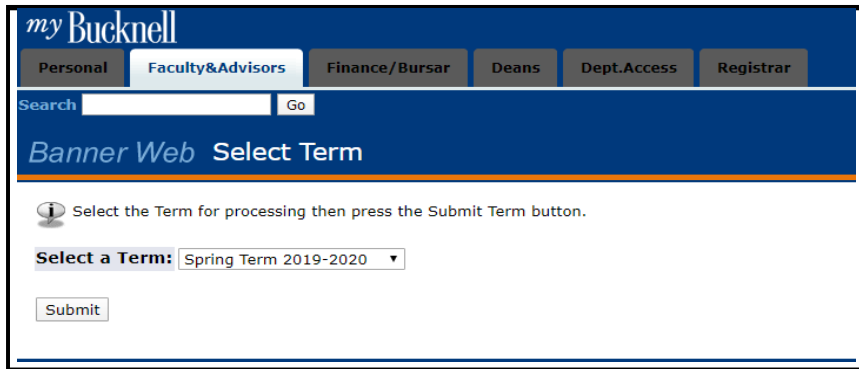


FACULTY GUIDE - WEB GRADING PROCESS (FINAL GRADES)

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

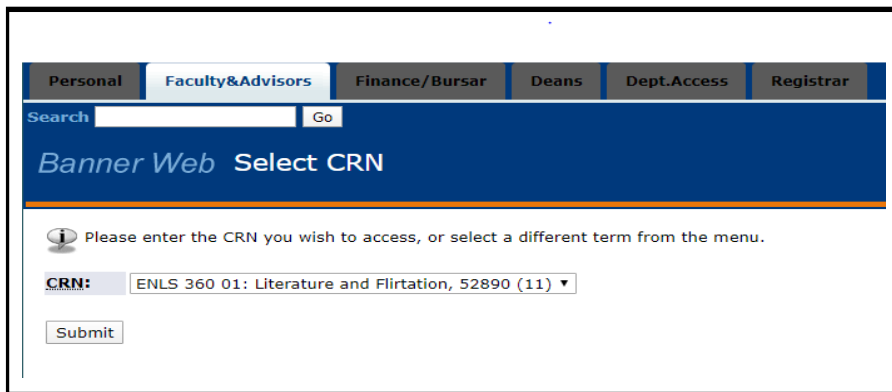
It is recommended that faculty enter Banner Web through link provided in MyBucknell.

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



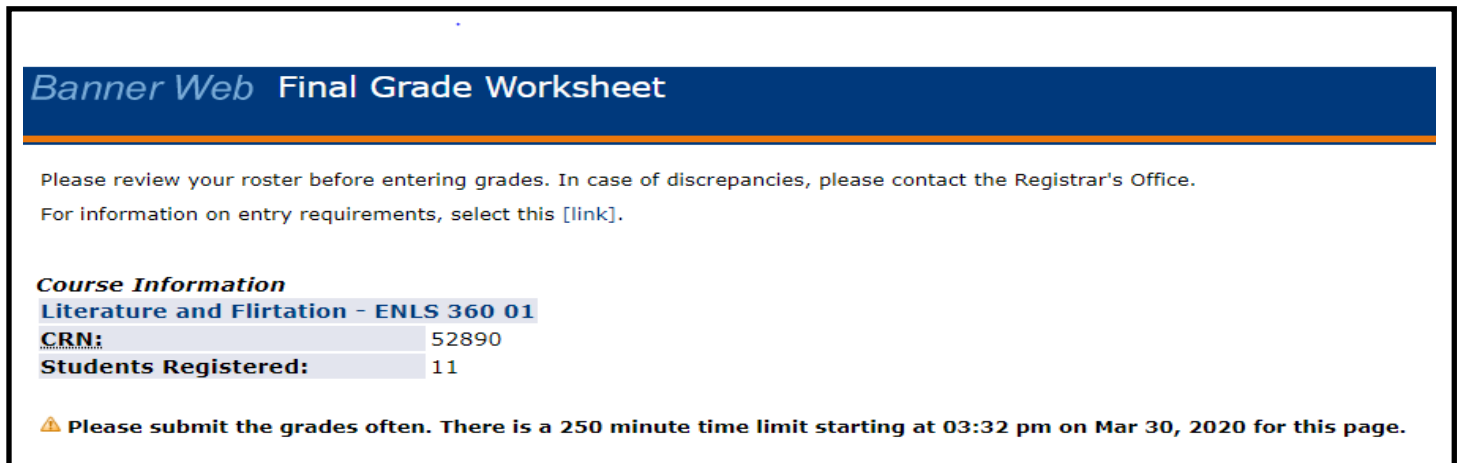
The screenshot shows the myBucknell Banner Web interface. At the top, there are navigation tabs: Personal, Faculty&Advisors (selected), Finance/Bursar, Deans, Dept.Access, and Registrar. Below the tabs is a search bar with a 'Go' button. The main heading is 'Banner Web Select Term'. An information icon with a question mark is followed by the text: 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term:' with 'Spring Term 2019-2020' selected. At the bottom is a 'Submit' button.

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



The screenshot shows the myBucknell Banner Web interface. At the top, there are navigation tabs: Personal, Faculty&Advisors (selected), Finance/Bursar, Deans, Dept.Access, and Registrar. Below the tabs is a search bar with a 'Go' button. The main heading is 'Banner Web Select CRN'. An information icon with a question mark is followed by the text: 'Please enter the CRN you wish to access, or select a different term from the menu.' Below this is a dropdown menu labeled 'CRN:' with 'ENLS 360 01: Literature and Flirtation, 52890 (11)' selected. At the bottom is a 'Submit' button.

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



The screenshot shows the myBucknell Banner Web interface. At the top, there are navigation tabs: Personal, Faculty&Advisors (selected), Finance/Bursar, Deans, Dept.Access, and Registrar. Below the tabs is a search bar with a 'Go' button. The main heading is 'Banner Web Final Grade Worksheet'. Below the heading is a message: 'Please review your roster before entering grades. In case of discrepancies, please contact the Registrar's Office. For information on entry requirements, select this [\[link\]](#).' Below this is a section titled 'Course Information' with a blue background. The text reads: 'Literature and Flirtation - ENLS 360 01'. Below this is a table with two rows: 'CRN:' with the value '52890' and 'Students Registered:' with the value '11'. At the bottom is a warning icon followed by the text: 'Please submit the grades often. There is a 250 minute time limit starting at 03:32 pm on Mar 30, 2020 for this page.'

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.

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**.
 Columns **Last Attend Date** and **Attend Hours** are not used and should not be populated.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Alfeld, Emma L.	11789900	1.000	Registered Nov 04, 2019	None	N			1
2	Atwood, Madeleine G.	11936525	1.000	Registered Nov 06, 2019	A	N			6
3	Barlow, Emily B.	11922508	1.000	Registered Nov 05, 2019	A-	N			5
4	Beauregard, Tierney M.	11653686	1.000	Registered Nov 05, 2019	AU	N			4
5	Chrisbacher, Leah	11660096	1.000	Registered Nov 05, 2019	B	N			3
6	DeBaecke, Riley E.	11960017	1.000	Registered Nov 13, 2019	B+	N			9
7	Hostetter, Gwendolyn K.	11959185	1.000	Registered Jan 10, 2020	B-	N			12
8	Milling, Sophie D.	11556997	1.000	Registered Jan 10, 2020	C	N			13
9	Reddan, Janie E.	11882520	1.000	Registered Nov 04, 2019	C+	N			2
10	Stewart, Paige T.	11933368	1.000	Registered Nov 09, 2019	C-	N			8
11	Sullivan, Meredith M.	11930797	1.000	Registered Nov 07, 2019	D	N			7

Submit Reset

⚠ Please submit the grades often. There is a 250 minute time limit starting at 03:32 pm on Mar 30, 2020 for this page.


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

RELEASE: 8.7
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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 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	Alfeld, Emma L.	11789900	1.000	Registered Nov 04, 2019	A ▾	N	<input type="text"/>	<input type="text"/>	1
2	Atwood, Madeleine G.	11936525	1.000	Registered Nov 06, 2019	A- ▾	N	<input type="text"/>	<input type="text"/>	6
3	Barlow, Emily B.	11922508	1.000	Registered Nov 05, 2019	B ▾	N	<input type="text"/>	<input type="text"/>	5
4	Beauregard, Tierney M.	11653686	1.000	Registered Nov 05, 2019	B+ ▾	N	<input type="text"/>	<input type="text"/>	4
5	Chrisbacher, Leah	11660096	1.000	Registered Nov 05, 2019	B- ▾	N	<input type="text"/>	<input type="text"/>	3
6	DeBaecke, Riley E.	11960017	1.000	Registered Nov 13, 2019	C ▾	N	<input type="text"/>	<input type="text"/>	9
7	Hostetter, Gwendolyn K.	11959185	1.000	Registered Jan 10, 2020	C+ ▾	N	<input type="text"/>	<input type="text"/>	12
8	Milling, Sophie D.	11556997	1.000	Registered Jan 10, 2020	C- ▾	N	<input type="text"/>	<input type="text"/>	13
9	Reddan, Janie E.	11882520	1.000	Registered Nov 04, 2019	D ▾	N	<input type="text"/>	<input type="text"/>	2
10	Stewart, Paige T.	11933368	1.000	Registered Nov 09, 2019	W ▾	N	<input type="text"/>	<input type="text"/>	8
11	Sullivan, Meredith M.	11930797	1.000	Registered Nov 07, 2019	A ▾	N	<input type="text"/>	<input type="text"/>	7

 Please submit the grades often. There is a 250 minute time limit starting at 03:32 pm on Mar 30, 2020 for this page.