## FACULTY WEB GRADING PROCESS

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

Faculty should enter Banner Self Service through the link provided in myBucknell and select the Faculty tab, the menu below will display.

Academic Progress Report	Student Schedules	Plan Ahead & Class Registration	Registration Pins
View Advisees APR	View Student Schedules.	View/Create Advisee registration plans.	View Advisee Pins.
Advisee Summary View	Class List	Registration Overrides	Faculty Grade Entry (Midterm)
View Advisee Profile.	Class Rosters for each semester taught.	Enter registration overrides for individual students.	Midterm Grade entry.
Faculty Grade Entry (Final) Final Grade entry.	Course Waitlist Page View Course Waltlist Information.		

Select either the Mid Term Grades or Final Grades tile and the following class list will appear; the list can be sorted using the carrots ( $\degree$ ) to the right of each column header. To select a course for grading click on the row of the intended course and the grade roster will open. Please confirm the class and term information before selecting a course for grade entry. The grading status will display "Not Started", "In Progress" or "Completed".

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Midterm Grades Final Grades													
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202205 - Spring Term 2021-2022	50031		MATH - Mathematics		202		01		Calculus II			Not Started	
	53241		ECON - Economics		101		03		Economic Principles/Problems			Not Started	_
202205 - Spring Term 2021-2022													
202205 - Spring Term 2021-2022 202205 - Spring Term 2021-2022	52598		POLS - Political Science		120		02		Comparative Politics			Not Started	

\*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.

Faculty Grade Entry - Midterm Grades

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To enter the grade the faculty member will click on the *Grade box* for each student, only eligible grades will appear. Please pay special attention to the page count in the top or bottom right corner of the screen to verify that there are not additional students to review. In order to "post grades be sure to click *Save* before leaving a page. A successful save will be indicated with the following message box in

the upper right corner of the screen, Successful

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.

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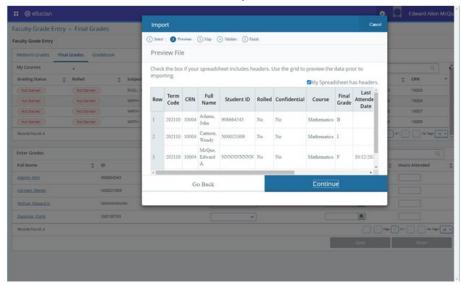
Once the fie is open the instructor can enter the Mid Term or Final Grades, save the file to a local folder and then upload with the wizard by clicking on the Tool icon and selecting Import. **PLEASE DO NOT MAKE ANY CHANGES TO THE FORMAT OR ADD CALCULATIONS AS THEY GRADES WILL IMPACT YOUR ABILITY TO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

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8	202130	10004	Carmen, Wendy	N00021005	No	No	<b>Mathematics</b>						Any date allowed
4	202130	10004	McQue, Edward A.	NNNNNNNN	No	No	Mathematics						Any date allowed
5	202130	10004	Zappone, Frank	200300703	No	No	Mathematics						Any date allowed
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🔹 🖸 Edward Allen McQu II @ elucian Faculty Grade Entry + Final Grades Extensibility **Faculty Grade Entry** Edit Extension Middenie Grades Final Crades Cradebuck Upload Properties. My Courses Theme Editor \$ . THE Grading Status d Robert Subject & Enurse & Section 2 05 ted barber they like that Ind. Infor 188 - 100.00 -Export Template Boi Daried Red Sprint MATH: Mathematics 100 1.00 1000 instant for harms And Designed MADIC Mathematics 104 Carrie 10057 And Decks the limited MATH - Mathematics 100 1000 . Barrent Provid-A )+0+1111++F . . . drater Grades 2 Midlam Grade Poll Name 5 10 2 Final Grade 5 Looi Atland Date Addres when 10004444 . the birth of 100343065 Germin Hinds 1000031000 . . MOM Direct.A Annonenene ( 200100703 . Income Anna Records Proved 3

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.

		Edward Allen McQ
Faculty Grade Entry + Final Grades	Import	
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Midterm Grades Final Grades Gradebook	Map Columns	
My Courses	Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.	۹.
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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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