


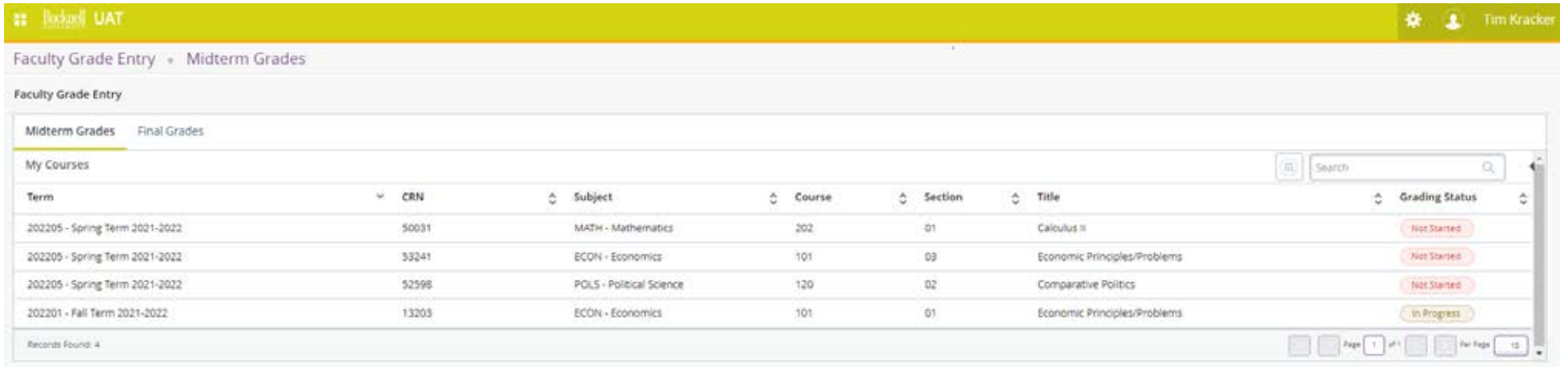
FACULTY WEB GRADING PROCESS

(This document contains sample screen shots and directions for grade entry)

Faculty should enter Banner Self Service through the link provided in myBucknell and select the Faculty tab, the menu below will display.

Academic Progress Report View Advisees APR.	Student Schedules View Student Schedules.	Plan Ahead & Class Registration View/Create Advisee registration plans.	Registration Pins View Advisee Pins.
Advisee Summary View View Advisee Profile.	Class List Class Rosters for each semester taught.	Registration Overrides Enter registration overrides for individual students.	Faculty Grade Entry (Midterm) Midterm Grade entry.
Faculty Grade Entry (Final) Final Grade entry.	Course Waitlist Page View Course Waitlist Information.		

Select either the Mid Term Grades or Final Grades tile and the following class list will appear; the list can be sorted using the carrots () to the right of each column header. To select a course for grading click on the row of the intended course and the grade roster will open. Please confirm the class and term information before selecting a course for grade entry. The grading status will display “Not Started”, “In Progress” or “Completed”.



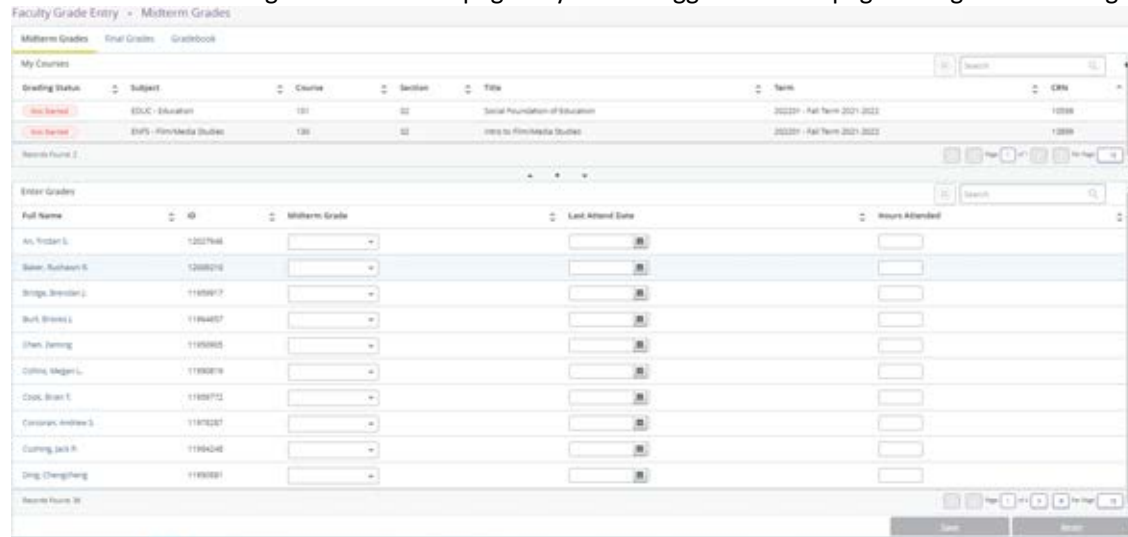
The screenshot shows the 'Faculty Grade Entry' page with the 'Midterm Grades' tab selected. The table below lists the courses available for grading.

Term	CRN	Subject	Course	Section	Title	Grading Status
202205 - Spring Term 2021-2022	50031	MATH - Mathematics	202	01	Calculus II	Not Started
202205 - Spring Term 2021-2022	53241	ECON - Economics	101	09	Economic Principles/Problems	Not Started
202205 - Spring Term 2021-2022	52598	POLS - Political Science	120	02	Comparative Politics	Not Started
202201 - Fall Term 2021-2022	13203	ECON - Economics	101	01	Economic Principles/Problems	In Progress

Records Found: 4

**Please note that for midterm grades the grading status will primarily be “Not Started” or “In Progress” as midterms are not required for all students.*

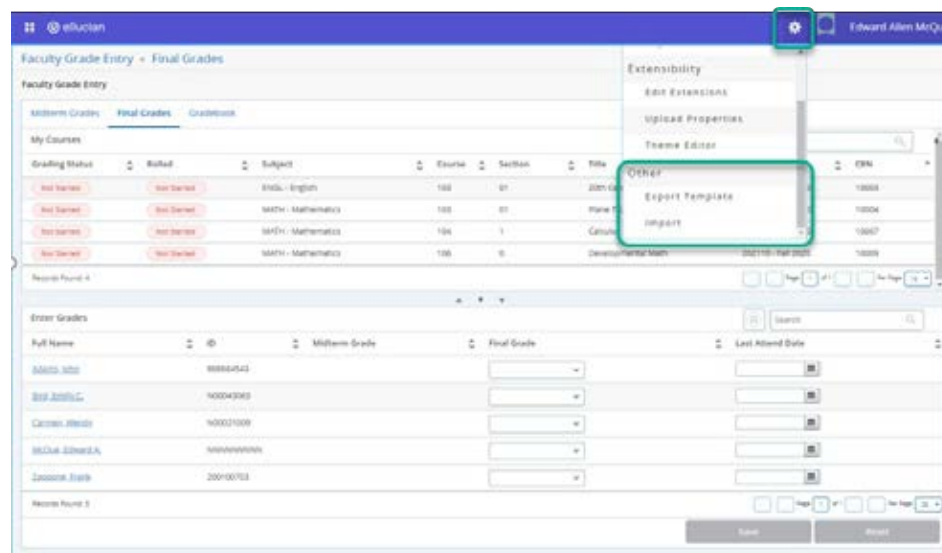
Once a course is selected the following **Faculty Grade Roster** will display. The default display is set to 25, however this can be adjusted by changing the number in the lower right corner of the page or you can toggle between pages using the left or right arrows in the same location.



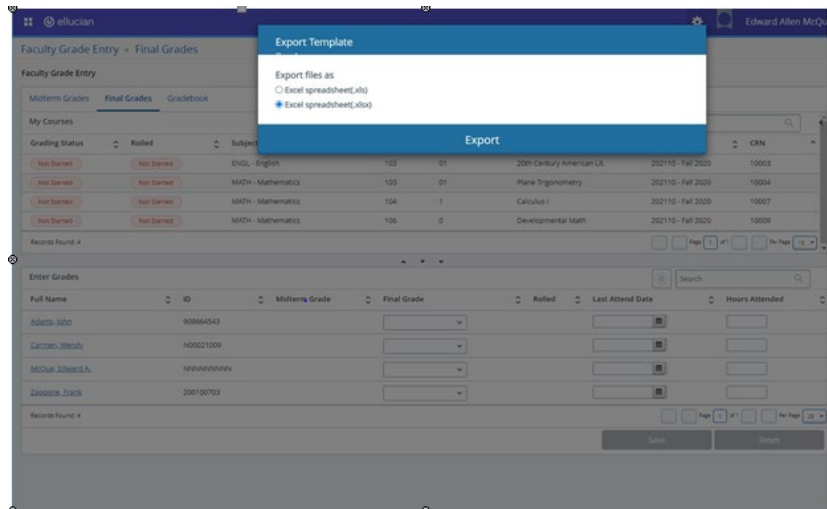
To enter the grade the faculty member will click on the **Grade box** for each student, only eligible grades will appear. Please pay special attention to the page count in the top or bottom right corner of the screen to verify that there are not additional students to review. In order to “post grades be sure to click **Save** before leaving a page. A successful save will be indicated with the following message box in

the upper right corner of the screen, 

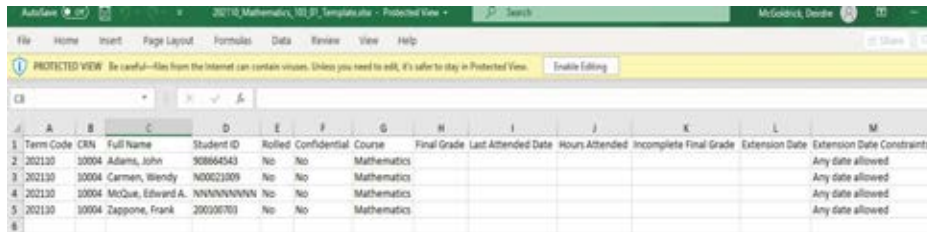
New Grading Option for high enrollment sections – Export & Import options are now available under the Tools link. Select “Export Template” to start the export wizard.



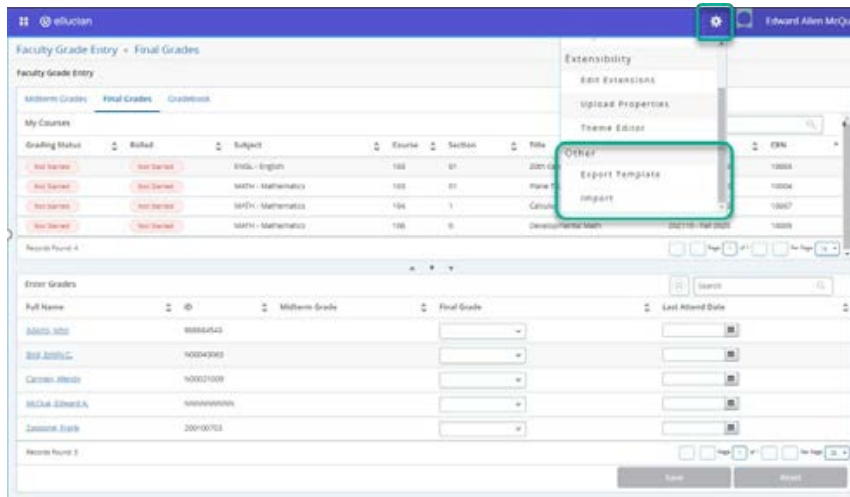
Once the export/import wizard opens, select your preferred Excel version and the exported file will display at the bottom of your screen.



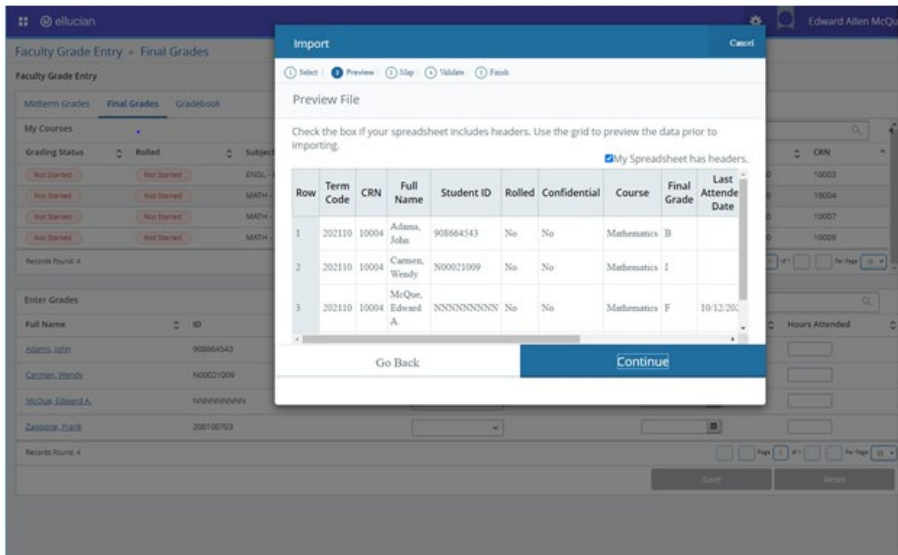
Once the file is open the instructor can enter the Mid Term or Final Grades, save the file to a local folder and then upload with the wizard by clicking on the Tool icon and selecting Import. **PLEASE DO NOT MAKE ANY CHANGES TO THE FORMAT OR ADD CALCULATIONS AS THEY GRADES WILL IMPACT YOUR ABILITY TO IMPORT THE FILE.**



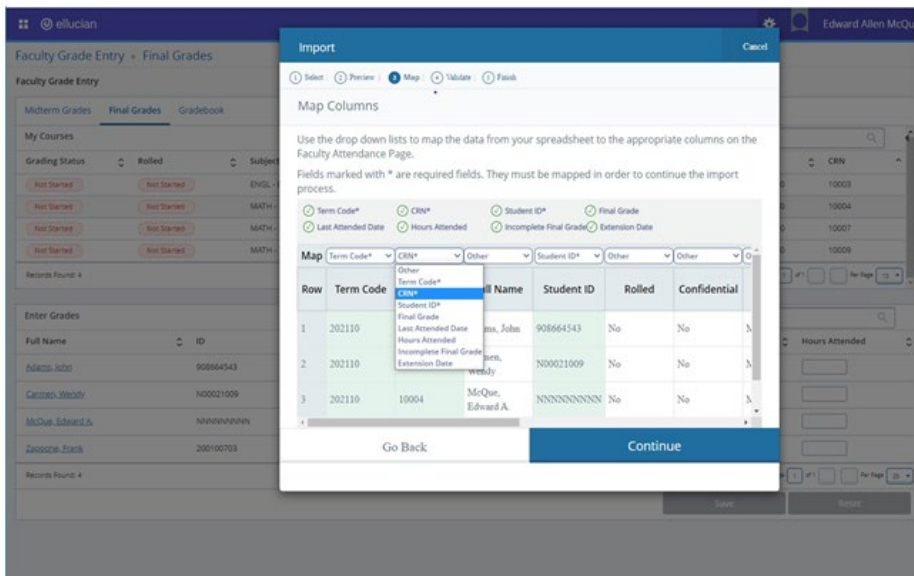
Next select "Import" to start the import wizard under the Tools link.



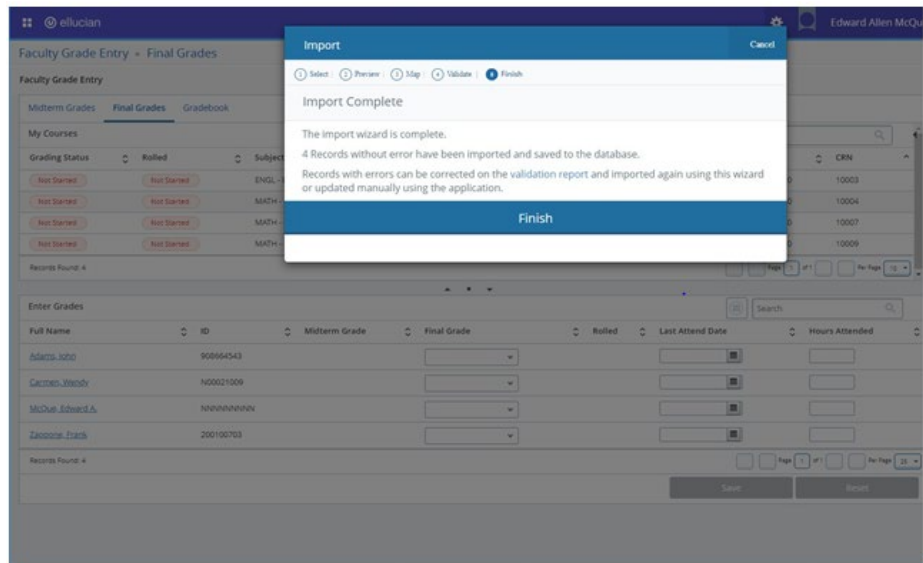
Once the file is selected from local folder the instructor can preview the data before import. Check the “My Spreadsheet has headers” box and then press “Continue” to move to the next step of the Wizard.



Map columns from the spreadsheet to the roster. If the roster originated from the Export Wizard, then no mapping will be required. Press Continue to move to the next step of the Wizard.



Validate the data being imported is compliant. A common error is trying to import a 'Last Attended Date' that is a date in the future. Press Continue to move to the next step of the Wizard.



After the import is successful, the Mid Term or Final Grade will be reflected on the grade roster.

