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.



:: <u>Bucknell</u> UAT									* 🗵	Tim	Kracker
Faculty Grade Entry 🔹 Midterm Grades											
Faculty Grade Entry											
Midterm Grades Final Grades											
My Courses							(iii) Search			٩	
Term	✓ CRN	¢	Subject	\$ Course	\$ Section 🔇	Title		¢	Grading Statu	s	\$
202205 - Spring Term 2021-2022	50031		MATH - Mathematics	202	01	Calculus II			Not Started		
202205 - Spring Term 2021-2022	53241		ECON - Economics	101	03	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							K K Page	1	of 1 > Pe	Page	10 🗸

*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.

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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.

Faculty Grade E	ntry 🔹 Midterm Grades											
Midterm Grades	Final Grades Gradebook											
My Courses										(iii) Search	٩	ť
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Not Started	EDUC - Education		101	0	02	Social Foundation	n of Education		202201 - Fall Term 2021-2022		10598	
Not Started	ENFS - Film/Media Studies		130	0	02	Intro to Film/Med	lia Studies		202201 - Fall Term 2021-2022		13899	
Records Found: 2										C C Page 1 of 1 D	Per Page 1	10
						*	• •					
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Baker, Rushawn R.	12009210		~									
Bridge, Brendan J.	11959917		~									
Burt, Brooks J.	11964657		~									
Chen, Zeming	11950905		•									
Collins, Megan L.	11990819		•									
Cook, Brian T.	11959772		~									
Corcoran, Andrew S.	11978287		•									
Cushing, Jack P.	11964248		~									
Ding, Chengcheng	11950581		~									
Records Found: 36										Page 1 of d	N Per Page 1	10
										Save	Reset	



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.

: @ellucian				*	Edward	Allen McQue
Faculty Grade Entry • Final Grades				Extensibility		
Faculty Grade Entry				Edit Extensions		
Midterm Grades Final Grades Gradebook				Upload Properties		
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Not Started MATH - Mathematics	106	0	Develop	omental Math 202110 - Fall 2	020 10009	_
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Bird. Emily C. N00043063			*			
Carmen-Wendy N00021009			*			
McOue, Edward A. NNNNNNNNN			~			
Zaspone Frank 200100703			*			
Records Found: 5					Page 1 of 1	Per Page 23 +
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Once the export/import wizard opens, select your preferred Excel version and the exported file will display at the bottom of your screen.

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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.**

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🔢 🔘 ellucian 🔅 💭 Edward Allen McQue Faculty Grade Entry • Final Grades Extensibility Faculty Grade Entry Edit Extensions Midterm Grades Final Grades Gradebook Upload Properties My Courses Theme Editor C Rolled Grading Status C Subject Course C Section 0 Title CRN Not Started ENGL - English 103 01 10003 20 Export Template Not Started Not Started MATH - Mathematics 103 10004 Plane Import 104 10007 Not Started Not Started MATH - Mathematics Calc 10009 106 Not Started Not Started MATH - Mathematics Devel Page 1 of 1 Per Page 10 * Records Found: 4 . . . Enter Grades (ii) Search Full Name ≎ ID Midterm Grade C Final Grade C Last Attend Date Adams, John 908664543 Bird. Emily C. N00043063 Carmen, Wendy N00021009 NNNNNNNN = McOue, Edward A Zappone, Frank 200100703 Page 1 of 1 Per Page 25 v Records Found: 5

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.

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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.

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

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Faculty Grade Entry + Fi	nal Grades					
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Personal Information	>
Faculty & Advisors	>
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Bucknell UAT

Faculty & Advisors

Term Selection			
CRN Selection			
Student Menu (View Student Academic Prog	ress(Undergrads)/Course	List(Grads),Schedule,Ad	Idress Information) $ angle$
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			