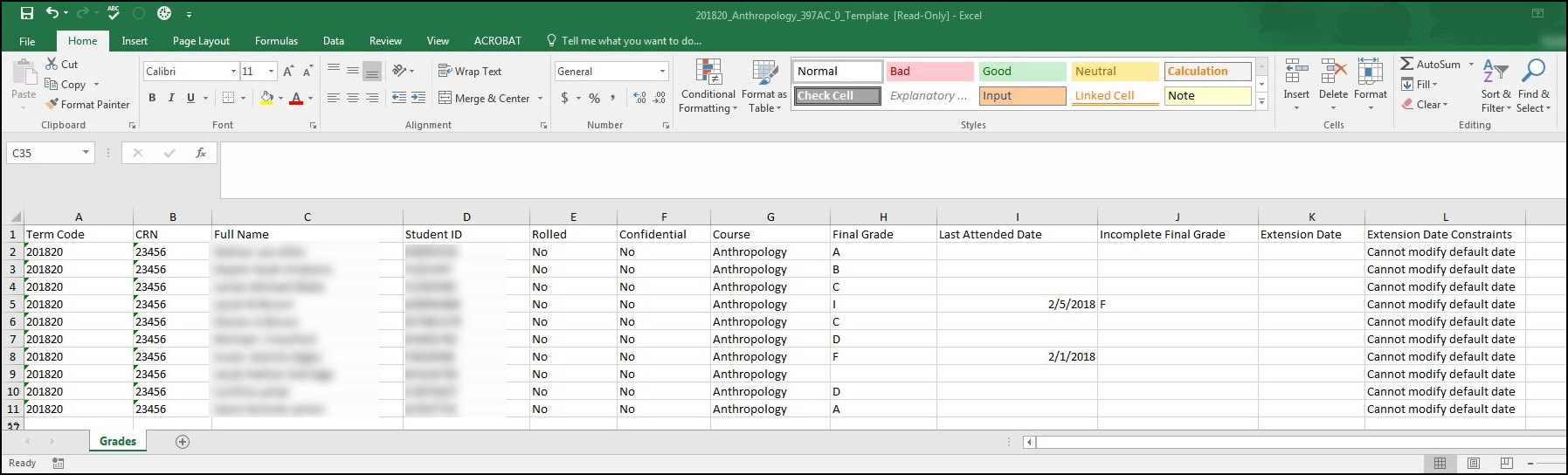
1. Select the **course** to export
2. Click the **Tools Gear** icon
3. Select **Export Template**



1. Click **Export**



1. Select either **Open with Excel Document** or **Save File** > Click **OK**
2. Follow the directions to either **Save** the file or **exported Excel Document opens** with course grade information.

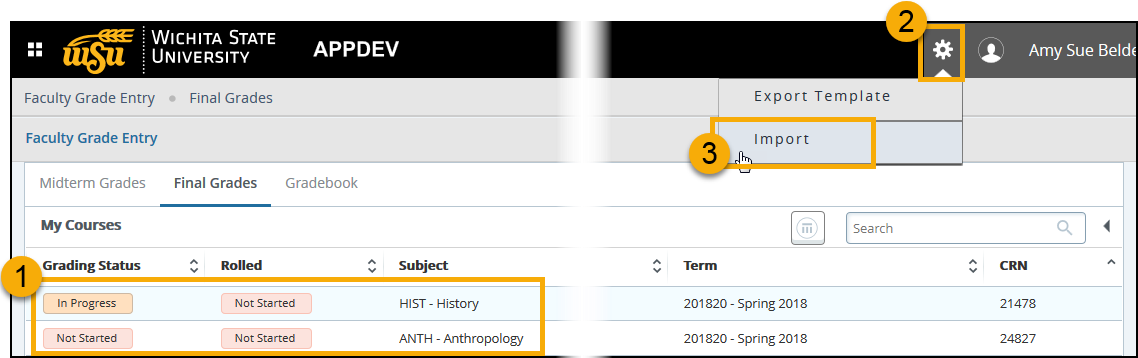


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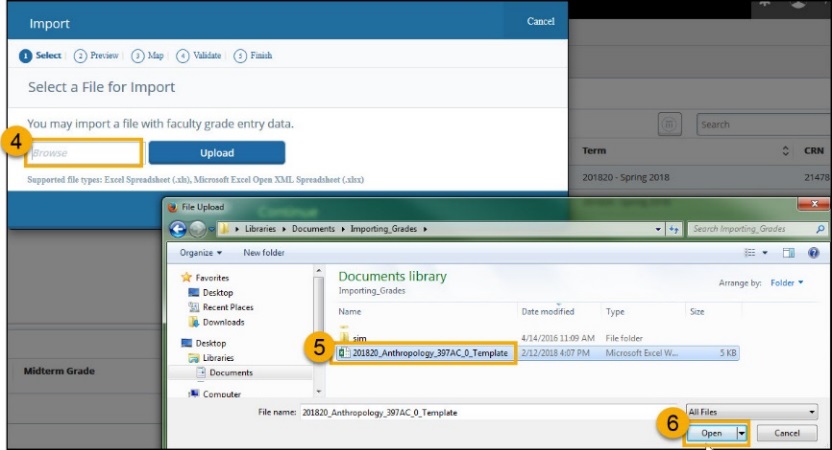
Import Grades

The following steps explain how to import grades into Banner 9 Faculty Grade entry using an excel spreadsheet.

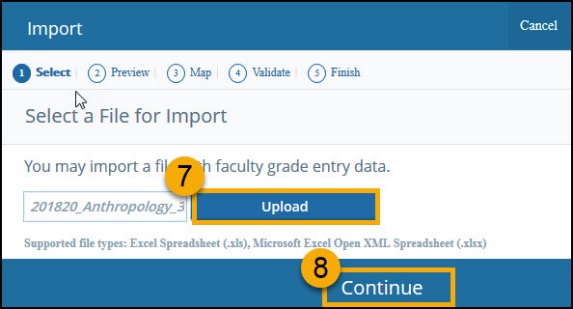
*Helpful Tip: Use the Export Template tool to create an Excel Spreadsheet template to use for Importing grades into Banner.*



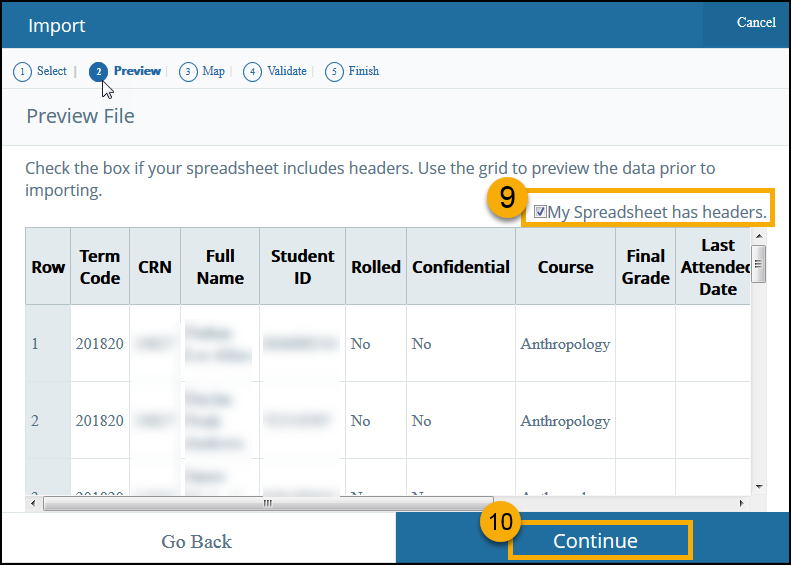
1. Select the **course** to export
2. Click the **Tools Gear** icon
3. Select **Export Template**



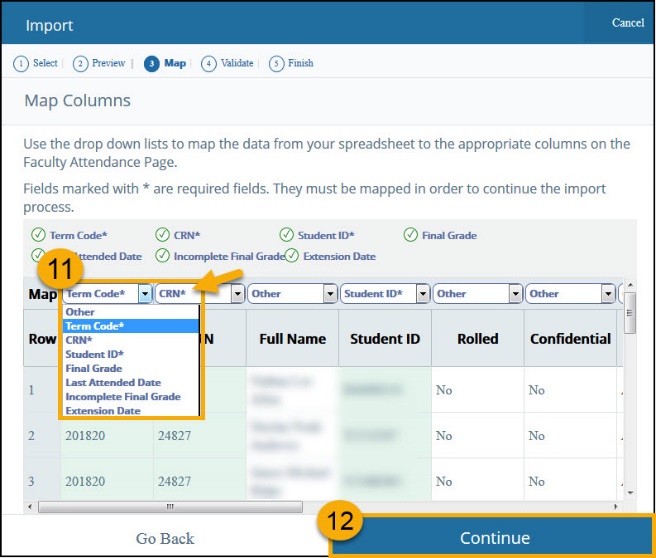
1. Click **Browse** to search for file
   * Supported File types include: Excel Spreadsheet (.xls). Microsoft Excel Open (XML), Spreadsheet (.xlsx)
2. **Select** the File
3. Click **Open**



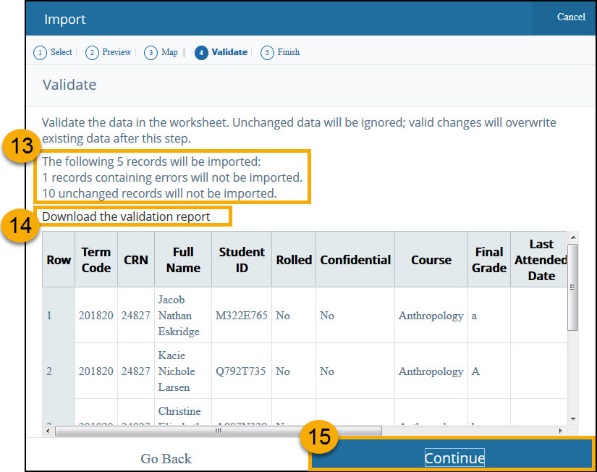
1. Selected Spreadsheet will appear in the Browse box. Click **Upload**.
   * *Preparing* will briefly flash in dialog box as the upload is completed
2. Click **Continue**



1. Preview the file. **Check box** if Spreadsheet includes headers.
2. Click **Continue**



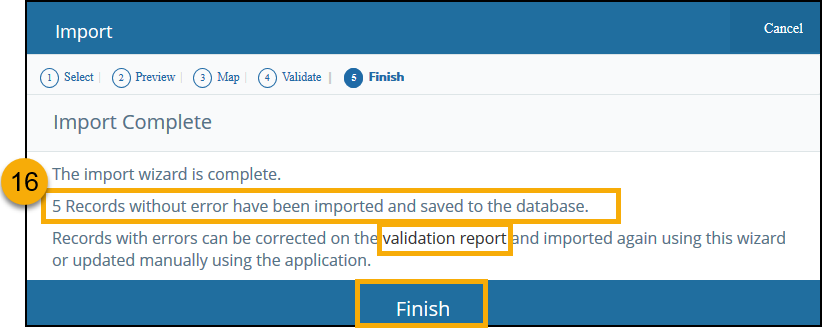
1. Use the **drop down lists** to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.
   * Fields marked with an asterisk \* are required and must be mapped.
2. Click **Continue**



1. **Validate** the data in the worksheet.
   * Unchanged data will be ignored
   * Valid changes will overwrite existing data
2. Click to **view Validation Report**
   * Validation Report lists which grades have errors, which are ignored, and which will be uploaded



1. Click **Continue**



1. Import Complete message
   * Lists the number of records imported
   * Open the Validation Report to correct errors and reupload the file
   * Click Finish to close

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Questions?

Contact information

Password Assistance:

* Technology Help Desk: (316) 978-HELP or [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu)

Grade Entry Assistance:

* Registrar’s Office: (316) 978-3090
* ITS Applications Training: (316) 978-5800 or [training@wichita.edu](mailto:training@wichita.edu)

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