Self-Service Banner 9 How To: Final Grade Entry for Faculty (2 ways!)

This guide provides step-by-step instructions for faculty on accessing the final grade portal and how to enter final grades. Faculty will also see what it looks like when the Registrar has posted grades to the student's academic record. If you have any questions (or feedback) on this training document, please email registrar@sunyacc.edu.

This guide provides step-by-step instructions for faculty to access and review course and class list information.

If you ever have any questions about how to navigate Banner, you can contact:

- Registrar registrar@sunyacc.edu
- Help Desk <u>help@sunyacc.edu</u>
- 1. Go to https://www.sunyacc.edu/faculty-staff and select the Self-Service Banner 9 link
- 2. Enter your network ID and password (Not your 500 Number and pin)
- 3. This will take you to the following menu:
- 4. Click on "Class List" or "Grade Entry Midterm and Final"

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Fac	ulty Services
2	Hello Mary, This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:
	Faculty Services
	 Brightspace Class List [Formerly Detail Class List and Summary Class List] Grade Entry - Midterm and Final Registration (Course Catalog, Class Schedule and Add or Drop Classes) Schedule Planner Guest Mode Schedule Planner Advisor Mode Section Enrollment Starfish Teaching Assignments Faculty Detail Schedule Faculty Week at a Glance Enter or Update Office Hours View Faculty Office Hours State Certification Reporting

5. Option 1: Class List

 Select a Term then click to the left of the Subject/Course Section information to open the Class List

Subject	\$	Course Title	\$ CRN	¢
ANT 101, AN4	Click here	Cultural Anthropology	50001	

- c. NOTE, clicking on the blue hyperlink text will bring up course/class details, NOT the class list.
- d. The image below shows an example Class List.
- e. What information is on the Class List?

b.

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Spring 20	24 - 202320 ANT 101 5	s0001 🗸											
✓ Cours	se Information					Enrollment	Counts						
Cultu	ral Anthropology - ANT 10	1 AN4					Maximum	Actual	Remai	ning			
	50001					Enrollment	25	24	1				
	tion: 01/22/2024 - 05/09/202	24				Wait List	0	0	0				
Statu	s: Active					Cross List	0	0	0				
ummary	Class List							_		\geq	•	Search (Alt+Y)	c
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D	Student Name	^ ID	\$ Registration Status 🗘	Level	0	Credit Hours	0 Mid	term	≎ F	Final	\$	Class	
			Web Registered	ACC Credit		3	Enter	Grade	٩	lo Access		Freshman	
n (8			**Web Registered**	ACC Credit		3	Enter	Grade	N	lo Access		Freshman	

- f. The list can be exported to an Excel spreadsheet or printed (if necessary).
- g. Midterm and Final grades can be entered from this page.
- h. The Student view can be changed from Summary to Detail to show additional information (major, etc) about the registered students.
- The student name can be selected to go to the Student Profile for additional information on the students enrolled in your class. Information about the <u>Student Profile is available in an</u> <u>additional How To document for students</u>.
- j. Once a grade is rolled, you will need to complete the Grade Change form with all necessary approvals in order to change a student's grade. If a grade is changed, the updated grade will not display on this Final Grades list. It will appear on the student's transcript. This list will always maintain the history of the original grade entered.

6. Option 2: Grade Entry – Midterm and Final

- a. This will bring you to the **Final Grade Entry** page. You will see your list of courses. This will show you <u>all of the courses in history that you have taught</u>.
 - i. You can click on "Term" to sort the course listing at the top of the list.
 - ii. You can also use the "**Search**" box on the right to enter the term or the CRN you are looking for. If you enter the CRN and you have taught via that same CRN in past semesters, you will see multiple listings.

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Midterm Grades	Final Grades	Gradebook							
My Courses							(iii) Search	_	9
Grading Status	C Rolled	0	Subject	\$ Course	\$ Section	\$ Title	\$ Term	≎ CRN	
In Progress	In Prog	ress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022	11976	
Not Started	Not Sta	irted	ASL - American Sign Language	101	V1	Elem American Sign Lang I	202310 - Fall 2023	13407	
Completed	Not Sta	irted	ART - Art	104	HS4	Photography I	202220 - Spring 2023	50827	

b. Note that the **Grading Status** column will show Not Started, In Progress, and Completed. This is a helpful way to quickly see the status of your grading progress.

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Faculty Grade Entry									
Midterm Grades	Final Grades Gradebook								
My Courses						(iii) Search			۹ 🕇
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Not Started	Not Started	ASL - American Sign Language	101	V1	Elem American Sign Lang I	202310 - Fall 2023		13407	
Completed	Not Started	ART - Art	104	HS4	Photography I	202220 - Spring 2023		50827	
In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022		11976	
Records Found: 3						Page	1 of 1) 🗌 P	er Page 10 ¥
Records Found: 3						Page	1 of 1	P1	r Page

c. Click on the class you want to enter grades for. This will open the list of registered students that are in your course.

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My Courses										ĺ	(iii) Search		Q
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Completed	Not Started	ART - Art		104		HS4		Photography I		202220	- Spring 2023	50827	
In Progress	In Progress	ANT - Anthropology		101		2		Cultural Anthropology		202210	- Fall 2022	11976	
Records Found: 3											Page 1 of 1	Per Pa	age 10
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Enter Grades											Search		Q
Full Name	\$ ID	Midterm Grade		\$	Final	Grade			Rolled	٥	Last Attend Date		
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- d. You should now enter the Final grades by using the **drop-down menu of grading options** and then **Save** when you are done entering grades.
 - i. You may enter a partial roster and come back to complete it. If you do not press save you will lose all of your changes.
 - ii. You can also click **Reset** to remove all of the grades you have entered.
 - iii. You <u>do not</u> need to enter Last Attend Date. You will see a Last Attend Date for students that were unofficially withdrawn.
 - iv. You will see X and W grades for students that were either unofficially or officially withdrawn from your course. Reminder, you will not be able to change X or W grades.

Completed	Not Started	ART - Art	104	HS4	Photography I	202220 - Spring 2023	50827
In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022	11976
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e. When grades have been saved successfully, you will see a green banner pop up in the right corner and the Grading Status will change to Completed.

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In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022 11976
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Faculty Grade E	ntry	• Final	l Grades					Save Successful, grading for CRN 13407 is					
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Completed		Not Start	ted	ASL - American Sign Language	101	V1	Elem American Sign Lang I		202310 - Fall 2023		13407		

f. When grades for your class have been rolled to the student's academic history, you will see the **Rolled status next to the Grading Status column** be updated to **Completed** and you will see **green check marks in the Rolled column** on the grading list.

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Grading Status	C Rolled	٥	ubject	\$ Course	\$ Section	\$	Title		\$	Term	~	CRN	3
Completed	Completed		SL - American Sign Language	101	V1		Elem American Sig	n Lang I		202310 - Fall 2023		13407	
Completed	Not Started		ART - Art	104	HS4		Photography I			202220 - Spring 2023		50827	
In Progress	In Progress		ANT - Anthropology	101	2		Cultural Anthropol	ogy		202210 - Fall 2022		11976	
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If you have any questions or concerns, please reach out to <u>registrar@sunyacc.edu</u> for assistance.

NOTE: Additional links and information will be added to this document as sections are moved to SSB-9.