

Banner Faculty Grade Entry

Welcome! This tutorial will demonstrate the various features Banner Faculty Grade Entry. Grades at USU can be entered directly through Banner or passed to Banner from Canvas. All grades should be verified by the instructor in Banner to ensure that they are correct.

If you have any questions about Banner grading, please contact the Registrar's Office at Registrar@usu.edu or (435) 797-1116.

Canvas Grading:

Canvas is used by many instructors at USU to assign grades and sync them Banner (Sync to SIS). Grades submitted through Canvas should be verified in Banner to ensure that they are correct. Canvas grading questions can be directed to the CIDI office at (435) 797-9506.

Registrar's Office
Utah State University

Getting Started:

Banner Faculty Grade Entry can be accessed from the Faculty Services menu in USU ACCESS:

<http://banner.usu.edu/> --> Banner Self Service Launch Page --> Faculty Grade Entry

The screenshot shows a web browser window with the URL it.usu.edu/banner/. The page header includes the Utah State University logo and "Information Technology". Below the header is a navigation bar with "Quick Links" and "About". The main content area is titled "Banner Links" and is divided into two columns. The left column is titled "USU" and contains two links: "Banner Admin/Application Navigator" (with a note that a VPN is required for remote access) and "Banner Self Service Launch Page" (which is highlighted with a red box). The right column is titled "Space Dynamics" and contains two links: "Banner Admin" and "SSOManager".

it.usu.edu/banner/

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UtahStateUniversity | Information Technology

Quick Links ▾ About

Banner Links

USU

[Banner Admin/Application Navigator](#)
VPN required for remote access
Application Navigator is used by departmental staff to access Banner and perform administrative functions.

[Banner Self Service Launch Page](#)
The [Banner Self Service](#) launch page is used by students, faculty, and staff to manage their personal information and has replaced the aging Banner 8 SSB interface.

Space Dy

[Banner Adm](#)
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[SSOManage](#)
[SSOManager.Cr](#)

[Banner Self](#)

http://banner.usu.edu/ --> **Banner Self Service Launch Page** --> Faculty Grade Entry

← → ↻ 🏠 ss.banner.usu.edu/BannerExtensibility/customPage/page/HOMEPAGE


📧 Outlook 🗨️ Concurrent 📅 Recruit 📅 Early Aggies 📅 Student Information 📅 Schedules and Train... 📅 CE Lists and Drives 📅 TMS 📅 Registration for US...

UtahStateUniversity

Welcome to Self-Service Banner

All Users Students **Faculty & Advisors** Employees

All Users

 **My Profile**
Create, View and update your demographic information, direct deposits, action items, and proxy information.

http://banner.usu.edu/ --> Banner Self Service Launch Page --> **Faculty Grade Entry**

Welcome to Self-Service Banner

All Users

Students

Faculty & Advisors

Employees

Faculty



Faculty Grade Entry

Enter midterm and final grades.



Faculty Detail Schedule

Faculty member's schedule for the selected term.



Week at a Glance

All of your classes for the selected week are displayed, both traditional and open learning.



Class List

List of registered and waitlisted students by semester and course.



Photo Class Roster



Browse Classes

Look up basic course information like subject, course and description for all courses taught at USU.

Advising



Advising Student Profile

Student biographical and academic information including test scores, schedules, holds, and transfer credit awarded.



Degree Works

Create a quick route to your degree destination.



Banner Registration

Browse Classes and Course Catalog, Add/Drop Classes, View/Print Schedule

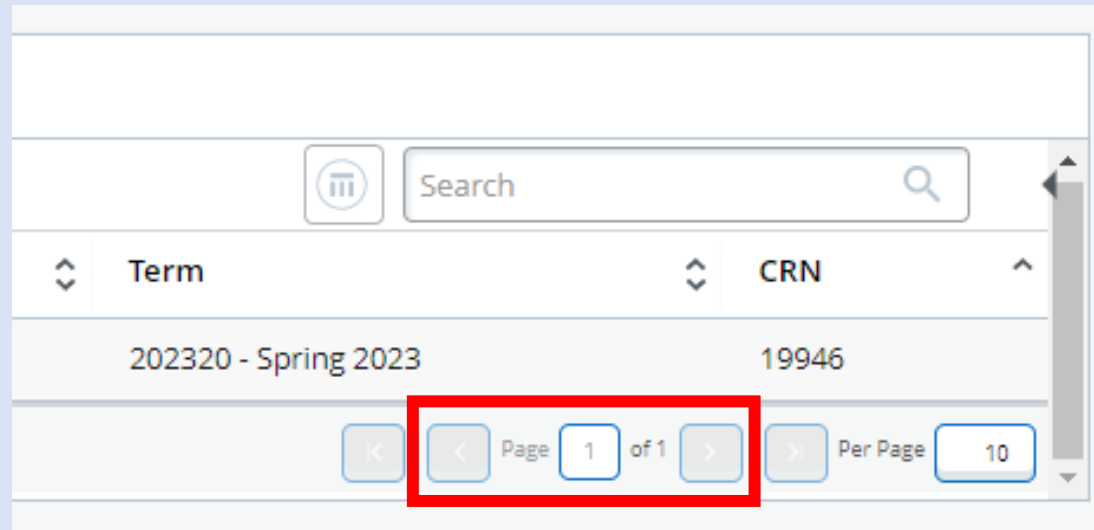
Once you are successfully logged in to Faculty Grade Entry, you will see a list of your course that are available for grading:

Past and future semesters that aren't open for grading are not displayed in the course list.

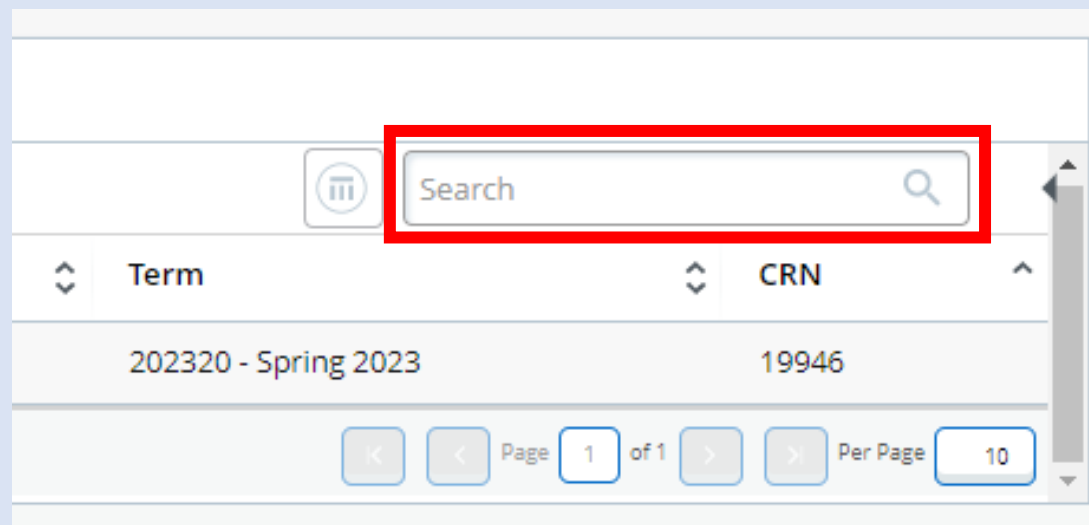
The screenshot shows the Faculty Grade Entry interface for a user named Lauren Cordova. The page title is "Faculty Grade Entry • Final Grades". There are three tabs: "Midterm Grades", "Final Grades" (which is selected), and "Gradebook". A "My Courses" button is visible on the left. A search bar is located on the right. Below the search bar is a table with the following columns: Grading Status, Subject, Course, Section, Title, Term, and CRN. The table contains one row of data. At the bottom, it shows "Records Found: 1" and a pagination control for "Page 1 of 1" with "Per Page" set to 10.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	SPED - Special Education	1000	MC4	PRINCIPLES OF PEER TEACHING	202320 - Spring 2023	19946

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



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



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 shows the Utah State University Faculty Grade Entry interface. The user is logged in as Lauren Cordova. The page title is 'Faculty Grade Entry • Final Grades'. The 'Faculty Grade Entry' section has three tabs: 'Midterm Grades', 'Final Grades' (selected), and 'Gradebook'. Under 'My Courses', there is a search bar and a table of courses. The 'Grading Status' column is highlighted with a red box. The table contains one row with the following data:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	SPED - Special Education	1000	MC4	PRINCIPLES OF PEER TEACHING	202320 - Spring 2023	19946

Records Found: 1. Page 1 of 1. Per Page 10.

Grading Statuses Explained

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.

Course Details

You can review the Course Details for the selected course by clicking the arrow (highlighted in red) 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 any secondary instructors.

The screenshot shows a web interface for course management. At the top, there are tabs for 'Final Grades' and 'Gradebook'. Below this is a search bar with a magnifying glass icon and a red arrow pointing to a small upward-pointing arrow icon to its right. Below the search bar is a table with columns: Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains one row with the following data: 'Not Started' (in a red pill), 'SPED - Special Education', '1000', 'MC4', 'PRINCIPLES OF PEER TEACHING', '202320 - Spring 2023', and '19946'. Below the table are pagination controls: 'Page 1 of 1' and 'Per Page 10'. To the right of the table, a 'Course Details' panel is open, showing the course title 'SPED 1000, Section MC4' and 'PRINCIPLES OF PEER TEACHING'. It also displays the 'Course Reference Number: 19946' and a yellow warning box with a triangle icon that says 'Grades Remaining : 10'. Below this, it shows 'Eligible: 10' and 'Registered: 10', and 'Graded Final: 0'. At the bottom of the panel, it lists 'Course Dates: 02/27/2023 - 06/02/2023', 'Primary Instructor: McKenzie Rochelle Martindale', and 'Secondary Instructor(s): Antoinette Gibbons Lauren Nikole Cordova'.

Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	SPED - Special Education	1000	MC4	PRINCIPLES OF PEER TEACHING	202320 - Spring 2023	19946

Course Details

Getting Started

SPED 1000, Section MC4

PRINCIPLES OF PEER TEACHING

Course Reference Number: 19946

Grades Remaining : 10

Eligible: 10 Registered: 10

Graded Final: 0

Course Dates: 02/27/2023 - 06/02/2023

Primary Instructor: McKenzie Rochelle Martindale

Secondary Instructor(s): Antoinette Gibbons Lauren Nikole Cordova

Entering Grades

To view the students in a course, click anywhere on the row (highlighted in red) and the students will be displayed below:

UtahStateUniversity ⚙️ 👤 Lauren Cordova

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses 🔍 Search

Grading Status	⌵ Rolled	⌵ Subject	⌵ Course	⌵ Section	⌵ Title	⌵ Term	⌵ CRN
Not Started	Not Started	SPED - Special Education	1000	MC4	PRINCIPLES OF PEER TEACHING	202320 - Spring 2023	19946

Records Found: 1 ⏪ ⏩ Page 1 of 1 ⏪ ⏩ Per Page 10

Enter Grades 🔍 Search

Full Name	⌵ ID	⌵ Midterm Grade	⌵ Final Grade	⌵ Rolled	⌵ Last Attend Date
Student, Joe	A01505436		<input type="text"/>		<input type="text"/>

Select the grade from the 'Final Grade' drop-down menu. Once all the grades have been entered on the page, click 'Save'. **Please note that Concurrent Enrollment instructors may NOT use NF or P as final grades.**

Enter Grades	Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
	Student, Joe	A01505436		A		

Records Found: 1

Page 1 of 1 Per Page 25

Save Reset

If there are no errors on the page, you will receive confirmation that the save was successful:

SPED - Special Education	1000	MC4	PRINCIPLES OF PEER TEACHING	Save Successful

Page 1 of 1 Per Page 10

Midterm Grade	Final Grade	Rolled	Last Attend Date
	A		

Only students with F grades are required to have a Last Attend Date:
<http://www.usu.edu/registrar/faculty-staff/grading>

Final Grade	Rolled	Last Attend Date
C		
A		
B+		
F		

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

F	10/31/2017
Not Gradable	✓
B+	

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Save Reset

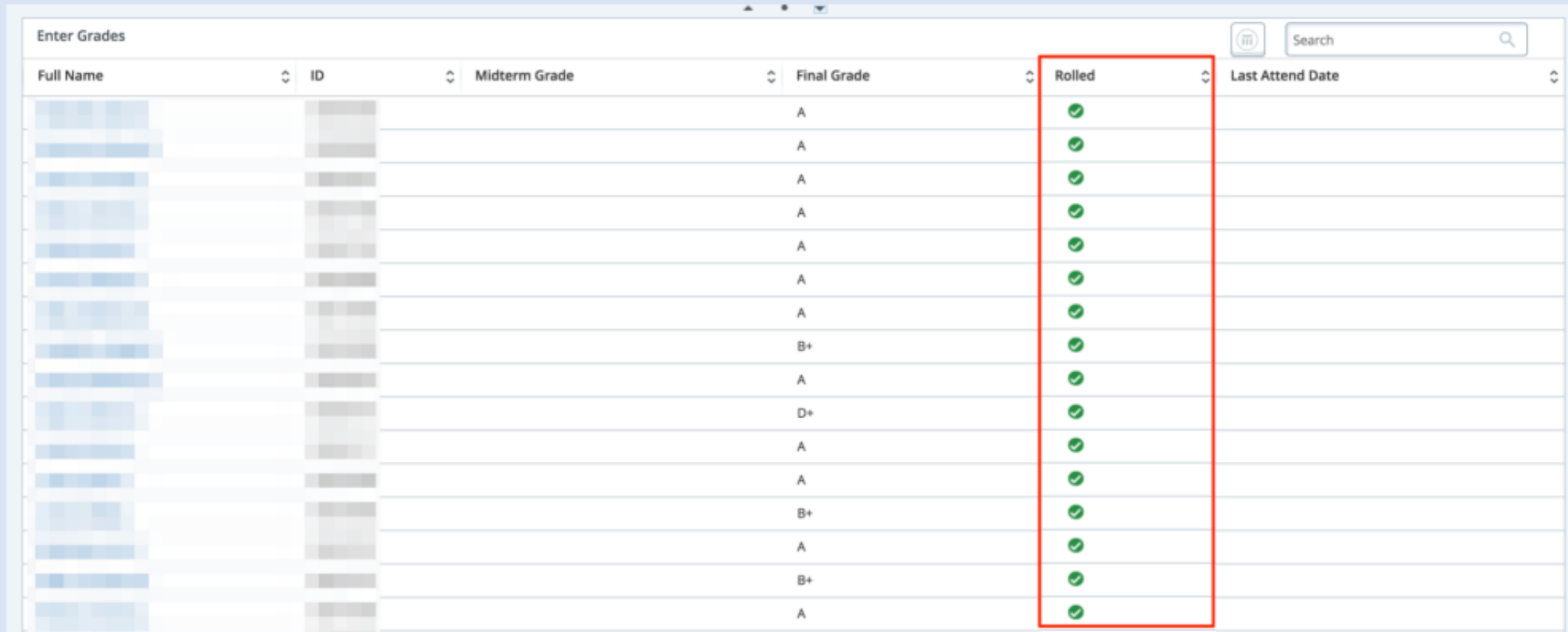
Enter Grades	
Full Name	ID
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Student, Joe	A01505436
Records Found: 10	

Student Details

You can review the Student Details by clicking on an individual student in the 'Enter Grades' section and clicking on the student's name. Student Details will show the student's photo along with confidentiality indicators and grade roll information. There is also a link to email students directly.

Rolled Column

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 in ServiceNow.



Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A	✓	
			A	✓	
			A	✓	
			A	✓	
			A	✓	
			A	✓	
			A	✓	
			B+	✓	
			A	✓	
			D+	✓	
			A	✓	
			A	✓	
			B+	✓	
			A	✓	
			B+	✓	
			A	✓	

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

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades' (which is selected and underlined), and 'Gradebook'. Below the tabs is a section titled 'My Courses'. Underneath, there is a table with columns for 'Grading Status', 'Rolled', 'Subject', 'Course', and 'Section'. Each column has a dropdown arrow. The 'Grading Status' dropdown is set to 'Completed' (highlighted in a green box). The 'Rolled' dropdown is set to 'Not Started' (highlighted in a red box). The 'Subject' column contains 'USU - University Studies', 'Course' contains '1300', and 'Section' contains 'CO1'.

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

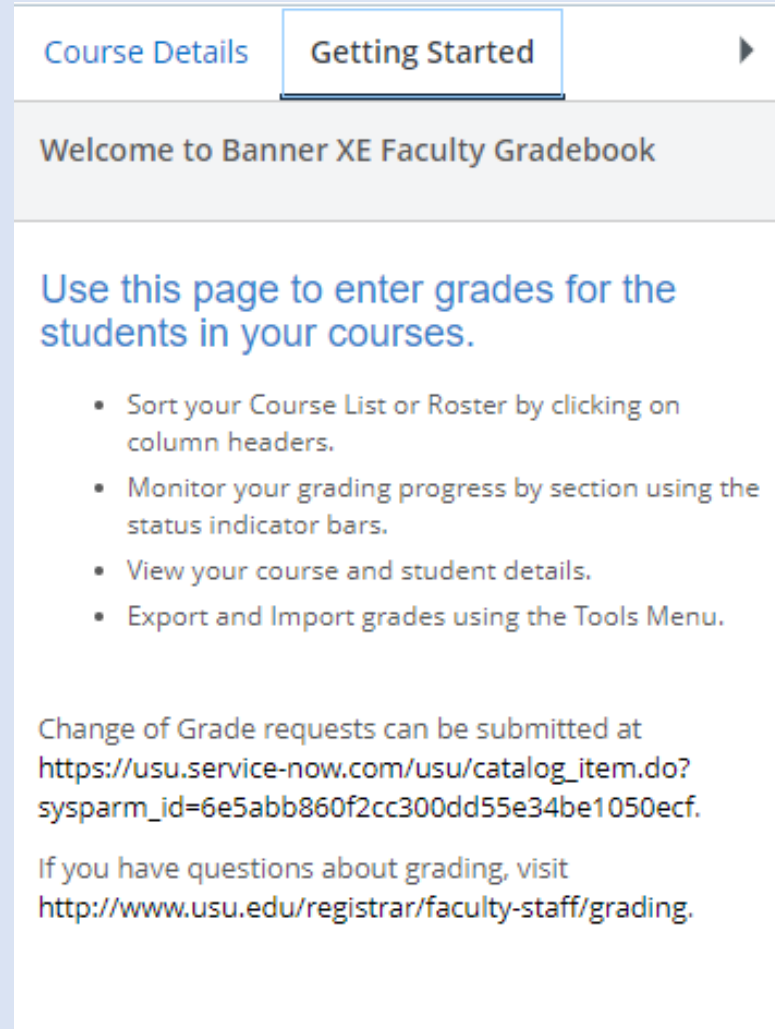
After your grades have rolled, both 'Grading Status' and 'Rolled' should show completed:

The screenshot shows the 'Faculty Grade Entry' interface after grades have rolled. The layout is identical to the previous screenshot, but the 'Grading Status' dropdown is now set to 'Completed' (highlighted in a green box) and the 'Rolled' dropdown is also set to 'Completed' (highlighted in a green box). The 'Subject', 'Course', and 'Section' values remain the same: 'USU - University Studies', '1300', and 'CO1' respectively.

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

Grading Questions

If you have questions about “Change of Grade” requests, click on the getting started tab. A link to general grading questions is also included under the tab.



The screenshot shows a web interface with two tabs: 'Course Details' and 'Getting Started'. The 'Getting Started' tab is selected and highlighted with a blue border. Below the tabs is a header area with the text 'Welcome to Banner XE Faculty Gradebook'. The main content area contains a blue heading 'Use this page to enter grades for the students in your courses.' followed by a bulleted list of instructions. At the bottom, there is a paragraph about submitting Change of Grade requests with a URL, and another paragraph about general grading questions with a URL.

Course Details **Getting Started**

Welcome to Banner XE Faculty Gradebook

Use this page to enter grades for the students in your courses.

- Sort your Course List or Roster by clicking on column headers.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Export and Import grades using the Tools Menu.

Change of Grade requests can be submitted at https://usu.service-now.com/usu/catalog_item.do?sysparm_id=6e5abb860f2cc300dd55e34be1050ecf.

If you have questions about grading, visit <http://www.usu.edu/registrar/faculty-staff/grading>.

Resources

Banner Grading:

Banner Faculty Grade Entry:

<https://ss.banner.usu.edu/FacultySelfService/ssb/gradeEntry>

Faculty Grading Information webpage: <http://www.usu.edu/registrar/faculty-staff/grading>

Banner Contact: USU Registrar's Office at (435) 797-1116

Canvas Support:

Canvas Grading Basics (including setting up your grade book, grading assignments, syncing to Banner)

Canvas Instructor Guide: <https://guides.instructure.com/s/2204/m/4152/c/23849>

CIDI Contact: (435) 797-9506