To access Self Service Banner, login to https://selfservice.brown.edu or use the Banner Web link from the Staff or Faculty gateway on the Brown homepage.

Log in to the Secure Area via the Brown Authentication process.
From the Faculty Services menu, select the link labeled Enter Grades.
Note that the Banner - Final Grade Entry opens in a new tab in your browser (1).

*Please be sure to log out of BOTH sessions and exit your browser when grading is complete.* Otherwise, the Banner Web session will remain open.

The grading will default to Midterm or Final as appropriate (2).

You may collapse the “Getting Started” panel for a wider display of the course information (3).
Click the Grading Status bar of the course you wish to grade. The indicator changes color from gray (grading not started) to yellow (grading in progress) to green (grading complete) based on the number of students on the roster who have been graded to indicate progress.

The student roster will display on the lower portion of your screen.
You may use the drop down list to select a grade for the student. Only those grades applicable to the student’s grade option will display. When you have finished selecting grades, click the Save button to record them. Grades can still be changed through this application until a checkmark appears in the Rolled column. Once grades are rolled, you must use the Change of Final Grade request form at: http://brown.edu/about/administration/registrar/facultystaff-resources/change-grade-request.
You may also enter grades by importing an Excel spreadsheet – one you have previously saved, or one you create through the grading application export process.

To **EXPORT** a worksheet from the application, click the grading status bar of the course you wish to grade, then click the Export/Import button in the upper right corner and select the Export Grade Template. Choose the .xls or .xlsx format and click Export. Follow the prompts to open or save the worksheet.
The file name will include the term, course code, and CRN for the course you are grading. Enter the appropriate grade for each student in the Final Grade column using the Grade Option column as a guide. In the Spring grading semester, those students who are expected to graduate will have a ‘Y’ in the Probable Graduate column.

ID and Final Grade are the only fields required for a successful import. You may leave all the other fields at their default values – they are informational only. Save the spreadsheet so you can access it for the import process.
To **IMPORT** a spreadsheet, click the grading status bar of the course you wish to grade, then click the Export/Import button in the upper right corner and select the Import. Use the wizard to select and import your saved Excel worksheet.

On the Select tab, use the Browse button to navigate to your spreadsheet. Click the Next button to proceed.
On the Preview tab, you can indicate a particular tab on your Excel spreadsheet for the Import, mark/unmark whether the spreadsheet has a header row, and preview the grid for the correct course import. Click the Next button to proceed.
On the Map tab, you must be sure that the fields for Student/Banner ID and Final Grade are selected and mapped from the Excel spreadsheet to be loaded into the grading application.

If you used the Export process, or your previously saved worksheet has columns labeled ID and Final Grade, no further action is necessary. Otherwise, use the drop downs to map those two columns. Click the Next button to proceed.
On the Import tab, you will receive a summary of the records to be imported. If the import has no changes, the message will appear as “No data available in table”.

If there are errors, you can download the Error report to review, make any changes needed, and re-import the corrected spreadsheet. Click the Import button to proceed.
The Finished tab will display the total records imported and any unchanged records ignored. Click the Finished button to complete the process. Grades loaded through the import process are automatically saved in the application – you do not need to save them again.
If you would like to indicate a Writing Deficiency for a student, you may do so from the application by using the drop down option or entering WDEF in the Writing Deficiency column. If you use the import function, you can apply the WDEF **AFTER** you import the grades from the spreadsheet.

If you enter or import an Incomplete grade for a student, the default Extension Date will be set. You can alter this date by clicking on the Incomplete Grades tab on the application and changing the date. Please do not choose a date greater than one year.

Click Save when your changes have been made.
When grading is complete, please use the Sign Out function in the upper right corner to log out of the grading component of Banner. The Faculty & Advisors tab is still active and you will remain logged in to the other Banner Web services unless you also click that tab and Exit the application.

**PLEASE BE SURE TO LOG OUT OF BOTH SESSIONS AND CLOSE YOUR BROWSER WHEN YOU HAVE COMPLETED YOUR BANNER MAINTENANCE.**