



Faculty Grade Entry using
Banner Electronic Grade Book

Introduction

This guide is to introduce you to screens and options for entering grades in the Banner Electronic Grade Book. This guide focuses on entering grades using Banner Self Service screens accessed through a web browser.

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.

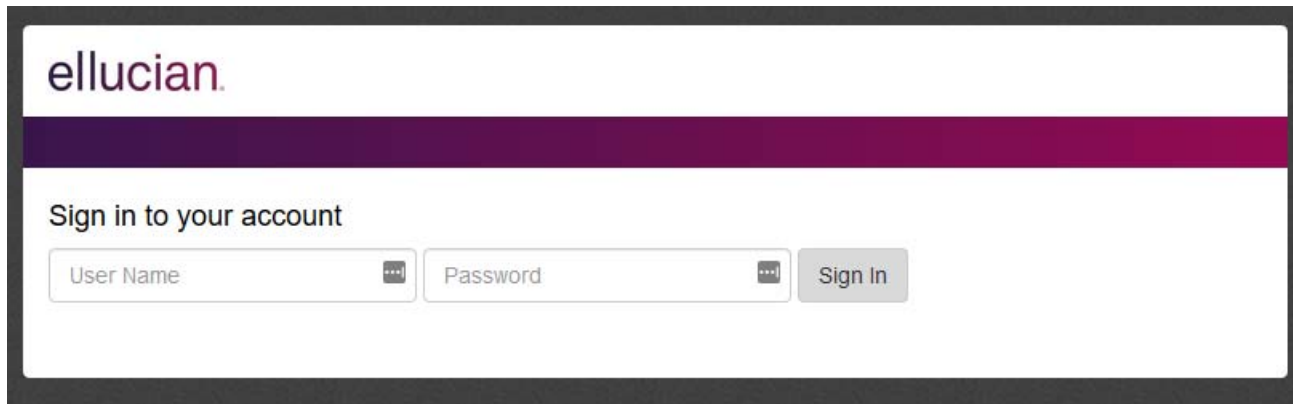
All grades should be verified by the faculty in Banner to ensure they are accurate. Below you will find the steps to setup your gradebook and enter grades into Banner through the Grade Book using Banner Self Service.

Faculty Grade Entry Using Self Service

- Grade entry is done using Banner Self Service. Self Service pages can be accessed using any web browser over an internet connection. Faculty does not have to be on campus in order to access these pages.

<https://xess2-prod.ec.ub.edu.bs/StudentFacultyGradeEntry>

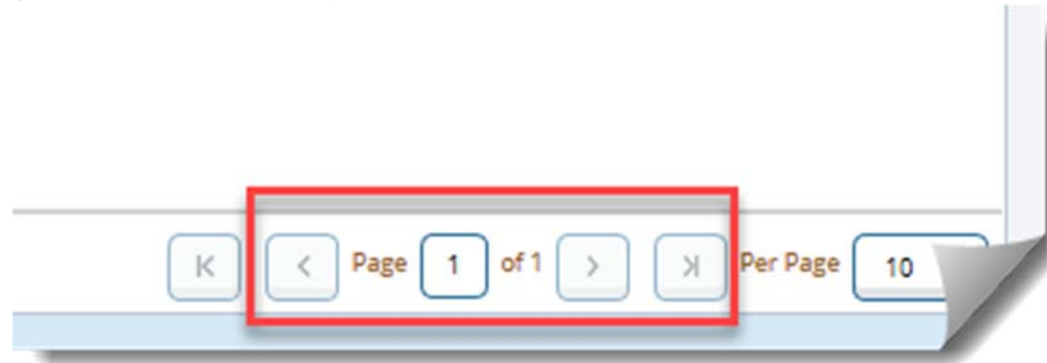
- You will be presented with a login page similar to the one shown. You must enter your UB assigned (UBNetID) network ID and password (the same used for computer, email, Moodle and wi-fi connections)



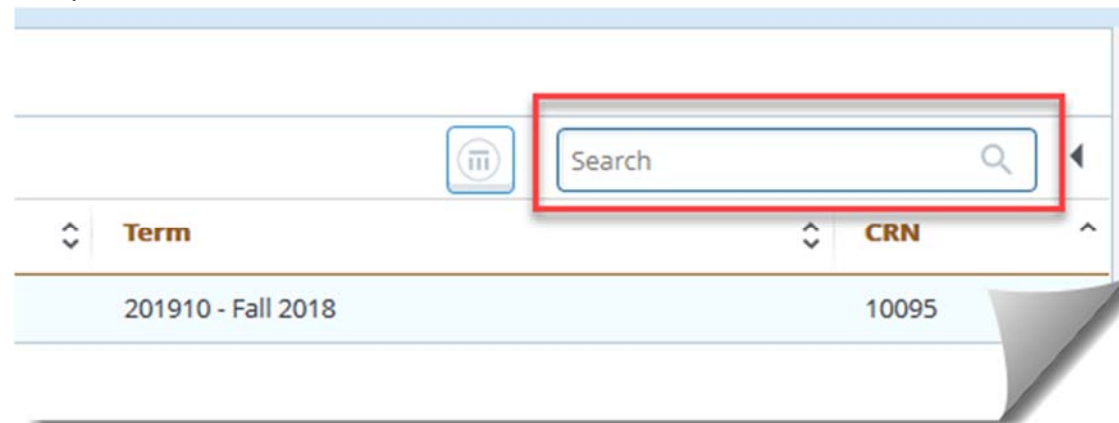
The image shows a login page for 'ellucian'. At the top left, the word 'ellucian.' is displayed in a dark purple font. Below this is a thick, solid dark purple horizontal bar. Underneath the bar, the text 'Sign in to your account' is centered. Below the text are two input fields: 'User Name' and 'Password',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

Faculty Grade Entry

- The default display is 10 courses per page so you may need to navigate to multiple pages to view all your courses



- You can utilize the search box to find your courses by subject, course, section, title, etc.



Faculty Grade Entry

- Columns are sortable so you can click the Grading Status column twice, for example, to sort the courses that still need to be graded to the top of the list.

The screenshot displays the Faculty Grade Entry interface. At the top, there is a navigation bar with the University of Northern Iowa logo and the user name "John Quincy Faculty". Below this, the page title "Faculty Grade Entry" is shown, along with tabs for "Midterm Grades", "Final Grades", and "Gradebook".

The "My Courses" section features a table with the following columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The "Grading Status" column is highlighted with a red box. A single row is visible with the following data: "Not Started", "Not Started", "CISB - Computer Information Systems", "100", "01", "Computer Literacy", "201910 - Fall 2018", and "10095".

Below the "My Courses" table, there is a "Records Found: 1" indicator and a pagination control showing "Page 1 of 1" and "Per Page 10".

The "Enter Grades" section contains a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The "Full Name" column is redacted with black bars. The "Final Grade" column contains dropdown menus, and the "Last Attend Date" column contains date pickers. The "Hours Attended" column contains input fields.

Faculty Grade Entry

Not Started

Not Started: indicates that no grades for this section of the course have been submitted.

In Progress

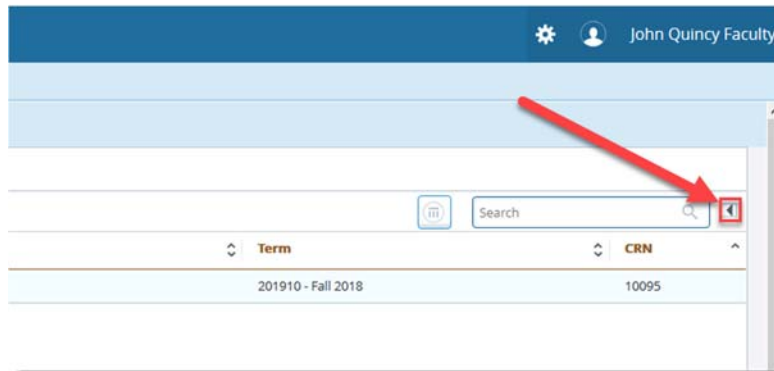
In Progress: indicates that some but not all grades for this section of the course have been submitted.

Completed

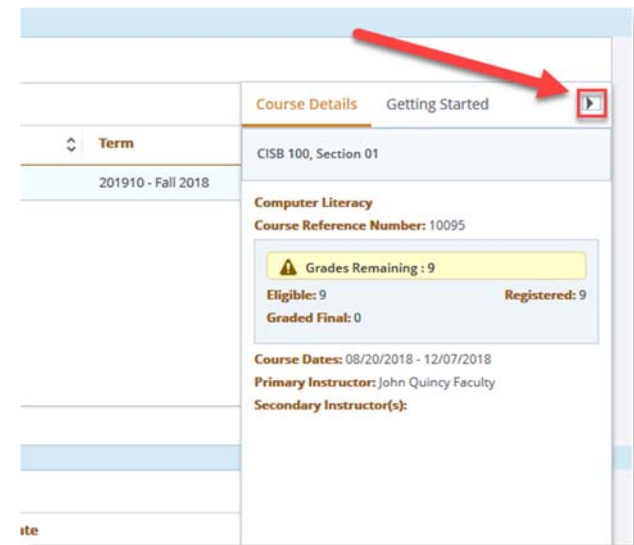
Completed: indicates that all grades for this section of the course have been submitted.

Faculty Grade Entry

- You can review the Course Details for the selected course by clicking the arrow (shown by the red pointer) to the right of the Search box. Course Details will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and secondary instructors.



- Toggle the arrow to open and close the detail box



Faculty Grade Entry

- To enter detailed grades in the Faculty Grade Book first select Gradebook, then select the row for the course you want to enter grades. Components must be setup prior using SHAGCOM in Banner Admin Pages
- Next select Components to open the detailed view (formerly called Activities in Powercampus)

The screenshot displays the Faculty Grade Entry interface. At the top, the University of the Bahamas logo and name are visible. The user is identified as John Quincy Faculty. The page title is 'Faculty Grade Entry' with a sub-menu 'Gradebook'. Below this, there are three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook' (1). A search bar is present to the right. The main area is titled 'My Courses' and contains a table with the following columns: Grading Status, Subject, Course, Section, Title, Term, and CRN. A single row is highlighted with a red box (2), showing 'Not Started' for Grading Status, 'CISB - Computer Information Systems' for Subject, '100' for Course, '01' for Section, 'Computer Literacy' for Title, '201910 - Fall 2018' for Term, and '10095' for CRN. At the bottom right, there are two buttons: 'Composite Grades' and 'Components' (3). The 'Components' button is highlighted with a red box. The footer shows 'Records Found: 1' and a pagination control for 'Page 1 of 1'.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	CISB - Computer Information Systems	100	01	Computer Literacy	201910 - Fall 2018	10095

Faculty Grade Entry

- The component page will display all items that you were setup for this CRN using SHAGCOM page in the Banner Admin screens

The screenshot shows the Faculty Grade Entry interface for the University of the Bahamas. The user is logged in as John Quincy Faculty. The breadcrumb trail is Faculty Grade Entry > Gradebook > Components. The current page is titled 'Components' and shows the 'Gradebook' tab selected for the course 'CISB, 100, 01, Computer Literacy, 10095, 201910'. The table below lists the components of the course.

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
FINAL	Final Exam	30	DEFAULT	NO	Final	9	12/12/2018
MIDTERM	Mid-term Exam	30	DEFAULT	NO	Final	9	10/13/2018
QUIZZES	Term Quizzes and Exams	20	DEFAULT	NO	Final	0	12/12/2018
TERMPORT	End of Term Portfolio	20	DEFAULT	NO	Final	9	12/12/2018

Faculty Grade Entry

- Select a component row that has sub-components and click the Subcomponents button in the lower right hand corner

The screenshot displays the Faculty Grade Entry interface for the University of the Bahamas. The top navigation bar includes the university logo and the user name 'John Quincy Faculty'. The main content area is titled 'Components' and shows a table for 'Computer Literacy - Components'. The table has columns for Name, Description, Weight, Grade Scale, Must Pass, Included In, Grades Remaining, and Due Date. The 'QUIZZES' row is highlighted with a red border. Below the table, there are navigation controls for the component list. At the bottom of the interface, there are two buttons: 'Composite Grades' and 'Subcomponents', with the 'Subcomponents' button highlighted by a red box. The 'Subcomponents' button is located in the lower right corner of the interface.

University of the Bahamas

Faculty Grade Entry • Gradebook • Components

Components

Midterm Grades Final Grades **Gradebook** CISE, 100.01, Computer Literacy, 10095, 201910

Computer Literacy - Components Search

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
FINAL	Final Exam	30	DEFAULT	NO	Final	9	12/12/2018
MIDTERM	Mid-term Exam	30	DEFAULT	NO	Final	9	10/13/2018
QUIZZES	Term Quizzes and Exams	20	DEFAULT	NO	Final	0	12/12/2018
TERMPORT	End of Term Portfolio	20	DEFAULT	NO	Final	9	12/12/2018

Records Found: 4

Enter Component Grades (Read Only) Search

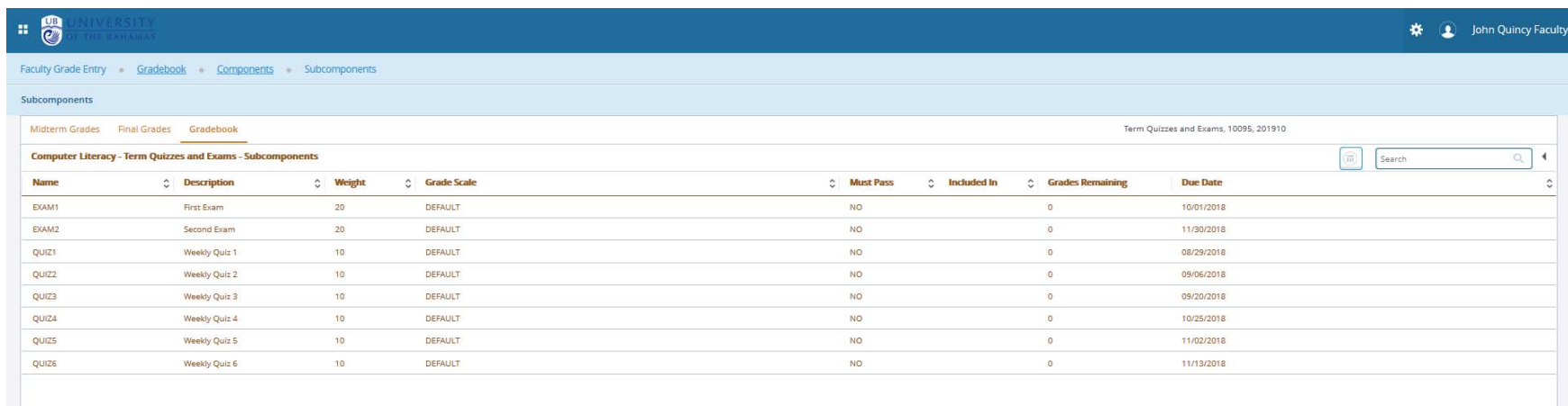
Student Name	Id	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Assessment	Grade Change Reason	Comment
[REDACTED]	[REDACTED]	88	100	88	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	96.7	100	96.7	A		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	93.9	100	93.9	A		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	87.4	100	87.4	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	89.3	100	89.3	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	89.7	100	89.7	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	87.9	100	87.9	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	89.5	100	89.5	A-		09/20/2018		Composite Calculation		
[REDACTED]	[REDACTED]	88	100	88	A-		09/20/2018		Composite Calculation		

Records Found: 9

Composite Grades **Subcomponents** Save Reset

Faculty Grade Entry

- You will now see all the sub-components that were setup using SHAGCOM through the Banner Admin Pages.
- You can now select each sub-component and enter student grades attained for the given semester



The screenshot displays the Faculty Grade Entry interface for the University of the Bahamas. The page title is "Faculty Grade Entry" and the user is identified as "John Quincy Faculty". The navigation menu includes "Faculty Grade Entry", "Gradebook", "Components", and "Subcomponents". The current view is "Subcomponents" for the "Gradebook" section, specifically for "Computer Literacy - Term Quizzes and Exams - Subcomponents". The table lists the following sub-components:

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
EXAM1	First Exam	20	DEFAULT	NO		0	10/01/2018
EXAM2	Second Exam	20	DEFAULT	NO		0	11/30/2018
QUIZ1	Weekly Quiz 1	10	DEFAULT	NO		0	08/29/2018
QUIZ2	Weekly Quiz 2	10	DEFAULT	NO		0	09/06/2018
QUIZ3	Weekly Quiz 3	10	DEFAULT	NO		0	09/20/2018
QUIZ4	Weekly Quiz 4	10	DEFAULT	NO		0	10/25/2018
QUIZ5	Weekly Quiz 5	10	DEFAULT	NO		0	11/02/2018
QUIZ6	Weekly Quiz 6	10	DEFAULT	NO		0	11/13/2018

Faculty Grade Entry

- Select a sub-component row and enter the scores for each student. The grade letter, Submission Date and Grade Change Reason will automatically populate.
- Click Save and move on to the next sub-component

The screenshot displays the Faculty Grade Entry interface for the University of the Bahamas. The top navigation bar includes the university logo and the user name 'John Quincy Faculty'. The breadcrumb trail shows 'Faculty Grade Entry > Gradebook > Components > Subcomponents'. The main content area is titled 'Subcomponents' and shows a list of sub-components for 'Term Quizzes and Exams, 10095, 201910'. The 'Computer Literacy - Term Quizzes and Exams - Subcomponents' table is highlighted with a red border. Below this, the 'Enter Component Grades' table is shown, with a red box around the 'Score' column and green boxes around the 'Grade', 'Submission Date', and 'Grade Change Reason' columns. The 'Enter Component Grades' table contains 9 rows of student data.

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
EXAM1	First Exam	20	DEFAULT	NO		0	10/01/2018
EXAM2	Second Exam	20	DEFAULT	NO		0	11/30/2018
QUIZ1	Weekly Quiz 1	10	DEFAULT	NO		0	08/29/2018
QUIZ2	Weekly Quiz 2	10	DEFAULT	NO		0	09/06/2018
QUIZ3	Weekly Quiz 3	10	DEFAULT	NO		0	09/20/2018
QUIZ4	Weekly Quiz 4	10	DEFAULT	NO		0	10/25/2018
QUIZ5	Weekly Quiz 5	10	DEFAULT	NO		0	11/02/2018
QUIZ6	Weekly Quiz 6	10	DEFAULT	NO		0	11/13/2018

Student Name	Id	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
[REDACTED]	[REDACTED]	95	100	95	A		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	89	100	89	A-		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	100	100	100	A		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	78	100	78	B		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	92	100	92	A		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	80	100	80	B+		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	100	100	100	A		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	95	100	95	A		09/20/2018		Original Entry - OE	
[REDACTED]	[REDACTED]	97	100	97	A		09/20/2018		Original Entry - OE	

Faculty Grade Entry

- Once all sub-component grades have been entered the Score, Percent and letter Grade will be automatically calculated.
- The Grade Change Reason will also update to read Composite Calculation
- Next click on Gradebook (green box)

UNIVERSITY OF THE BAHAMAS

John Quincy Faculty

Faculty Grade Entry > Gradebook > Components

Components

Midterm Grades Final Grades **Gradebook**

CISB, 100, 01, Computer Literacy, 10095, 201910

Computer Literacy - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
FINAL	Final Exam	30	DEFAULT	NO	Final	9	12/12/2018
MIDTERM	Mid-term Exam	30	DEFAULT	NO	Final	9	10/13/2018
QUIZZES	Term Quizzes and Exams	20	DEFAULT	NO	Final	0	12/12/2018
TERMPORT	End of Term Portfolio	20	DEFAULT	NO	Final	9	12/12/2018

Records Found: 4

Enter Component Grades (Read Only)

Student Name	Id	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Assessment	Grade Change Reason	Comment
[REDACTED]	[REDACTED]	88	100	88	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	96.7	100	96.7	A		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	93.9	100	93.9	A		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	87.4	100	87.4	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	89.3	100	89.3	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	89.7	100	89.7	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	87.9	100	87.9	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	89.5	100	89.5	A-		09/20/2018		Composite Calculation	Composite Calculation	
[REDACTED]	[REDACTED]	88	100	88	A-		09/20/2018		Composite Calculation	Composite Calculation	

Records Found: 9

Composite Grades Subcomponents Save Reset

Faculty Grade Entry

- Select the row for the course and then click Composite Grades in the lower right hand corner

The screenshot displays the Faculty Grade Entry interface. At the top, there is a navigation bar with the University of The Bahamas logo and the user's name, John Quincy Faculty. Below this, the page title is 'Faculty Grade Entry' and the breadcrumb is 'Gradebook'. The main content area is titled 'Faculty Grade Entry' and contains a tabbed interface with 'Midterm Grades', 'Final Grades', and 'Gradebook' (the active tab). Under the 'Gradebook' tab, there is a 'My Courses' section with a search bar. Below the search bar is a table with the following columns: 'Grade Status', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. The table contains one row with the following data: 'Not started', 'CISB - Computer Information Systems', '100', '01', 'Computer Literacy', '201910 - Fall 2018', and '10095'. At the bottom right of the page, there are two buttons: 'Composite Grades' and 'Components'. The 'Composite Grades' button is highlighted with a red box.

Grade Status	Subject	Course	Section	Title	Term	CRN
Not started	CISB - Computer Information Systems	100	01	Computer Literacy	201910 - Fall 2018	10095

Faculty Grade Entry

- This view shows the final grade(s) for all components for all students in a single window.
- You can now sign out or select another grading option such as Mid-term/Final Grades

UB UNIVERSITY OF THE BAHAMAS

Faculty Grade Entry • Gradebook • Composite Grades

Composite Grades

Midterm Grades Final Grades **Gradebook**

Assessment CISB, 100, 01, Computer Literacy, 10095, 201910

Computer Literacy - Composite Grades

Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment	Grade in Academic History	Reason in Academic History	Comment in Academic History
[REDACTED]	[REDACTED]	**Registered**		N.A. FINAL N.A. MIDTERM N.A. QUIZZES 88 TERMPORT N.A.							
[REDACTED]	[REDACTED]	**Registered**		N.A. FINAL N.A. MIDTERM N.A. QUIZZES 96.7 TERMPORT N.A.							
[REDACTED]	[REDACTED]	**Web Registered**		N.A. FINAL N.A. MIDTERM N.A. QUIZZES 93.9 TERMPORT N.A.							
[REDACTED]	[REDACTED]	**Registered**		N.A. FINAL N.A. MIDTERM N.A. QUIZZES 87.4 TERMPORT N.A.							
[REDACTED]	[REDACTED]	**Registered**		N.A. FINAL N.A. MIDTERM N.A.							

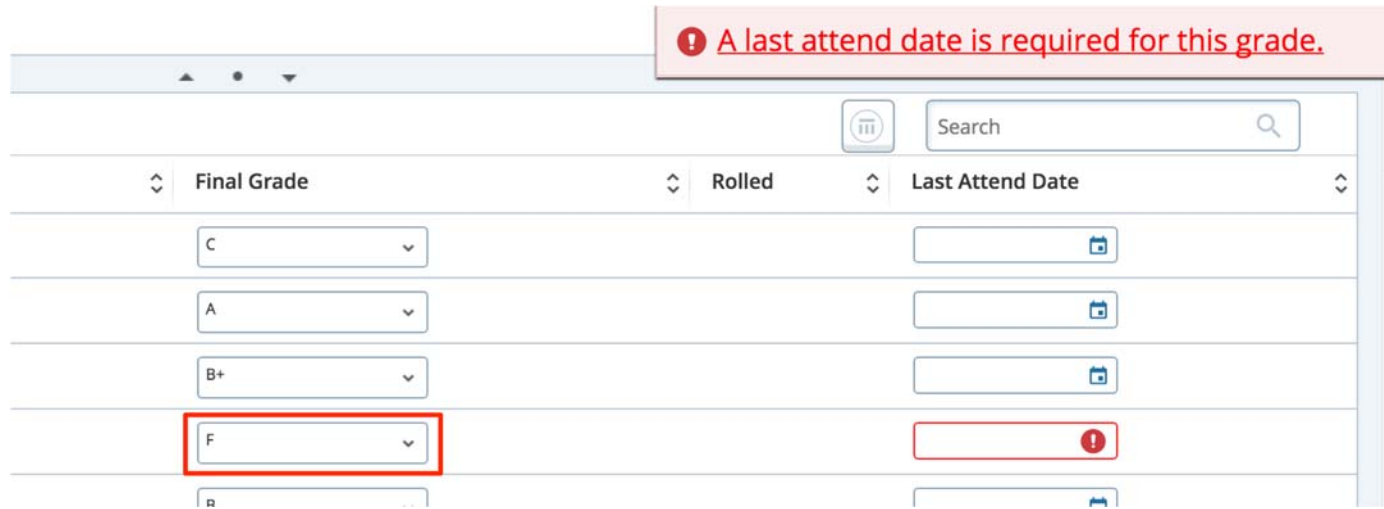
Faculty Grade Entry

- Select the grade from the Mid-Term/Final Grade drop-down menu as needed. Once all the grades have been entered on the page click Save.

The screenshot displays the Faculty Grade Entry interface. At the top, the University of the Bahamas logo and the user name 'John Quincy Faculty' are visible. The main section is titled 'Faculty Grade Entry' and 'Final Grades'. Below this, there is a table with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains one record with values: Not Started, Not Started, CISB - Computer Information Systems, 100, 01, Computer Literacy, 201910 - Fall 2018, and 10095. Below the table, it says 'Records Found: 1'. The bottom section is titled 'Enter Grades' and has a search bar. Below the search bar is a table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The Final Grade column is highlighted with a red box, and its dropdown menu is open, showing options: B+, A, A-, B+, B, B-, C-, B-, D, B+, and C-. The Save button at the bottom right is also highlighted with a red box. The interface shows 'Records Found: 9' at the bottom left.

Faculty Grade Entry

- Only students with F grades are required to have a Last Attend Date



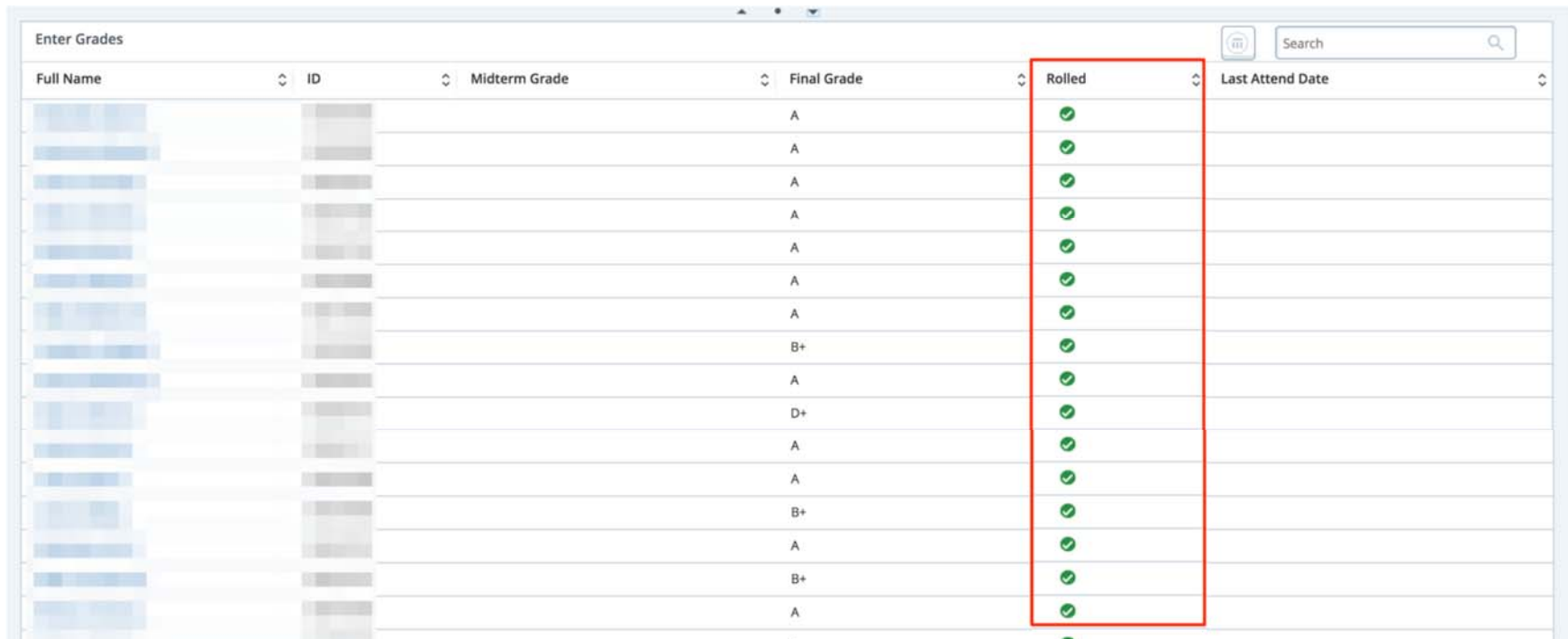
A screenshot of a web application interface for entering faculty grades. At the top, a red error message reads: "A last attend date is required for this grade." Below this is a table with three columns: "Final Grade", "Rolled", and "Last Attend Date". The "Final Grade" column contains dropdown menus with options C, A, B+, F, and R. The "Last Attend Date" column contains date pickers. The row for the grade "F" is highlighted with a red border, and a red error icon is visible in the "Last Attend Date" field for that row.

Final Grade	Rolled	Last Attend Date
C		
A		
B+		
F		
R		

- Enter the remaining grades on the subsequent pages (if applicable)

Faculty Grade Entry

- After you have entered your grades, they 'roll' to the student's transcript daily around 5 pm. Once the 'roll' has occurred, the green checkbox will appear on every student in the Rolled column. Once grades have rolled, they can only be changed through the Registrar's Office using the Change of Grade form.



Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			B+	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			D+	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			B+	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	
			B+	<input checked="" type="checkbox"/>	
			A	<input checked="" type="checkbox"/>	

Faculty Grade Entry

- After all your grades have been entered, but before they have been rolled, the Grading Status should show completed

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section
Completed	Not Started	- University Studies	1300	CO1

- After all your grades have rolled, both Grading Status and Rolled should show completed

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section
Completed	Completed	- University Studies	1300	CO1