

FACULTY GUIDE - WEB GRADING PROCESS (FINAL GRADES)

This guide contains sample screen shots. Actual live screens may appear slightly different.

It is recommended that faculty enter Banner Web through link provided in MyBucknell.

The [Select Term](#) page will appear. Open the [Term scroll](#) and select the current term.

The screenshot shows the Banner Web interface. At the top, there are navigation tabs: Personal, Faculty & Advisors (selected), Employee, Finance/Acc.Rec., and Telephone. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for FACULTY&ADVISORS MENU, SITE MAP, HELP, and EXIT. The main heading is 'Select Term'. In the top right corner, the user's name and session information are displayed: '11111111 John Q. Public Apr 28, 2006 09:04 am'. Below the heading, there is an information icon and the text: 'Select the Term for processing then press the Submit Term button.' A dropdown menu labeled 'Select a Term:' is set to 'Spring Term 2005-2006'. A 'Submit' button is located at the bottom left.

The [Select CRN](#) page will appear. Open the [CRN scroll](#) and select the course you would like to grade.

The screenshot shows the Banner Web interface. At the top, there are navigation tabs: Personal, Faculty & Advisors (selected), Employee, Finance/Acc.Rec., and Telephone. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for FACULTY&ADVISORS MENU, SITE MAP, HELP, and EXIT. The main heading is 'Select CRN'. In the top right corner, the user's name and session information are displayed: '11111111 John Q. Public Fall Term 2005-2006 Nov 18, 2005 02:22 pm'. Below the heading, there is an information icon and the text: 'Please enter the CRN you wish to access, or select a different term from the menu.' A dropdown menu labeled 'CRN:' is open, showing a list of options: 'Recitation for CHEM 201 02 - 10036', 'Recitation for CHEM 201 02 - 10036', 'Recitation for CHEM 201 02 - 10037', 'Undergraduate Research - 10052', 'Graduate Research - 10063', and 'General Chemistry - 10660'. A 'Submit' button is located at the bottom left.

The [Final Grade Worksheet](#) will appear. The faculty member can read the notes included on this page.

The screenshot shows the Banner Web interface. At the top, there are navigation tabs: Personal, Faculty & Advisors (selected), Employee, Finance/Acc.Rec., and Telephone. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for FACULTY&ADVISORS MENU, SITE MAP, HELP, and EXIT. The main heading is 'Final Grade Worksheet'. In the top right corner, the user's name and session information are displayed: '11111111 John Q. Public Fall Term 2005-2006 Nov 10, 2005 03:24 pm'. Below the heading, there is an information icon and the text: 'Please review these submitted grades. In case of discrepancies, please contact the Registrar's Office.' A section titled 'Course Information' contains a link for 'General Chemistry - CHEM 201 02'. Below this, the 'CRN:' is listed as '10660' and 'Students Registered:' is listed as '53'. A warning icon is followed by the text: 'Please submit the grades often. There is a 120 minute time limit starting at 03:24 pm on Nov 10, 2005 for this page.' At the bottom, there is an information icon and the text: 'If the word "Confidential" appears next to a student's name, their personal information is to be kept confidential.'

If more than 25 students are enrolled, you will note [Record Sets](#): just above the start of the student list. The numbers will appear in blue. Click on the number set to move from one page to another to complete the grading for all students. Be sure to [Submit](#) before leaving a page.

The **only** column that faculty will use when entering their final grades is the **Grade** column. The **Last Attend Date** and **Attend Hours** columns *are not used at Bucknell* and faculty should not enter data in either column. To enter the grade the faculty member will click on the *Grade box* for each student. The eligible grades will appear. The faculty member selects the appropriate grade by clicking on that grade. It will appear in the Grade box. Continue to process each grade in the same manner.

Record Sets: 1 - 25 26 - 50 51 - 53

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Alpha, Richard	20000001	1.000	Registered May 03, 2005	None	N			49
2	Ball, Basket	20000007	1.000	Registered May 03, 2005	A	N			56
3	Bearfoot, Letta C.	20000015	1.000	Registered Apr 12, 2005	AU	N			28
4	Burger, Johnnie	20000002	1.000	Registered Apr 11, 2005	B	N			18
5	Burger, Lois L.	20000011	1.000	Registered May 03, 2005	B+	N			48
6	Burger-Frey, Roberta Z.	20000004	1.000	Registered May 03, 2005	B-	N			53
7	Campbell, Zylvester P.	20000006	1.000	Registered Apr 15, 2005	C	N			45
8	Cheese, Eloise	20000003	1.000	Registered May 03, 2005	C+	N			60
9	Cheese-Berger, Charles E.	20000005	1.000	Registered Apr 11, 2005	C-	N			19
10	Clark, Kent A.	20000008	1.000	Registered Apr 12, 2005	D	N			33
11	Claus, Rita R.	20000013	1.000	Registered Apr 12, 2005	F	N			40

Once the page is completed select (click on) *Submit* at the bottom of the page. This will save the entry. If more than 25 students are in the course, select the next group by clicking on the next *Record Set*. Continue the process until each student grade is entered and submitted for the course.

Choose *CRN Selection* at the bottom of the page to return to the CRN menu and begin the process for another course. Follow the same procedures to complete the grades for each assigned course.

Final Grade Worksheet - Microsoft Internet Explorer

Address: https://www.banner.bucknell.edu:8030/rprd/bwlkffgd.P_FacFinGrd

Student ID	Name	CRN	Registration Date	Grade	Section	CRN	Section
17	Douds, Graham D.	1.000	Registered May 03, 2005	A	N		26
18	Fenstermacher, Sara J.	1.000	Registered Apr 12, 2005	B+	N		50
19	Fink, Mariel H.	1.000	Registered May 03, 2005	A	N		8
20	Guyer, Emily A.	1.000	Registered Apr 06, 2005	B	N		5
21	Harr, Stephen H.	1.000	Registered Apr 05, 2005	B	N		5
22	Hoitsma, Steven M.	1.000	Registered Apr 11, 2005	A	N		13
23	Hurter, William M.	1.000	Registered Apr 11, 2005	A	N		21
24	Jellison, Cara A.	1.000	Registered Apr 12, 2005	B	N		24
25	Johnson, Emily H.	1.000	Registered Apr 07, 2005	B	N		9

Record Sets: 1 - 25 26 - 50 51 - 53

Warning: Please submit the grades often. There is a 120 minute time limit on this page.

[Return to Previous](#)

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid-Term Grades | Student Menu | Summary Class List]

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