

## 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 and select the Faculty & Advisors tab, the menu below will display.

The screenshot shows the Banner Web interface with the 'Faculty & Advisors' tab selected. Below the navigation tabs, there is a search bar with a 'Go' button. The 'Faculty & Advisors' section is highlighted in yellow and contains a list of links: Term Selection, CRN Selection, Student Menu (View Student Academic Progress(Undergrads)/Course List(Grads),Schedule,Address Information), 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, Mid Term Grades, Final Grades, Registration Overrides, Faculty Grade Distribution Report, and Advisee Grade Summary.

The screenshot shows the 'Faculty Grade Entry' page in Banner Web. The page header includes the Bucknell University logo and the user's name, Tim Kracker. The page title is 'Faculty Grade Entry - Midterm Grades'. Below the title, there are tabs for 'Midterm Grades' and 'Final Grades'. The 'Midterm Grades' tab is active, and a table of courses is displayed. The table has columns for Term, CRN, Subject, Course, Section, Title, and Grading Status. The table contains four rows of data. The 'Grading Status' column shows 'Not Started' for three courses and 'In Progress' for one course. At the bottom of the table, it says 'Records Found: 4'. There are also navigation controls for the table, including a search bar and a 'Per Page' dropdown set to 10.

Term	CRN	Subject	Course	Section	Title	Grading Status
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

*\*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

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	EDUC - Education	101	02	Social Foundation of Education	202201 - Fall Term 2021-2022	10598
Not Started	ENFS - Film/Media Studies	130	02	Intro to Film/Media Studies	202201 - Fall Term 2021-2022	13899

Records Found: 2

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Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
An, Tristan S.	12027946			
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

Save Reset

✔ Save 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.

ellucian Edward Allen McQue

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	CRN
Not Started	Not Started	ENGL - English	103	01	20th Ce	10003
Not Started	Not Started	MATH - Mathematics	103	01	Plane T	10004
Not Started	Not Started	MATH - Mathematics	104	1	Calculu	10007
Not Started	Not Started	MATH - Mathematics	106	0	Developmental Math	10009

Records Found: 4

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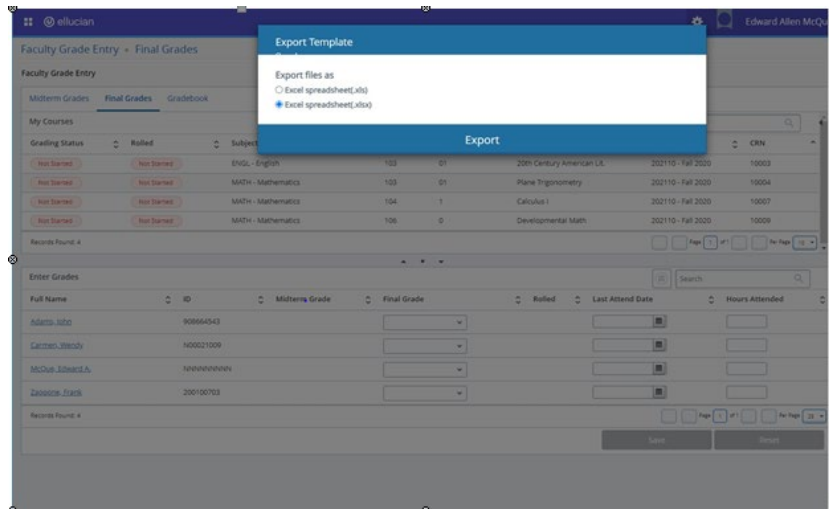
Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Last Attend Date
Adams, John	908664543			
Bird, Emily C.	N00043063			
Carmen, Wendy	N00021009			
McQue, Edward A.	NNNNNNNNN			
Zappone, Frank	200100703			

Records Found: 5

Save Reset

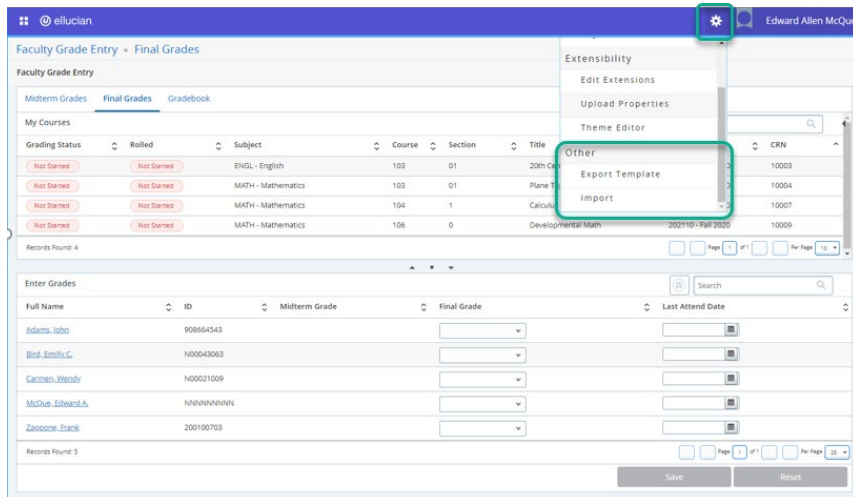
Once the export/import wizard opens, select your preferred Excel version and the exported file will display at the bottom of your screen.



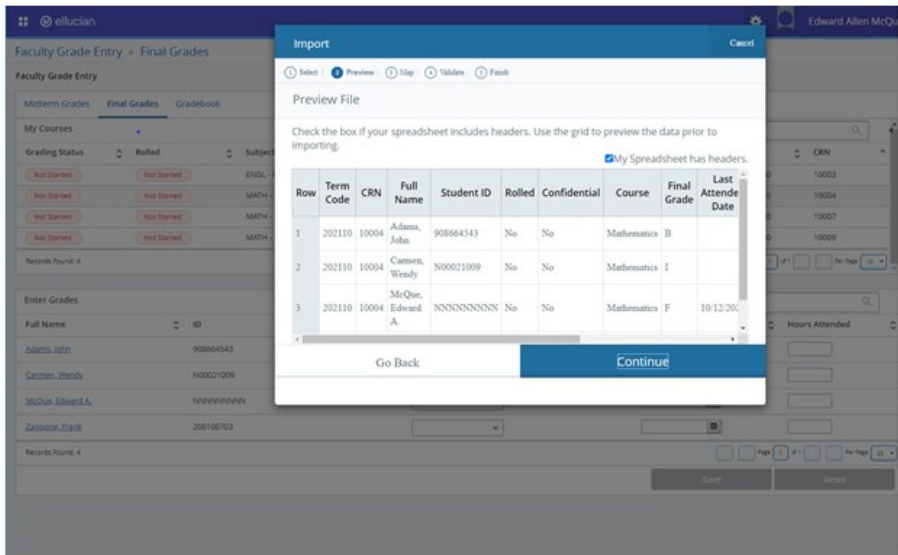
Once the file is open the instructor can enter the Mid Term or Final Grades, save the file to a local folder and then upload with the wizard by clicking on the Tool icon and selecting Import. **PLEASE DO NOT MAKE ANY CHANGES TO THE FORMAT OR ADD CALCULATIONS AS THEY GRADES WILL IMPACT YOUR ABILITY TO IMPORT THE FILE.**

1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	202110	10004	Adams, John	908664543	No	No	Mathematics						Any date allowed
3	202110	10004	Carmen, Wendy	N00021009	No	No	Mathematics						Any date allowed
4	202110	10004	McQue, Edward A.	NNNNNNNNN	No	No	Mathematics						Any date allowed
5	202110	10004	Zappone, Frank	200100703	No	No	Mathematics						Any date allowed

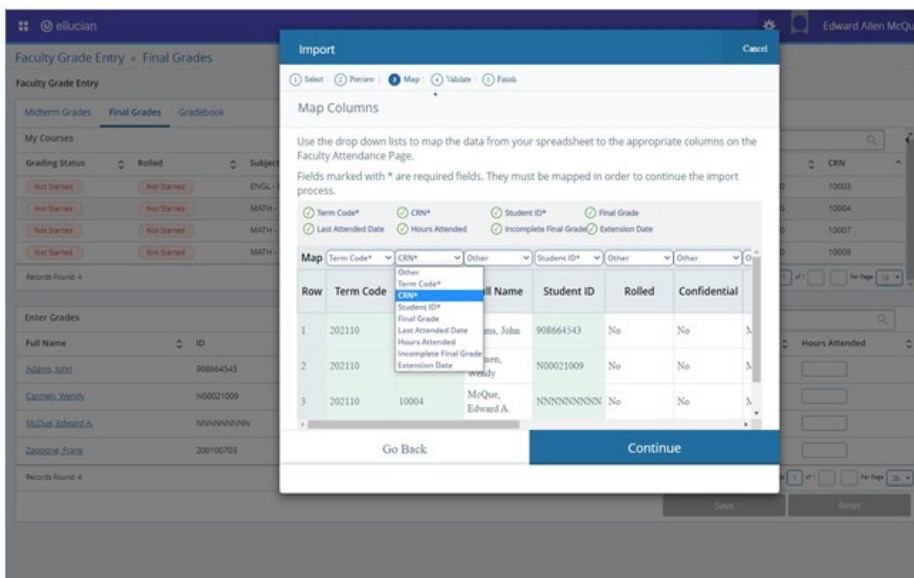
Next select "Import" to start the import wizard under the Tools link.



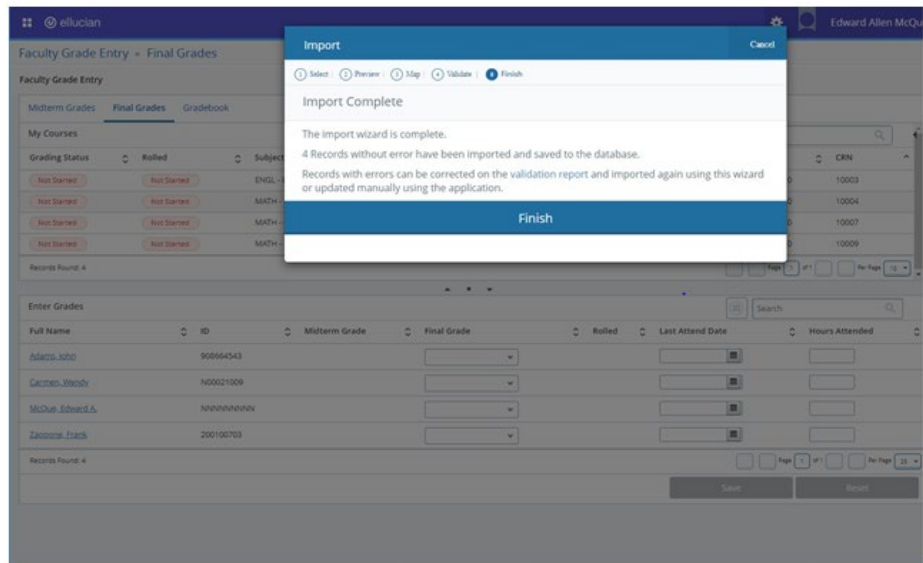
Once the file is selected from local folder the instructor can preview the data before import. Check the “My Spreadsheet has headers” box and then press “Continue” to move to the next step of the Wizard.



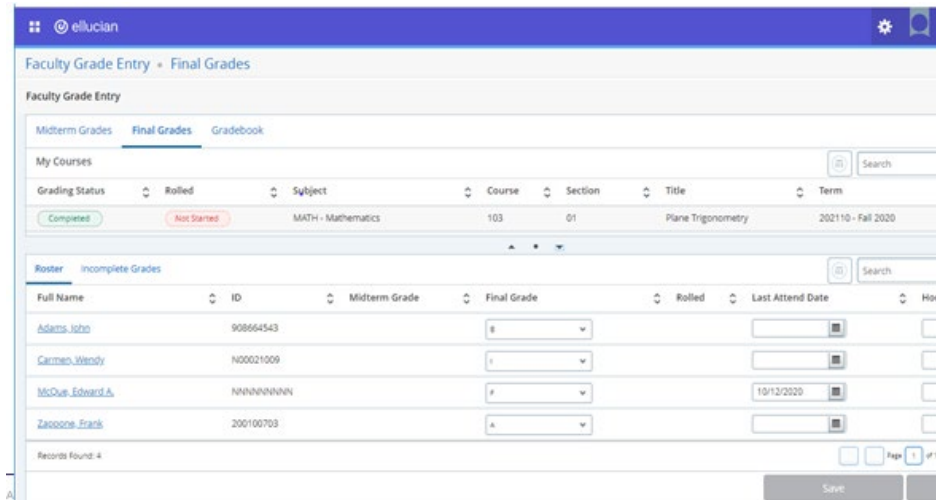
Map columns from the spreadsheet to the roster. If the roster originated from the Export Wizard, then no mapping will be required. Press Continue to move to the next step of the Wizard.




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.



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





 **Bucknell UNIVERSITY** UAT

< Banner

**View your Bucknell ID number.**

Personal Information >


Faculty & Advisors >

Deans Access >

Departmental Access >

Registrar >

Board of Review Statistics

 **Bucknell UNIVERSITY** UAT

< Faculty & Advisors

**Term Selection**

CRN Selection

Student Menu (View Student Academic Progress(Undergrads)/Course List(Grads),Schedule,Address Information)>

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