



Setup Banner Electronic Grade Book
For Faculty Grade Entry

Introduction

This guide is to introduce you to screens and options for setting up the components and sub-components used in the Banner Electronic Grade Book.

The Grade Book is a tool for keeping assignment, test and term grades through Banner XE and Self-Service pages and automatically rolling final grades to students' Academic History.

All grades should be verified by the faculty in Banner to ensure they are accurate. Below you will find the steps to setup your grade book and enter grades into Banner through the Grade Book using Banner Self Service.

Grading Scale

- The grading scale is used to convert your numeric grades into letter grades. The default scale in Banner has been configured according to established university policy ([click here](#)).

Grade Scale: DEFAULT Default Grading Scale Start Over

Low *	High	Grade *	Median
90	100.00	A	
85.00	89.99	A-	
80.00	84.99	B+	
75.00	79.99	B	
70.00	74.99	B-	
65.00	69.99	C+	
60.00	64.99	C	
55.00	59.99	C-	
50.00	54.99	D	
0.00	49.99	F	

1 of 1 | 10 Per Page | Record 1 of 10

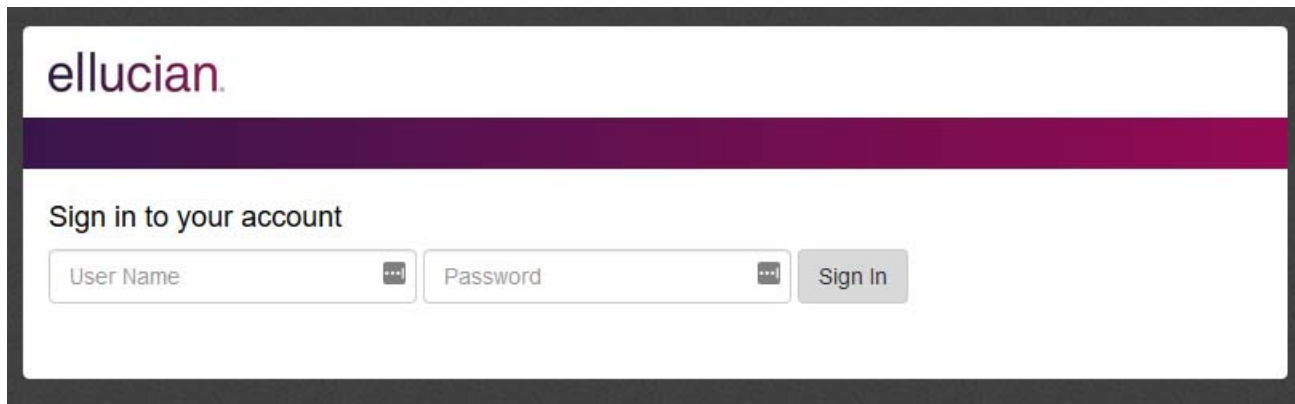
Gradebook and Components

Setup Gradebook

- Gradebook setup is done through Banner Admin Pages. Currently you can only access this resource while connected to the UB campus network.

<https://xadmin1-prod.ec.ub.edu.bs/applicationNavigator>

- You will be presented with a login page similar to the one shown. You must enter your UB assigned (UBNetID) network ID and password (the same used for computer, email, Moodle and wi-fi connections)



The image shows a login page for 'ellucian'. At the top left, the word 'ellucian.' is displayed in a purple font. Below this is a dark purple horizontal bar. Underneath the bar, the text 'Sign in to your account' is centered. Below the text, there are two input fields: 'User Name' and 'Password', each with a small icon to its right. To the right of the 'Password' field is a 'Sign In' button.

Gradebook and Components

- Once you have successfully logged in you will be at the Banner Home screen

University of The Bahamas


John Quincy Faculty Sign Out ?

Welcome

Search...

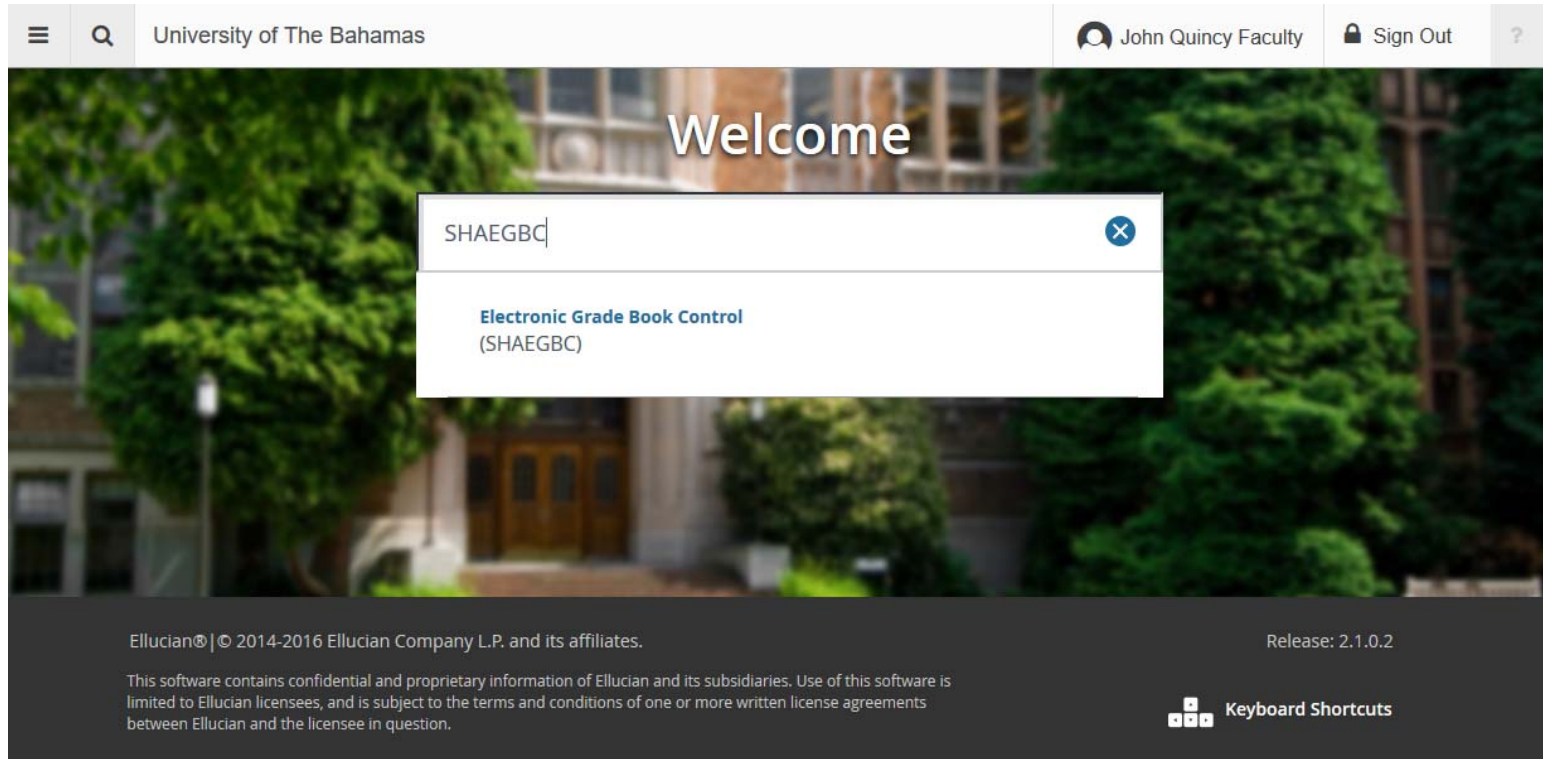
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 Keyboard Shortcuts

Gradebook and Components

- In the space shown please enter **SHAEGBC** to gain entry to the Electronic Gradebook Control page.



Use the Electronic Gradebook Configuration Page (SHAEGBC) to specify dates for the term, part of term, or section during which faculty members can enter student grades in Faculty Grade Entry, and students can view the grades in Self-Service.

Gradebook and Components

- This page is where you can now enter the relevant Term code and CRN for which you are the instructor and begin to configure the components for grading in that term.

The screenshot shows the 'Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD)' interface. At the top, there is a navigation bar with the University of The Bahamas logo, a search icon, and user information for 'John Quincy Faculty' with a 'Sign Out' link. Below this is a blue header bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main form area contains two input fields: 'Term:' and 'CRN:'. Both fields are highlighted with red boxes. Below these fields are 'Subject:' and 'Course:' labels. A green 'Go' button is positioned to the right of the 'CRN:' field. A grey instruction bar below the form reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' At the bottom, there is a footer bar with 'EDIT', 'Record: 1/1', 'KEY_BLOCK.SSASECT_TERM_CODE [1]', and the 'ellucian' logo.

Gradebook and Components

- Enter the relevant Term code e.g. **201910**
- Enter the CRN number for the course and section e.g. **10095**
- You will then see the Subject and Course number displayed. Click **Go**.

University of The Bahamas

John Quincy Faculty Sign Out ?

Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD) ADD RETRIEVE RELATED TOOLS

Term: 201910 Fall 2018 CRN: 10095

Subject: CISB Course: 100

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK.EXECUTE_BTN [1] ellucian

Gradebook and Components

- You can now specify the dates when assessment and reassessment is possible through gradebook.
- You can mid-term and final cut-off dates

University of The Bahamas

John Quincy Faculty Sign Out

Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD)

Term: 201910 Fall 2018 CRN: 10095 Subject: CISB Course: 100

Start Over

TERM CONFIGURATION

COMPONENT RULES

Default Component LATE Late Submission

Default Component RESIT Resit Submission

Late Rule Resit Rule

SUB COMPONENT RULES

Default Sub LATE Late Submission

Default Sub RESIT Resit Submission

Component Late Component Resit Rule

MARK/GRADE ENTRY DATES

Score Open Date 08/20/2018

Midterm Score Cutoff Date 10/13/2018

Final Score Cutoff date 12/12/2018

Reassessment Score Open Date

Reassessment Score Cutoff Date

SELF-SERVICE PUBLICATION TO STUDENTS DATES

Final Grade Publication Date 12/13/2018

Detail Grade Publication Date 08/20/2018

Reassessment Grade Publication Date

Reassessment Detail Grade Publication Date

Gradebook and Components

- You can select dates when grading is available in Self-Service
- You can select when grades can be viewed in Self-Service

University of The Bahamas | John Quincy Faculty | Sign Out

Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD)
Term: 201910 Fall 2018 CRN: 10095 Subject: CISB Course: 100

PART OF TERM CONFIGURATION

Part of Term *	Description *
1	Full Term

PART OF TERM CONFIGURATION DATES

Mark/Grade entry dates	
Score Open Date	08/20/2018
Final Score Cutoff Date	12/12/2018

Self-Service Publication to students dates	
Final Grade Publication Date	12/13/2018
Detail Grade Publication Date	08/20/2018

SECTION CONFIGURATION

MARK/GRADE ENTRY DATES

Score Open Date	08/20/2018
Score Cutoff Date	12/12/2018

SELF-SERVICE PUBLICATION TO STUDENTS DATES

Final Grade Publication Date	12/13/2018
Detail Grade Publication Date	08/20/2018

Gradebook and Components

- Once you are done click Save and select the hourglass icon. Next enter **SHAGCOM** in the space provided to access the Gradable Component Definition page.

The screenshot displays the 'Electronic Grade Book Control' interface for the University of The Bahamas. The browser address bar shows the URL: <https://xeadmin1-pprd.ec.ub.edu.bs/applicationNavigator/seamless#Elect>. The user is logged in as 'John Quincy Faculty' and can click 'Sign Out'. The search bar contains the text 'SHAGCOM', and a red arrow points to the search icon. The search results show '1 result' for 'Gradable Component Definition (SHAGCOM)'. The main content area is titled 'Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD)' and displays configuration details for Term: 201910, Fall 2018, CRN: 10095, Subject: CISB, and Course: 100. The configuration is organized into sections: 'TERM CONFIGURATION', 'COMPONENT RULES', 'SUB COMPONENT RULES', 'MARK/GRADE ENTRY DATES', and 'SELF-SERVICE PUBLICATION TO STUDENTS DATES'. The 'COMPONENT RULES' section includes 'Default Component' (LATE) and 'Default Component' (RESIT). The 'SUB COMPONENT RULES' section includes 'Default Sub Component Late' (LATE) and 'Default Sub Component Resit' (RESIT). The 'MARK/GRADE ENTRY DATES' section includes 'Score Open Date' (08/20/2018), 'Midterm Score Cutoff Date' (10/13/2018), 'Final Score Cutoff date' (12/12/2018), and 'Reassessment' fields.

Gradebook and Components

- Option 2: Click Save and Sign Out of the Banner Admin Pages completely

The screenshot displays the Banner Admin interface for the University of The Bahamas. The browser address bar shows the URL: <https://xeadmin1-pprd.ecub.edu.bs/applicationNavigator/seamless#Elect>. The page title is "Electronic Grade Book Control SHAEGBC 9.3.8 (PPRD)". The user is logged in as "John Quincy Faculty" and has a "Sign Out" link. A green notification bar at the top right states "Saved successfully (1 rows saved)".

The main content area is divided into several sections:

- PART OF TERM CONFIGURATION**: Shows "Part of Term 1" with a description of "Full Term".
- PART OF TERM CONFIGURATION DATES**: Contains date pickers for "Score Open Date" (08/20/2018), "Final Score Cutoff Date" (12/12/2018), "Self-Service Publication to students dates" (Final Grade: 12/13/2018, Detail Grade: 08/20/2018), and "Reassessment" dates.
- SECTION CONFIGURATION**: Includes "MARK/GRADE ENTRY DATES" and "SELF-SERVICE PUBLICATION TO STUDENTS DATES" with similar date pickers.

At the bottom right of the page, a "SAVE" button is visible, highlighted by a red arrow. Another red arrow points to the "TOOLS" menu in the top right navigation bar.

Gradebook and Components

- Enter the relevant Term code e.g. **201910**
- Enter the CRN number for the course and section e.g. **10095**
- You will then see the Subject and Course number displayed. Click **Go**.

The screenshot shows a web browser window with the URL <https://xadmin1-pprd.ecub.edu.bs/applicationNavigator/seamless#Grad>. The page header includes the University of The Bahamas logo, a search icon, and the text "University of The Bahamas". On the right side of the header, there is a user profile for "John Quincy Faculty" and a "Sign Out" button. Below the header, there is a navigation bar with tabs for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main content area displays search criteria: "Term: 201910" and "CRN: 10095", both fields are highlighted with red boxes. Below these fields, the "Subject: C/ISB" and "Course: 100" are displayed. A "Go" button is located to the right of the search fields, with a red arrow pointing to it. At the bottom of the page, there is a footer with the text "Record: 1/1" and "KEY_BLOCK_COMPONENT_SORT [1]", and the "ellucian" logo.

Gradebook and Components

- When opening this page for a CRN for the first time or in a new semester the options will be blank. You may get a warning to enter the required Grade Scale before continuing. Select the ... option box or enter the word DEFAULT in the field.
- If you are want to copy an existing configuration from another CRN to save time then select the Copy Component button and select the required CRN number.

The screenshot shows a web application interface for the University of The Bahamas. The page title is "Gradable Component Definition SHAGCOM (PPRD)". The user is logged in as "John Quincy Faculty". The page displays a "GRADE SCALE ASSIGNMENT" section with a "Copy Components" button and a "Grade Scale" field. A red error message states: "*ERROR* Enter Grade Scale before proceeding." A blue water drop cursor is visible in the bottom right corner of the page.

Term: 201910 CRN: 10094 Subject: GEOG Course: 100 Sort by And/Or Sequence:

GRADE SCALE ASSIGNMENT Insert Delete Copy Filter

Copy Components

Grade Scale ... Best Of

Grades Rolled Subset Of

COMPONENT DEFINITION Insert Delete Copy Filter

Sequence	Name *	Description	Weight *	Marked Out of *	Due Date	Must Pass *	Include Midterm/Final *	And/Or Sequence
				100.00		<input type="checkbox"/>	Final	

Record 1 of 1

Midterm Total Weight 0.00 Final Total Weight 0.00

Gradebook and Components

- Here is what your screen would look like if you choose to Copy Components from an existing CRN.

The screenshot displays the University of The Bahamas gradebook interface. At the top, the user is logged in as John Quincy Faculty. The main header shows the course details: Term: 201910, CRN: 10094, Subject: GEOG, Course: 100. The page title is 'Gradable Component Definition SHAGCOM (PPRD)'. Below the header, there are tabs for 'GRADE SCALE ASSIGNMENT' and 'COMPONENT DEFINITION'. The 'Copy Components' dialog box is open, showing fields for 'Source Term' and 'Source CRN', both of which are highlighted with red boxes. The 'Copy From Source' button is also highlighted with a red box. The background interface shows a table with columns for 'Sequence', 'Name', 'Description', 'Weight', 'Marked Out of', 'Due Date', 'Must Pass', 'Include Midterm/Final', and 'And/Or Sequence'. The 'Copy Components' button in the background is also highlighted with a red box.

Gradebook and Components

- If you choose NOT to Copy Components from an existing CRN then you will have to create all your Components and Sub-Components manually.
- In the Component Definition section select all the required components. Click insert for a new line. Click Save to complete the creation of your record.

The screenshot displays the 'Gradable Component Definition SHAGCOM (PPRD)' interface. At the top, it shows the University of The Bahamas logo and user information for John Quincy Faculty. The main section is titled 'GRADE SCALE ASSIGNMENT' and includes a 'Copy Components' button. Below this, there are fields for 'Grade Scale' (set to DEFAULT), 'Best Of', and 'Subset Of'. The 'COMPONENT DEFINITION' section features a table with the following data:

Sequence	Name *	Description	Weight *	Marked Out of *	Due Date	Must Pass *	Include Midterm/Final *	And/Or Sequence
1.00	QUIZZES	Quizzes and Exams	20	100.00		<input type="checkbox"/>	Final	

At the bottom of the table, there are navigation controls and a 'Record 1 of 1' indicator. The 'Midterm Total Weight' and 'Final Total Weight' are both set to 0.00. A red arrow points to the 'Insert' button in the table's toolbar.

Gradebook and Components

- Here is an image of a completed Gradable Component Definition page

University of The Bahamas

Gradable Component Definition SHAGCOM 9.3 (PPRD)

Term: 201910 CRN: 10095 Subject: CISB Course: 100 Sort by And/Or Sequence:

Start Over

Grade Scale: Best Of:
 Grades Rolled Subset Of:

Sequence	Name *	Description	Weight *	Marked Out of *	Due Date	Must Pass *	Include Midterm/Final *	And/Or Sequence	And/Or	Grade Scale *	Late Rule	Resit Rule	Pass Mark	Best Of
1	QUIZZES	Term Quizzes and Exams	20.00	100.00	12/12/2010	<input type="checkbox"/>	Final			DEFAULT	LATE	RESIT	50.00	
2.00	MIDTERM	Mid-term Exam	30.00	100.00	10/13/2018	<input type="checkbox"/>	Final			DEFAULT	LATE	RESIT	50.00	
3.00	TERMPORT	End of Term Portfolio	20.00	100.00	12/12/2018	<input type="checkbox"/>	Final			DEFAULT	LATE	RESIT	50.00	
4.00	FINAL	Final Exam	30.00	100.00	12/12/2018	<input type="checkbox"/>	Final			DEFAULT	LATE	RESIT	50.00	

Midterm Total Weight: Final Total Weight:

Record 1 of 4

Gradebook and Components

- To add the sub-components that make up the semester quizzes and exams, scroll to the right and click the icon under Details to get to the Sub-Component screen.

University of The Bahamas

John Quincy Faculty Sign Out

Gradable Component Definition SHAGCOM (PPRD)

Term: 201910 CRN: 10095 Subject: CISB Course: 100 Sort by And/Or Sequence:

Start Over

Grade Scale: Default Grading Scale

Best Of:

Grades Rolled:

Subset Of:

Sequence	Name *	Description	Weight *	Pr Sequence	And/Or	Grade Scale *	Late Rule	Resit Rule	Pass Mark	Best Of	Subset Of	Sub-Components exist	Mark Anonymous	Details
1	QUIZZES	Term Quizzes and Exams	20.00			DEFAULT	LATE	RESIT	50.00			Y	<input type="checkbox"/>	
2.00	MIDTERM	Mid-term Exam	30.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	
3.00	TERMPORT	End of Term Portfolio	20.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	
4.00	FINAL	Final Exam	30.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	

Midterm Total Weight: Final Total Weight:

Record 1 of 4

SAVE

EDIT Record: 1/4 SHRGCOM SHRGCOM_SEQ_NO [1] ellucian

Gradebook and Components

- Enter a Name, Description, Weight and other required elements for your sub-components. Remember to click Insert in order to get a new line or delete to remove a line.
- Click Return when you are done to return to the Component level

Sequence: 1.00
Name: QUIZZES
Description: Term Quizzes and Exams
Out of: 100.00

Return

Name *	Description *	Weight *	Marked Out of *	Due Date	Must Pass *	Grade Scale *	Late Rule	Resist Rule	Pass Mark	And/Or Sequence	And/Or	Mark Anonymous
QUIZ1	Weekly Quiz 1	10.00	100.00	08/29/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
QUIZ2	Weekly Quiz 2	10.00	100.00	09/06/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
QUIZ3	Weekly Quiz 3	10.00	100.00	09/20/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
EXAM1	First Exam	20.00	100.00	10/01/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
QUIZ4	Weekly Quiz 4	10.00	100.00	10/25/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
QUIZ5	Weekly Quiz 5	10.00	100.00	11/02/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
QUIZ6	Weekly Quiz 6	10.00	100.00	11/13/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
EXAM2	Second Exam	20.00	100.00	11/30/2018	<input type="checkbox"/>	DEFAULT	LATE	RESIT	50.00			<input type="checkbox"/>
Total Weight		100.00										

Record 1 of 8

EDIT Record: 1/8 SHRSCOM_SHRSCOM_NAME [1] ellucian

Gradebook and Components

- You will now notice that there is a “Y” next to the QUIZZES Component indicating that there are Sub-Components within.
- Select Save and you are done setting up your CRN for grade entry

University of The Bahamas

John Quincy Faculty Sign Out

Gradable Component Definition: SHAGCOM (PPRD)

Term: 201910 CRN: 10095 Subject: CISB Course: 100 Sort by And/Or Sequence:

Grade Scale ASSIGNMENT

Grade Scale: DEFAULT (Default Grading Scale) Best Of: Subset Of:

Grades Rolled:

COMPONENT DEFINITION

Sequence	Name *	Description	Weight *	r Sequence	And/Or	Grade Scale *	Late Rule	Resit Rule	Pass Mark	Best Of	Subset Of	Sub-Components exist	Mark Anonymous	Details
1	QUIZZES	Term Quizzes and Exams	20.00			DEFAULT	LATE	RESIT	50.00			Y	<input type="checkbox"/>	
2.00	MIDTERM	Mid term Exam	30.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	
3.00	TERMPORT	End of Term Portfolio	20.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	
4.00	FINAL	Final Exam	30.00			DEFAULT	LATE	RESIT	50.00			N	<input type="checkbox"/>	

Midterm Total Weight: 0.00 Final Total Weight: 100.00

Record 1 of 4

SAVE ellucian