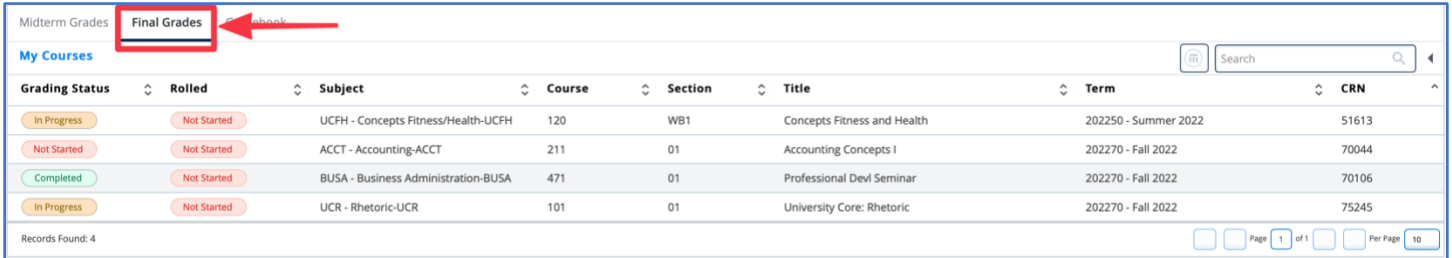


# Samford University – Banner 9 Faculty Grade Entry

Below you will find steps for entering grades in Banner. At the very end of this document, you will also find steps for entering grades via a [spreadsheet upload](#).

1. Go to Banner via the Portal.
2. Click on “**Faculty & Advisors**”.
3. Click on “**Grade Entry**”.
4. Click on “**Midterm Grades**” or “**Final Grades**” as applicable. Your selection will be underlined.



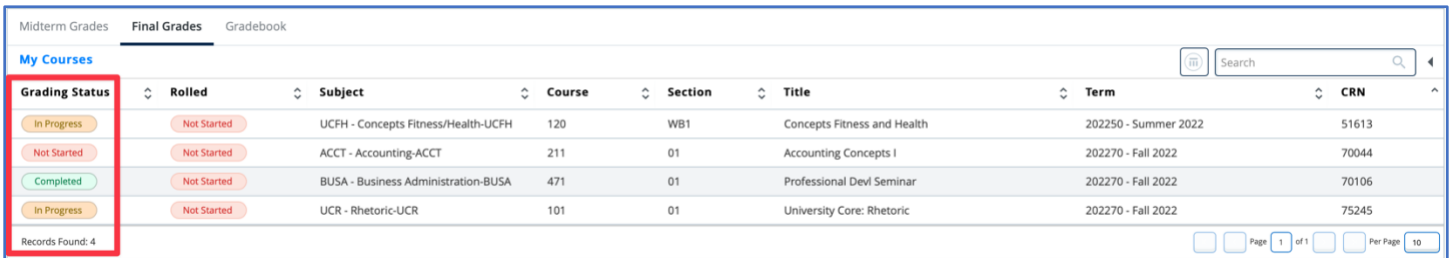
The screenshot shows the Banner 9 Faculty Grade Entry interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Final Grades' tab is selected and highlighted with a red box and a red arrow pointing to it. Below the tabs is a search bar and a 'My Courses' section. The 'My Courses' section contains a table with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table lists four courses with their respective statuses: 'In Progress', 'Not Started', 'Completed', and 'In Progress'. At the bottom right, there are pagination controls showing 'Page 1 of 1' and 'Per Page 10'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	UCFH - Concepts Fitness/Health-UCFH	120	WB1	Concepts Fitness and Health	202250 - Summer 2022	51613
Not Started	Not Started	ACCT - Accounting-ACCT	211	01	Accounting Concepts I	202270 - Fall 2022	70044
Completed	Not Started	BUSA - Business Administration-BUSA	471	01	Professional Dev Seminar	202270 - Fall 2022	70106
In Progress	Not Started	UCR - Rhetoric-UCR	101	01	University Core: Rhetoric	202270 - Fall 2022	75245

You will see a list of your courses that are available for grading (Grading Status).

- **Not Started:** indicates that no grades for this section of the course have been submitted.
- **In Progress:** indicates that some, but not all grades for this section of the course have been submitted.
- **Completed:** indicates that all grades for this section of the course have been submitted.

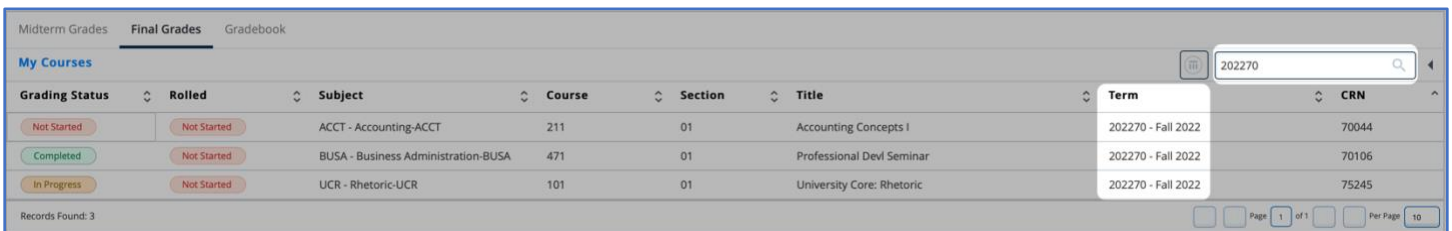
(Please Note: The Gradebook function is currently unavailable.)



The screenshot shows the Banner 9 Faculty Grade Entry interface with the 'Final Grades' tab selected. The 'Grading Status' column in the 'My Courses' table is highlighted with a red box. The table lists the same four courses as in the previous screenshot. At the bottom right, there are pagination controls showing 'Page 1 of 1' and 'Per Page 10'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	UCFH - Concepts Fitness/Health-UCFH	120	WB1	Concepts Fitness and Health	202250 - Summer 2022	51613
Not Started	Not Started	ACCT - Accounting-ACCT	211	01	Accounting Concepts I	202270 - Fall 2022	70044
Completed	Not Started	BUSA - Business Administration-BUSA	471	01	Professional Dev Seminar	202270 - Fall 2022	70106
In Progress	Not Started	UCR - Rhetoric-UCR	101	01	University Core: Rhetoric	202270 - Fall 2022	75245

5. You can hide courses from other terms by using the “search” function and entering the term you want displayed. For example, if entering grades for the fall 2022, you can type “fall 2022 or 202270”.



The screenshot shows the Banner 9 Faculty Grade Entry interface with the search function used to filter courses by term. The search bar at the top right contains the text '202270'. The table below shows only three courses, all for the term '202270 - Fall 2022'. At the bottom right, there are pagination controls showing 'Page 1 of 1' and 'Per Page 10'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting-ACCT	211	01	Accounting Concepts I	202270 - Fall 2022	70044
Completed	Not Started	BUSA - Business Administration-BUSA	471	01	Professional Dev Seminar	202270 - Fall 2022	70106
In Progress	Not Started	UCR - Rhetoric-UCR	101	01	University Core: Rhetoric	202270 - Fall 2022	75245

- Select the course you want to enter grades in. (Click “**Grading Status**” button for the course you are going to grade) Course will be highlighted in blue. Student names will appear below the course list.

The screenshot shows the 'My Courses' section with three courses listed. The 'Enter Grades' section below it shows a table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Final Grade' column contains dropdown menus for each student.

- You can adjust the number of students on the page by adjusting the “Per Page” number. This is located on the bottom right corner of the page.

The screenshot shows the bottom right corner of the page. It includes a search bar, a page indicator showing 'Page 1 of 2', a 'Per Page' dropdown menu set to 25, and two buttons: 'Save' and 'Reset'.

- Enter Grades** (Select the grade from the drop-down menu.) Once all grades have been entered on the page, click “**Save**”. If you have more students to grade in the course, click the “**Next Page**” button, located at the bottom right corner of page.

**Please Note:** when you click the “Save” button, you will get this message at the top, right hand corner.

The screenshot shows a green notification banner with a white checkmark icon and the text 'Save Successful'.

The RESET button, resets all entries made from the last SAVE.

**TIP:** SAVE frequently to ensure grades are officially recorded. The Save button must be clicked on each page or grades will not be recorded.

- Once you have submitted all grades and saved, the “**Grading Status**” button of the course will show “**Completed**”. The “**Rolled**” button will show “**In Progress**” until the courses have rolled. You can still make changes to the grades until they have rolled.

The screenshot shows a web interface with three tabs: 'Midterm Grades', 'Final Grades', and 'Grade'. The 'Final Grades' tab is selected. Below the tabs is a section titled 'My Courses'. Underneath, there is a 'Grading Status' section with an upward-pointing arrow and the word 'Rolled'. At the bottom, there are two buttons: a green 'Completed' button and a red 'Not Started' button.

10. Once grades have rolled, the green checkbox will appear on every student in the “Rolled” column. You will not be able to adjust grades through this form. You will need to submit a “Grade Change” form with the Office of the Registrar.

11. Additional things to remember:

- **Last Date of Attendance (LDA)** is only entered if a student has earned a grade of “F”. The LDA must fall in between the official dates of the start and end of the course.

(Please note: If the student earned a grade of “F”, please ensure that the Last Date of Attendance is updated to reflect the most recent date of attendance. This is not required but very helpful.)

- **Incompletes**

If you have determined that a student is eligible for a grade of incomplete, you must:

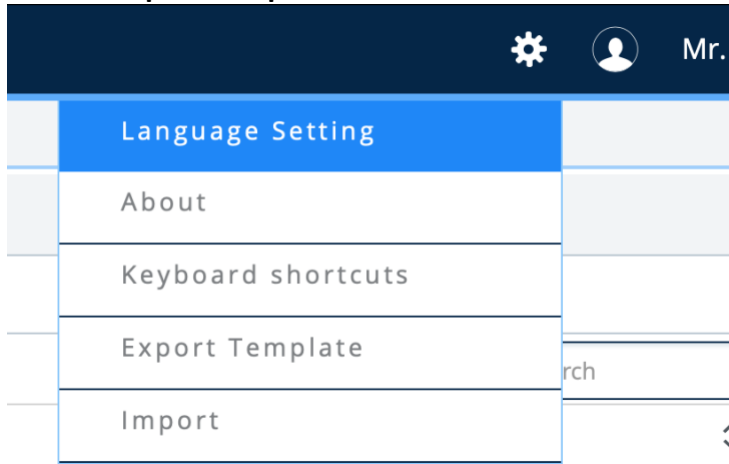
1. Enter the grade of “INC” via Banner Web.
2. When you submit the “INC” grade, you will be brought to the “Incomplete Grades” page to enter the default grade and deadline date to complete the course.

The screenshot shows the 'Incomplete Grades' form. At the top, there is a search bar and a 'Roster' link. The form has several columns: 'Full Name', 'ID', 'Grade', 'Incomplete Final Grade', 'Rolled', 'Extension Date', and 'Extension Date Constraints'. The 'Grade' column contains 'INC'. The 'Incomplete Final Grade' column has a dropdown menu open, showing a list of grades: F, A-, A, B+, B, C+, C, C-, D+, D, D-, F, FA. The 'Extension Date' column contains '04/21/2023'. The 'Extension Date Constraints' column contains 'On or before default date'. At the bottom, there are 'Save' and 'Reset' buttons. The page also shows 'Records Found: 1', 'Page 1 of 1', and 'Per Page 25'.

3. The default grade you enter on this page is the grade that the student will get if they **Do Not** complete the incomplete. This grade will show on their transcript automatically once the extension date has passed.
4. The default extension date is the last day of the immediate following semester after the end of the term. You may enter a different extension date if you wish.
5. After you save the default grade and extension date, to get back to grading your remaining students click “Roster”.
6. When the student has completed the work and you are ready to submit a final grade, you will need to submit a “Grade Change” form with the Office of the Registrar.

## Grade Entry via Spreadsheet

1. Click on the gear icon in the top right corner next to your name.
2. Click on **Export Template**.



3. Select the file type you wish to download and the download will begin.
4. Enter the grades in the Final Grade column.

A screenshot of a spreadsheet application. The spreadsheet has columns labeled A through I. Column A is "Term Code", B is "CRN", C is "Full Name", D is "Student ID", E is "Rolled", F is "Confidential", G is "Course", H is "Final Grade", and I is "Last Attended Date". The spreadsheet contains multiple rows of data, with the "Final Grade" column highlighted in white. The "Final Grade" column contains the letter "A" in the first row and "W" in the last row. The "Rolled" and "Confidential" columns contain "No".

5. Save your spreadsheet to a place where you can easily find it.
6. On the Final Grade Entry page, click on the gear icon again in the top right corner, and then click on **Import**.

The system will let you know if it encounters any errors when importing.

7. Check all grades for accuracy after importing.