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.
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).
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://xeadmin1-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)
Gradebook and Components

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

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.
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
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
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.
Gradebook and Components

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

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

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