FACULTY WEB GRADING PROCESS

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

Faculty should enter Banner Web through the link provided in myBucknell andselect the Faculty & Advisors tab, the menu below will display.

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.

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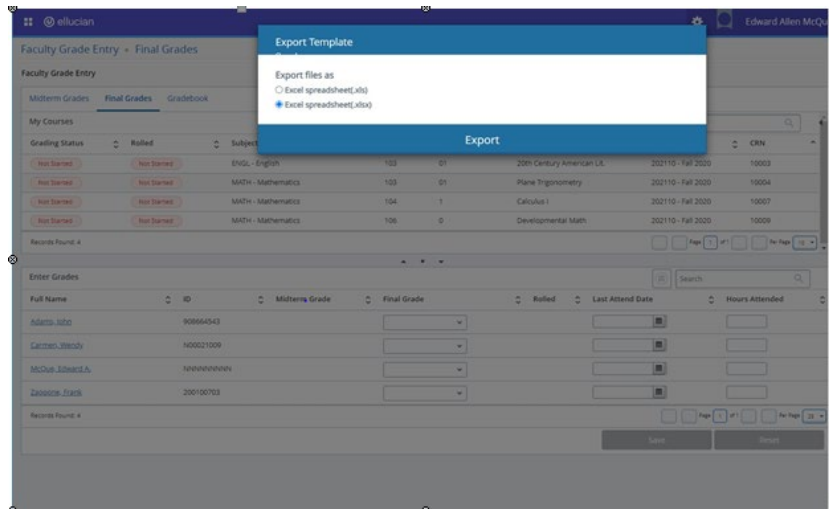
Once the fie is open the instructor can enter the Mid Term or Final Grades, save the file to a local folder and then upload with the wizard by clicking on the Tool icon and selecting Import. **PLEASE DO NOT MAKE ANY CHANGES TO THE FORMAT OR ADD CALCULATIONS AS THEY GRADES WILL IMPACT YOUR ABILITY TO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

Next select "Import" to start the import wizard under the Tools link.
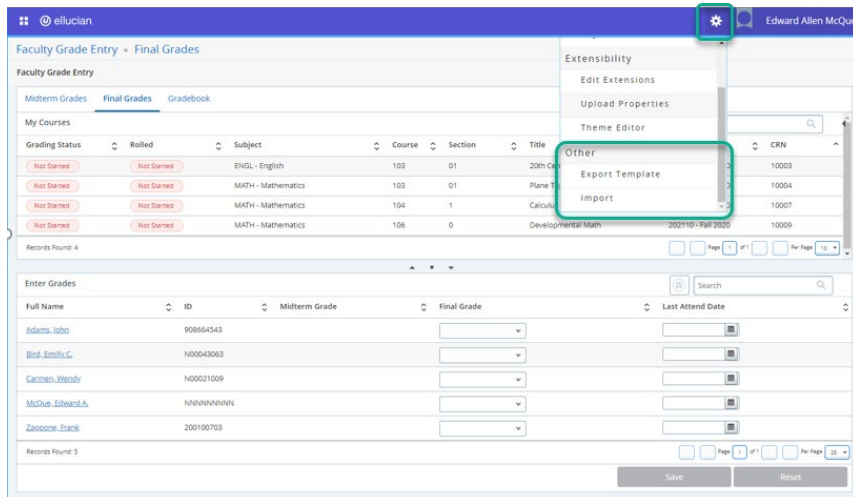
Once the file is selected from local folder the instructor can preview the data before import. Check the "My Spreadsheet hasheaders" box and then press "Continue" to move to the next step of the Wizard.
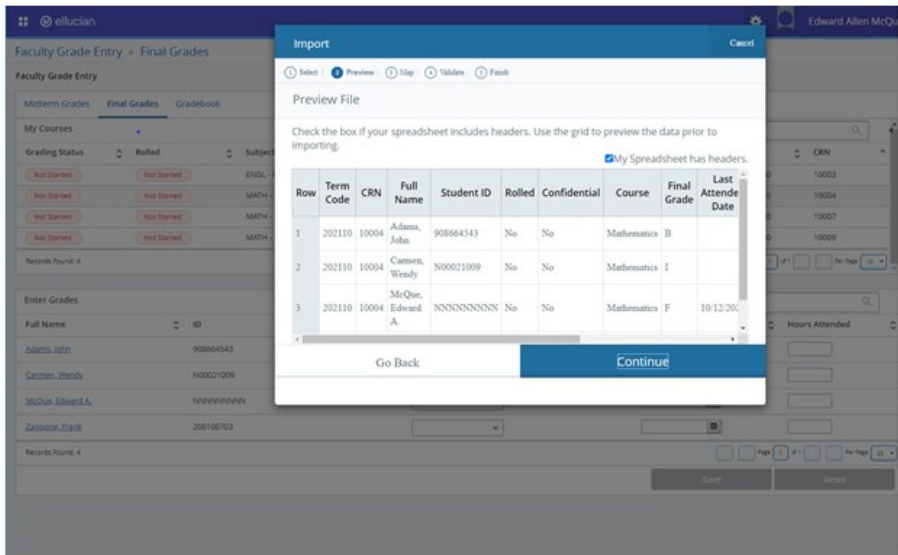

Map columns from the spreadsheet to the roster. If the roster originated from the Export Wizard, then no mapping will be required. Press Continue to move to the next step of the Wizard.
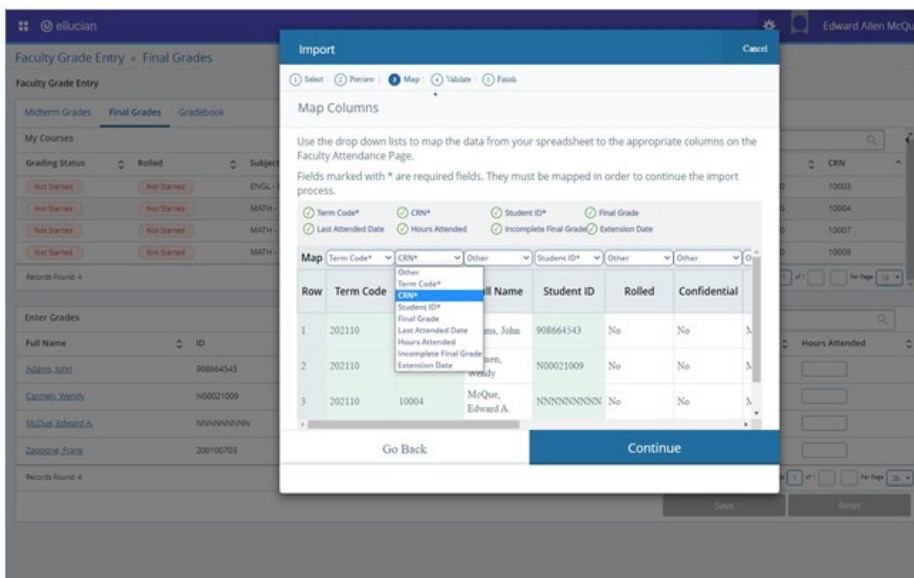
Validate the data being imported is compliant. A common error is trying to import a 'Last Attended Date' that is a date in the future. Press Continue to move to the next step of the Wizard.
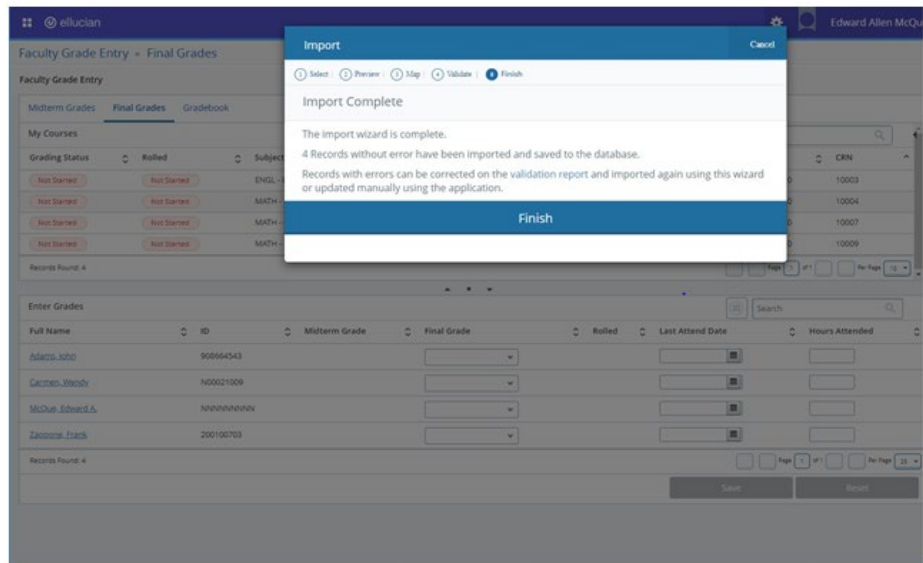
After the import is successful, the Mid Term or Final Grade will be reflected on the grade roster.
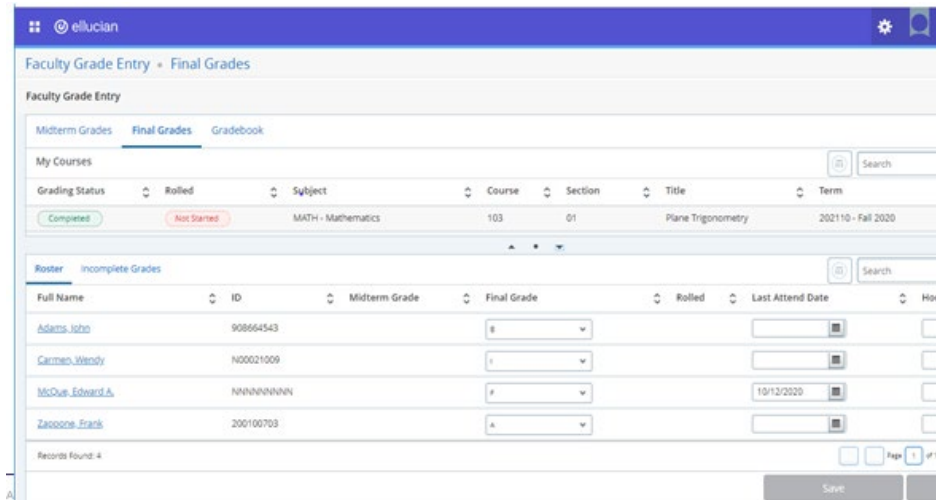
Bucknell UAT

< Banner

View your Bucknell ID number.

Personal Information	>
Faculty & Advisors	>
Deans Access	>
Departmental Access	>
Registrar	>
Board of Review Statistics	

Bucknell UAT

< Faculty & Advisors

Term Selection

CRN Selection

Student Menu (View Student Academic Progress(Undergrads)/Course List(Grads),Schedule,Address Information) >

Advisee List

Custom Advisee Roster

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Faculty Waitlist

Custom Class Roster

Departmental Custom Class Rosters

Registration Overrides

Faculty Grade Distribution Report

Advisee Grade Summary

Mid Term Grades

Final Grades