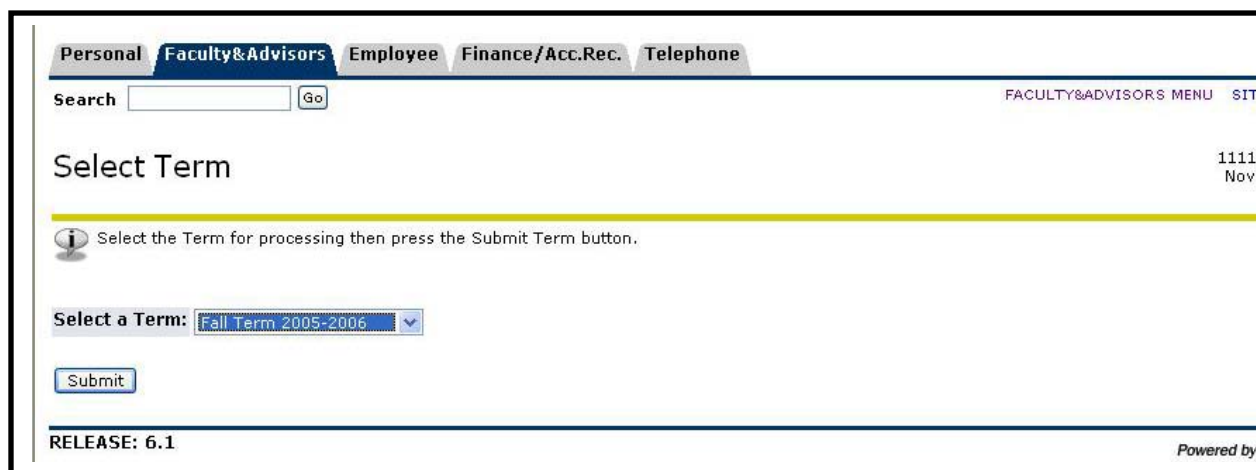


FACULTY WEB GRADING PROCESS (MIDTERM GRADES)

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

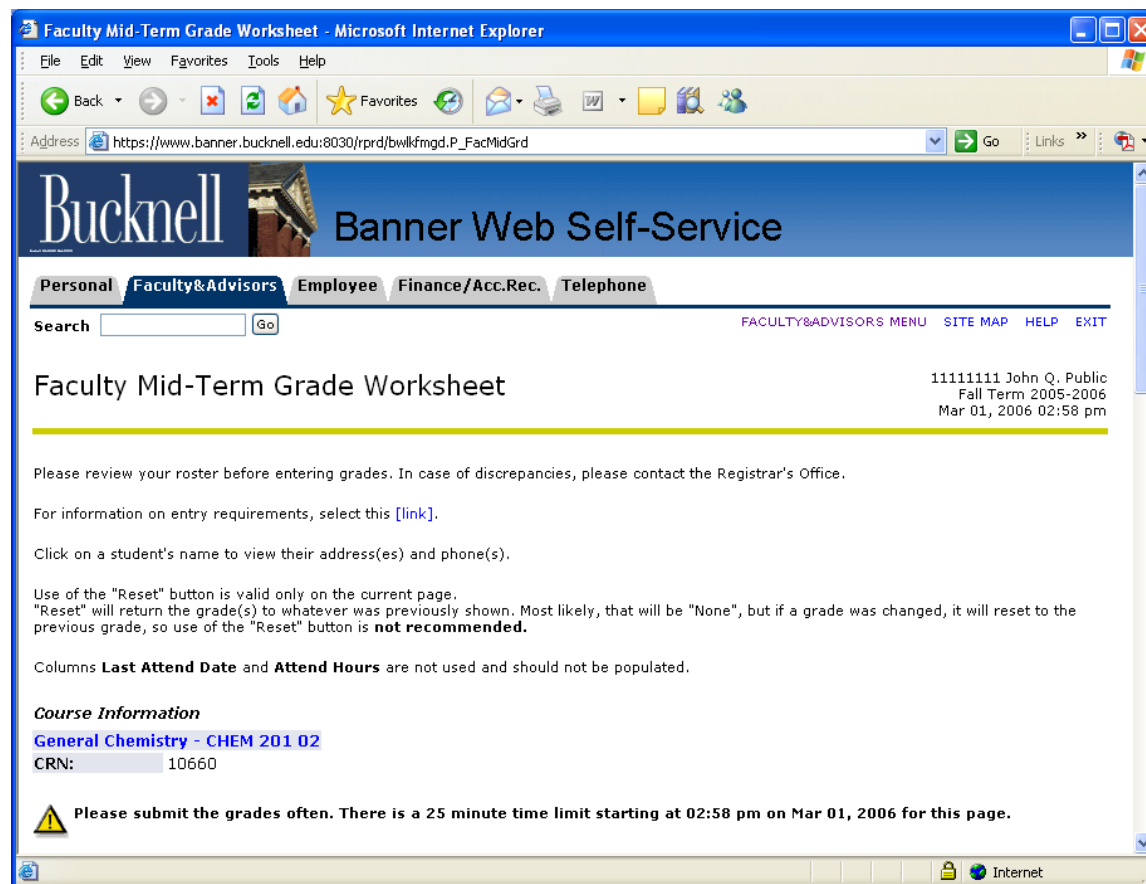
Faculty should enter Banner Web through the link provided in myBucknell.

The *Select Term* page will appear. Open the *Term scroll* and select the current term.



The screenshot shows the Banner Web interface with the 'Faculty&Advisors' tab selected. At the top, there are navigation tabs: 'Personal', 'Faculty&Advisors', 'Employee', 'Finance/Acc.Rec.', and 'Telephone'. Below these is a search bar with a 'Go' button. The main heading is 'Select Term'. To the right, the user's ID '11111' and the current date 'Nov' are visible. An information icon and text prompt the user to 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term:' with 'Fall Term 2005-2006' selected. A 'Submit' button is positioned below the dropdown. At the bottom left, it says 'RELEASE: 6.1' and at the bottom right, 'Powered by'.

The *Faculty Mid-Term Grade Worksheet* will appear.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Faculty Mid-Term Grade Worksheet' page. The browser's address bar shows the URL: 'https://www.banner.bucknell.edu:8030/rprd/bwlkfmgd.P_FacMidGrd'. The page header features the Bucknell logo and 'Banner Web Self-Service'. The navigation tabs are the same as in the previous screenshot. The main heading is 'Faculty Mid-Term Grade Worksheet'. To the right, the user's ID '11111111 John Q. Public', the selected term 'Fall Term 2005-2006', and the date 'Mar 01, 2006 02:58 pm' are displayed. The page contains several paragraphs of instructions: 'Please review your roster before entering grades. In case of discrepancies, please contact the Registrar's Office.', 'For information on entry requirements, select this [link].', 'Click on a student's name to view their address(es) and phone(s).', 'Use of the "Reset" button is valid only on the current page. "Reset" will return the grade(s) to whatever was previously shown. Most likely, that will be "None", but if a grade was changed, it will reset to the previous grade, so use of the "Reset" button is **not recommended**.', and 'Columns **Last Attend Date** and **Attend Hours** are not used and should not be populated.' Below this is a section for 'Course Information' with 'General Chemistry - CHEM 201 02' and 'CRN: 10660'. A yellow warning triangle icon is followed by the text: 'Please submit the grades often. There is a 25 minute time limit starting at 02:58 pm on Mar 01, 2006 for this page.' The browser's status bar at the bottom shows 'Internet'.

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.

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.

Faculty Mid-Term Grade Worksheet - Microsoft Internet Explorer

Address: https://www.banner.bucknell.edu:8030/rprd/bwlkfmgd.P_FacMidGrd

Please submit the grades often. There is a 25 minute time limit starting at 02:58 pm on Mar 01, 2006 for this page.

Record Sets: [1 - 25](#) [26 - 50](#) [51 - 53](#)

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Alpha, Richard	20000001	1.000	Registered May 03, 2005	None			49
2	Ball, Basket	20000007	1.000	Registered May 03, 2005	D2			56
3	Bearfoot, Letta C.	20000015	1.000	Registered Apr 12, 2005	D4			28
4	Burger, Johnnie	20000002	1.000	Registered Apr 11, 2005	F2			18
5	Burger, Lois L.	20000011	1.000	Registered May 03, 2005	F4			48
6	Burger-Frey, Roberta Z.	20000004	1.000	Registered May 03, 2005	I2			53
7	Campbell, Zylvester P.	20000006	1.000	Registered Apr 15, 2005	I4			45
8	Cheese, Eloise	20000003	1.000	Registered May 03, 2005	I6			60
9	Cheese-Berger, Charles E.	20000005	1.000	Registered Apr 11, 2005	None			19
10	Clark, Kent A.	20000008	1.000	Registered Apr 12, 2005	None			33
11	Claus, Rita R.	20000013	1.000	Registered Apr 12, 2005	None			40
12	Clip, Paper P.	20000014	1.000	Registered Apr 12, 2005	None			23
13	Coleman, Rosalee Z.	20000009	1.000	Registered Apr 12, 2005	None			37

Once the page is completed select (click on) “Submit” at the bottom of the page. This will save the entry and the following page will appear. Please note the comment in blue that indicates your changes were made successfully.

The screenshot shows a Microsoft Internet Explorer browser window titled "Faculty Mid-Term Grade Worksheet - Microsoft Internet Explorer". The address bar shows the URL: "https://www.banner.bucknell.edu:8030/rprd/bwlfmgd.P_FacMidGrdPost". The page header features the Bucknell University logo and the text "Banner Web Self-Service". Below the header are navigation tabs: "Personal", "Faculty&Advisors" (selected), "Employee", "Finance/Acc.Rec.", and "Telephone". A search bar is present with a "Go" button. The main content area is titled "Faculty Mid-Term Grade Worksheet" and includes a success message in blue: "The changes you made were saved successfully." Below this, there are several paragraphs of instructions: "Please review your roster before entering grades. In case of discrepancies, please contact the Registrar's Office.", "For information on entry requirements, select this [link].", "Click on a student's name to view their address(es) and phone(s).", "Use of the 'Reset' button is valid only on the current page. 'Reset' will return the grade(s) to whatever was previously shown. Most likely, that will be 'None', but if a grade was changed, it will reset to the previous grade, so use of the 'Reset' button is **not recommended**.", and "Columns **Last Attend Date** and **Attend Hours** are not used and should not be populated." Under the heading "Course Information", there is a link for "General Chemistry - CHEM 201 02" and a field for "CRN:" with the value "10660". The browser's status bar at the bottom shows "Done" and "Internet".

If more than 25 students are in the course, scroll down, 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.

Follow the same procedures to complete the grades for each assigned course.