

Banner 9 – Faculty Grade Entry (Direct Entry)

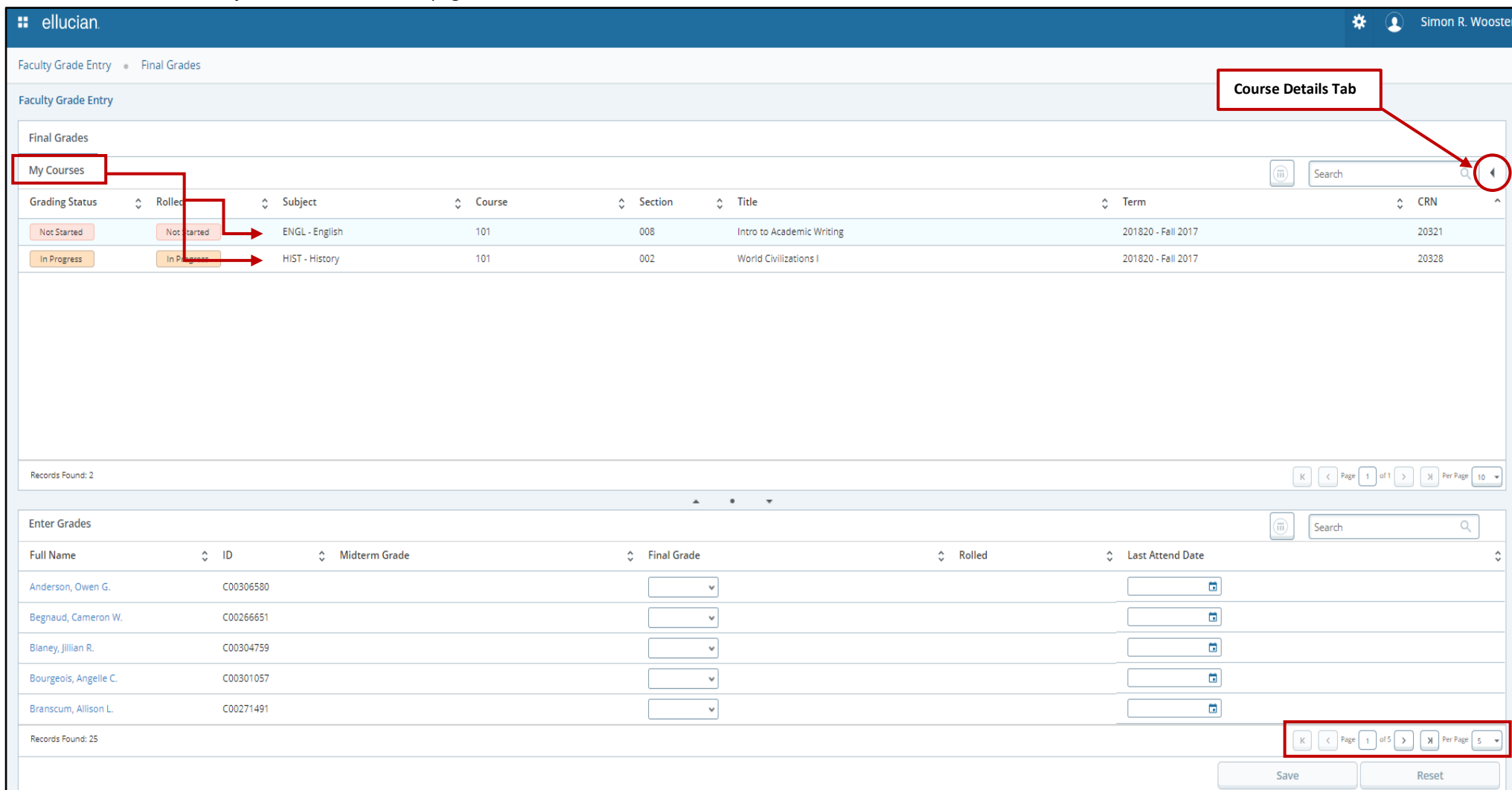
This guide walks faculty through the process of entering their final course grades directly into Banner.

Logging into Banner 9

1. Log into ULink (ulink.louisiana.edu) using your Username (ULID) and Password.
2. Click on the Faculty tab.
3. In the **Grade Entry** box, click the **Enter Grades** link.



4. Select a course in the **My Courses** section of the page.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not started	ENGL - English	101	008	Intro to Academic Writing	201820 - Fall 2017	20321
In Progress	In Progress	HIST - History	101	002	World Civilizations I	201820 - Fall 2017	20328

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Anderson, Owen G.	C00306580				
Begnaud, Cameron W.	C00266651				
Blaney, Jillian R.	C00304759				
Bourgeois, Angelle C.	C00301057				
Branscum, Allison L.	C00271491				

Records Found: 25

Save Reset

Note: Use the drop-down **Per Page** box to change the number of students visible at a time.

- Review information in the **Course Details** tab (right side of page).
- Select a student in the **Enter Grades** section of the page.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

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Not Started	Not Started	ENGL - English	101	008	Intro to Academic Writing	201820 - Fall 2017
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The Grading Status column will be either Not Started, In Progress, or Completed depending on your progress in submitting grades.

The Rolled column will be either Not Started, In Progress, or Completed, but the Completed status will not take place until after End-of-Term processing. Faculty should ignore this column altogether as the Registrar's Office controls the rolled status.

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Anderson, Owen G.	C00306580		<input type="text"/>		<input type="text"/>
Begnaud, Cameron W.	C00266651		<input type="text"/>		<input type="text"/>
Blaney, Jillian R.	C00304759		<input type="text"/>		<input type="text"/>
Bourgeois, Angelle C.	C00301057		<input type="text"/>		<input type="text"/>
Branscum, Allison L.	C00271491		<input type="text"/>		<input type="text"/>

Records Found: 25

Course Details Getting Started

ENGL 101, Section 008


Intro to Academic Writing
Course Reference Number: 20321

Grades Remaining : 25

Eligible: 25 Registered: 25
Graded Final: 0

Course Dates: 08/21/2017 - 12/08/2017
Primary Instructor: Jonathan Goodwin
Secondary Instructor(s): Simon R. Wooster

Student Details

 Owen G. Anderson
C00306580

Registration Status: **Web Registered**
Credits: 3
[Email student](#)
Grade Rolled Date: Not Rolled

- Enter **Final Grade** using drop-down menu to select grade.

Note: Grades that have been rolled to academic history (indicated by green check mark) can only be updated using a Change of Grade card.

- Continue to select students and enter final grades.
- Use the **Save** button at the bottom of the page to save frequently.

Note: Last attendance date must be entered for grades of FS **only**.

Note: Once saved, grades will continue to appear on the grade roster and can be updated until the grade submission deadline passes, at which point grades are rolled to academic history.

Assigning an Incomplete Grade

Students who do not complete prescribed course work may receive an I grade at the discretion of the instructor. The grade of I must be changed with a change of grade card by the date designated in the administrative calendar in the following regular semester or it will automatically be changed to an F.

1. When entering **Final Grades**, select I from the drop-down menu.

Enter Grades									
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended			
Aguillard, Logan B.	C00275815		<div style="border: 1px solid black; padding: 2px;">B C D F FN FS I</div>		<input type="text"/>	<input type="text"/>			
Ancar, Chandler C.	C00275646				<input type="text"/>	<input type="text"/>			
Anderson, Blake N.	C00170758				<input type="text"/>	<input type="text"/>			
Brasseaux, Victoria E.	C00217979				<input type="text"/>	<input type="text"/>			
Breaux, Jaden M.	C00413330				<input type="text"/>	<input type="text"/>			

2. Once the I grade is selected, you will be taken to an **Incomplete Grades** screen.
3. The **Incomplete Final Grade** and **Extension Date** fields are set to system defaults and cannot be changed.
4. Simply click the **Save** button to confirm the I grade and then click the **Roster** tab to return to the **Enter Grades** screen.

Roster		Incomplete Grades							
Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints			
Aguillard, Logan B.	C00275815	I	<input type="text" value="F"/>		<input type="text" value="11/07/2019"/>				

Records Found: 1

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Faculty Grade Entry (Export/Import)

Tools Icon: Use to access Export/Import

1. Choose a course in the **My Courses** section of the page.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ENGL - English	101	008	Intro to Academic Writing	201820 - Fall 2017	20321
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Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
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Records Found: 25

Save Reset

2. Use the drop-down arrow on the **Tools** button (top right corner of page) to select the option to **Export Template**.
3. Select second option of **Excel spreadsheet (.xlsx)** for export, then click **Export** button.
4. Open, then save the Excel file.
5. Enter **Final Grade** for each student in Final Grade column, then save the Excel file.
Note: Last attendance date must be entered for grades of FS **only**.
6. Back on the Faculty Grade Entry site, use the drop-down arrow on the Tools button (top right corner of page) to select the option to **Import**.
7. **Import Grades Wizard** will direct you through process to import grades from an Excel spreadsheet. Information about the Import Grades Wizard is available on the following page.
Note: If importing an Excel spreadsheet that was not generated from this application originally, please ensure that the file contains columns for term code (ex. 201820), CRN, Student ID (ULID), and final grade.

Import Grades Wizard

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select File for Import

1. Browse for a file to import.
2. Select the file.
3. Select **Open**.
4. Select **Upload**.
5. Select **Continue**.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Validate

1. Review the **data summary** to see what data will be imported.
2. Use the **Download the validation report** link to view and Excel spreadsheet with the error details by record.
3. Select the **Continue** button.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

1. Check the **My spreadsheet has headers** indicator if needed.
2. Select **Continue**.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Finished – Import Complete

1. Notes are displayed about successful imports and/or unchanged records.
2. Select the **Finish** button to view the saved data that has been imported to the **Enter Grades** section of the page.
3. Select the course you just imported and then click the **Save** button.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

1. Use the **pull-down lists** to map the spreadsheet columns to the application columns.
 - Term Code, CRN, Student ID (ULID), and Grade are required.
 - If Excel file was originally exported from this application, columns will map automatically.
 - Required fields must be mapped to activate the **Continue** button.
2. Select **Continue**.