

BANNER FACULTY GRADE ENTRY, ROSTERS, & MORE

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BANNER 9 FACULTY GRADE ENTRY

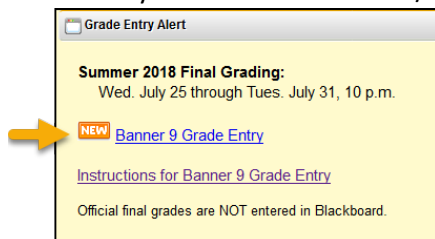
In Banner 9 Faculty Grade Entry, instructors can:

- Enter midterm and final grades
- Export and import student grades using an excel spreadsheet

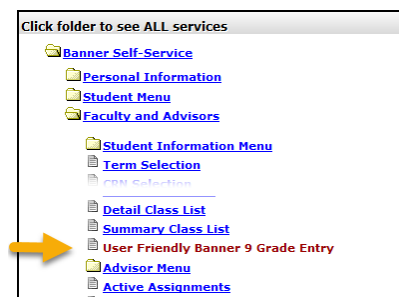
Where to access Faculty Grade Entry

Faculty Grade Entry can be accessed through either:

1. Grade Entry Channel on the Teach/Advise page in myWSU; or

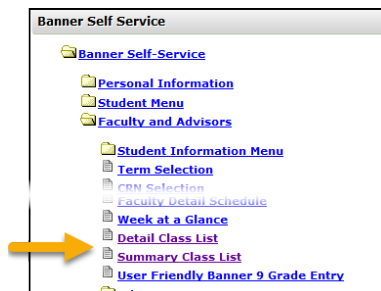


2. Banner Self-Service folder under Faculty and Advisors in myWSU



CLASS LIST

Current and previous course class lists are located in myWSU > Banner Self-Service under the Faculty and Advisors folder.

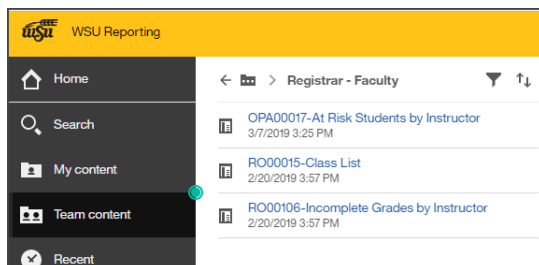


If a faculty member is also flagged as an advisor in Banner, they will be able to view the Student's Profile Information in Class List. *Further training required to access this feature. See contact information.*

WSU REPORTING

The WSU Reporting updates nightly and is current as of the previous day.

- Registrar – Faculty
 - At Risk Students by Instructor
 - Class List
 - Incomplete Grade Report

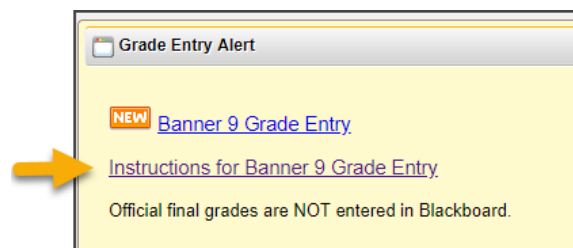


CONTACT INFORMATION

- Training & Support: (316) 978-5800 or training@wichita.edu
- Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu
- Student Information Access: Registrar's Office: stusecurityaccess@wichita.edu

ACCESS TRAINING MATERIALS ONLINE

For Faculty: Training materials are located in a link under the Banner 9 Grade Entry link on the Teach/Advise page in myWSU.



For GTAs: Training materials are located in a link under Student Employee Training on the myFinances page in myWSU

