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

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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 default display is 10 courses per page so you may need to navigate to multiple pages to view all your courses:
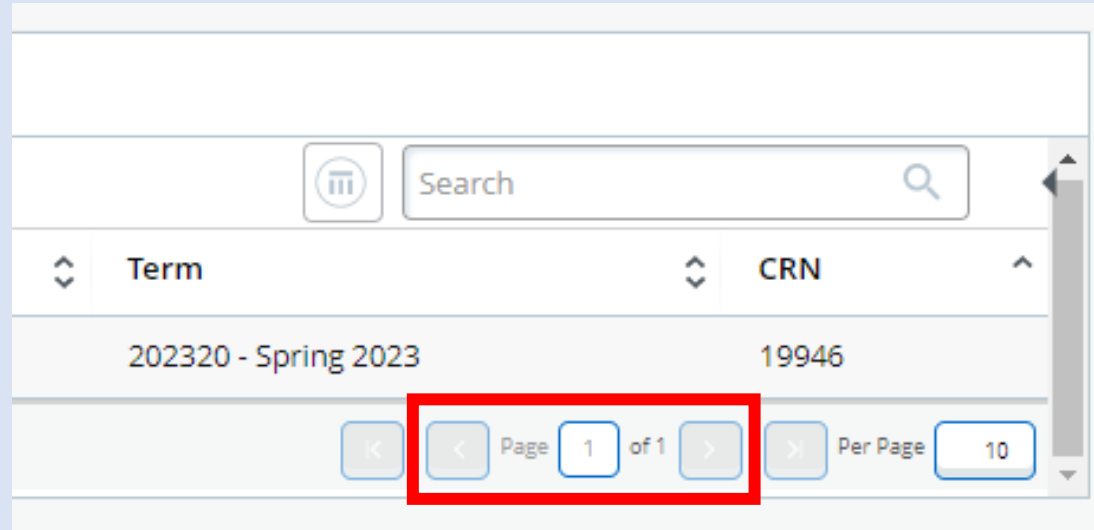
You can also utilize the search box to find your courses by subject, course, section, title, etc.:
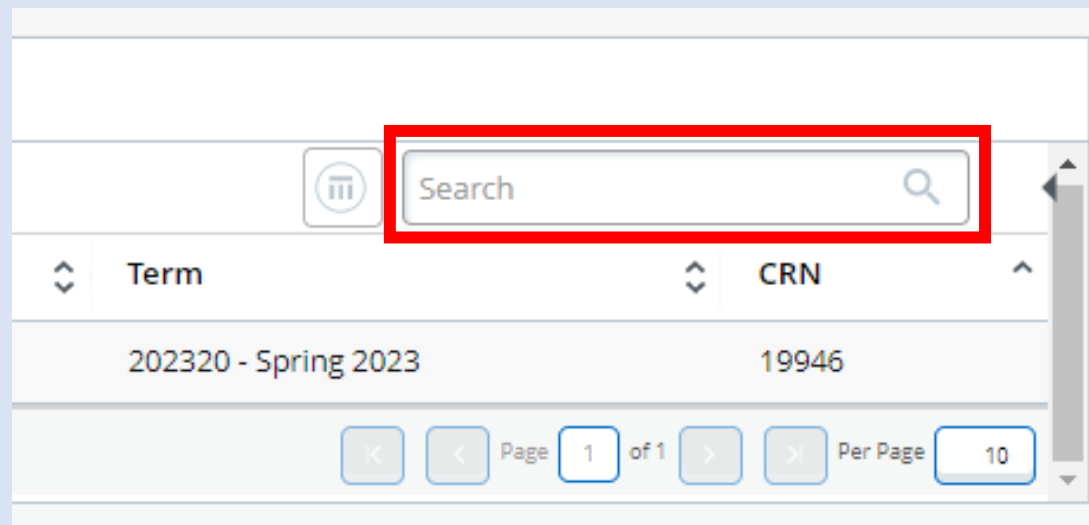
Columns are sortable so you can click the Grading Status column twice, for example, to sort the courses that still need to be graded to the top of the list:

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.

Entering Grades

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

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.

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

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

❗ **A last attend date is required for this grade.**

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

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

F		10/31/2017
Not Gradable	✅	
B+		

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Save   Reset
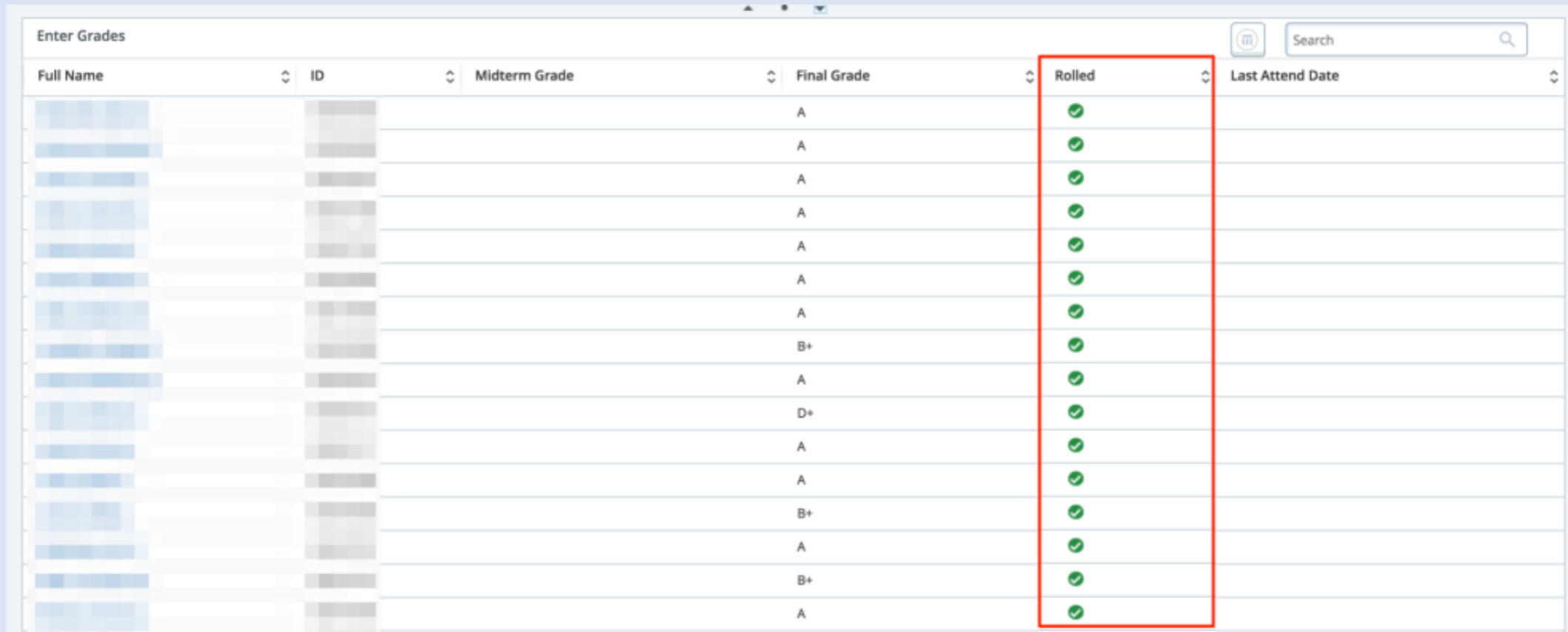
Enter Grades			
Full Name	⇕	**ID**	⇕
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Student, Joe		A01505436	
Records Found: 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.

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		USU - University Studies		1300		CO1

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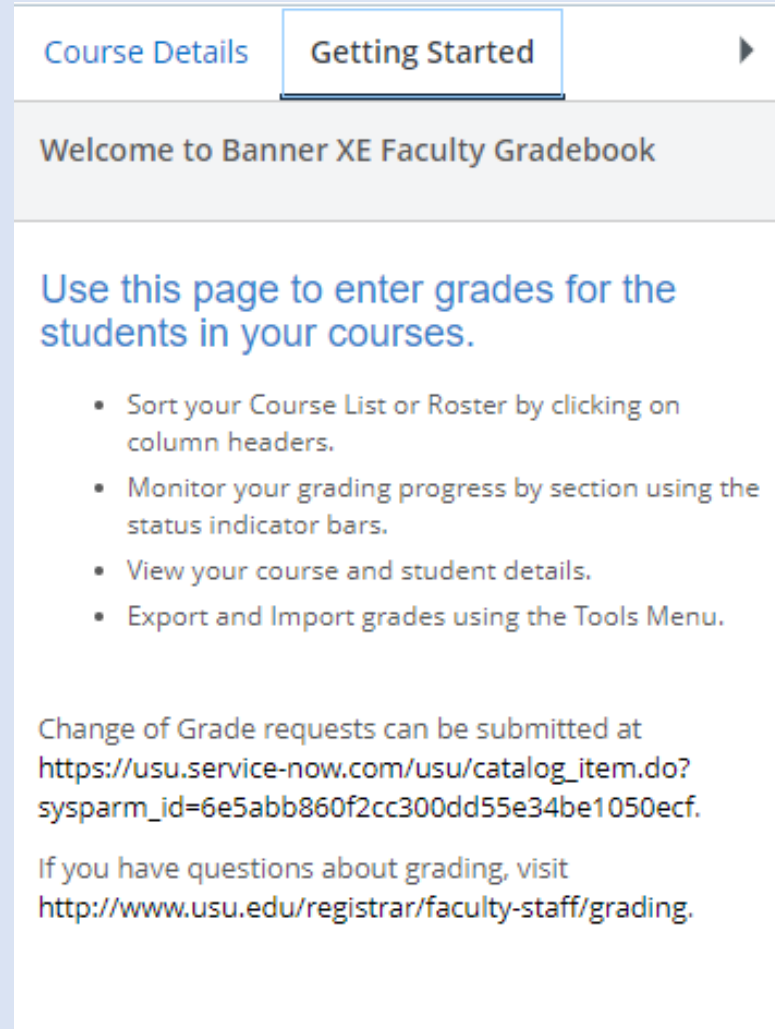
Faculty Grade Entry

Midterm Grades   **Final Grades**   Gradebook

My Courses

Grading Status	⌃⌄	Rolled	⌃⌄	Subject	⌃⌄	Course	⌃⌄	Section
Completed		Completed		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.

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