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)
Once you are successfully logged in to Faculty Grade Entry, you will see a list of your courses that are available for grading (past and future semesters that aren’t open for grading are not displayed in the course list).
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.
Faculty Grade Entry

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

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

- **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)
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
Faculty Grade Entry

- Select a component row that does not have a sub-component 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 component
• Select a component row that has sub-components and click the Subcomponents button in the lower right hand corner
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.
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
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)
Faculty Grade Entry

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

- To enter Mid-Term or Final Grades, click anywhere on the row (shown highlighted) and the students will be displayed below.
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.
Faculty Grade Entry

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

- 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.
Faculty Grade Entry

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

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