

**\*\*\*NEW --- FALL 2014\*\*\***

**Faculty: how to enter Final Grades**

<https://selfservice.brown.edu>

-or-

“Banner Web” link from the Staff or Faculty gateway on the Brown homepage

1

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.

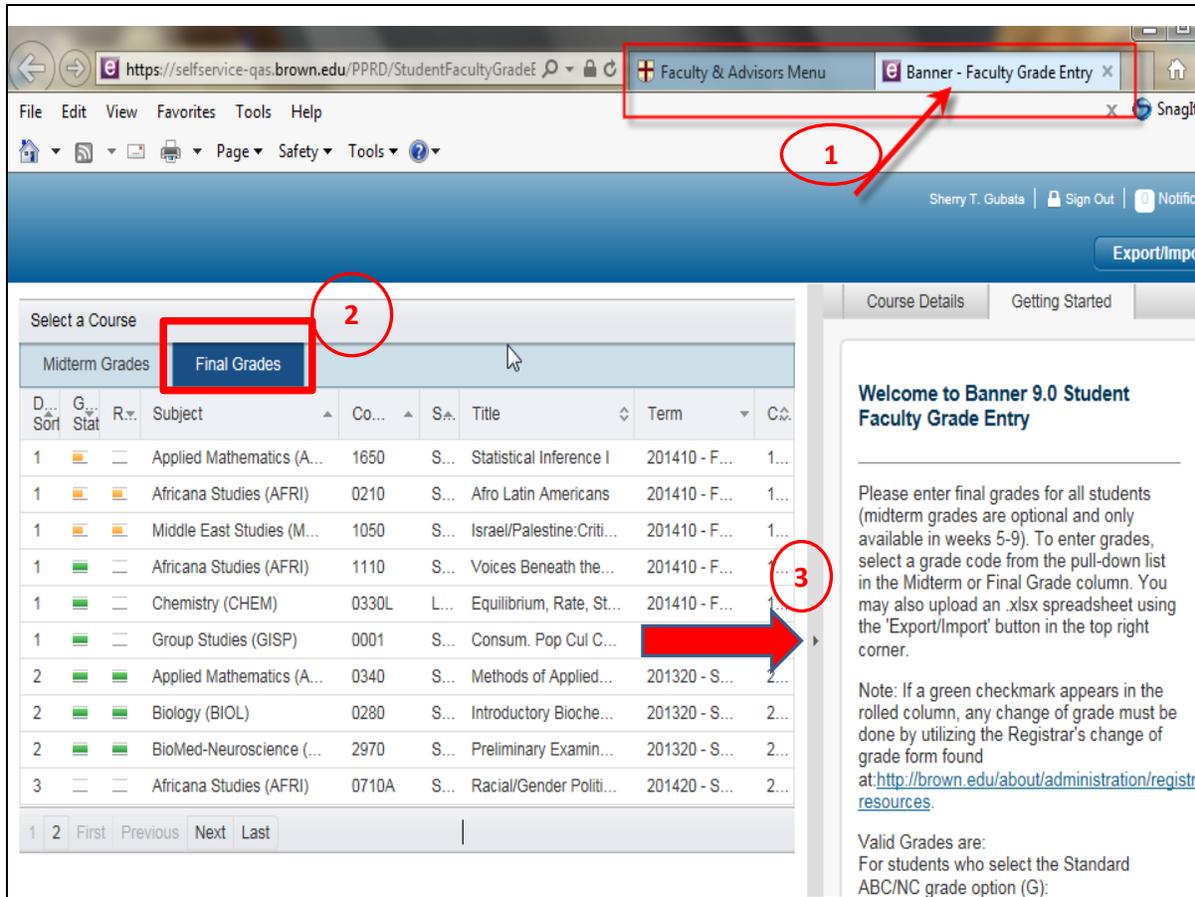
Log in to the Secure Area via the Brown Authentication process.

Slide 2

The screenshot shows the Banner Web interface for Brown University. At the top left is the Brown University logo and name. Below it is a navigation bar with two tabs: "Personal Information" and "Faculty Services", with the latter highlighted by a red box. To the right of the navigation bar are links for "RETURN TO MENU | SITE MAP | HELP | EXIT". The main heading is "Faculty Services". Below this is a grey message box with a warning icon and text: "Important message to Faculty/Advisors - If you intend on using the e-mail classlist/advisee list feature within Banner Web please set up your default 'mail to' client on your web browser to Brown GMail by following the directions at <http://brown.edu/go/mailto>". Below the message box is a horizontal line. The menu items are listed below: "Term Selection", "Summary Class List" (with a sub-item "View and email your class list(s)"), "Enter Grades" (highlighted with a red box and a description: "Enter mid-term and final grades. This link opens in a separate window which may be prevented from displaying if you are using a pop-up blocker."), "Create Registration Override Codes" (with a sub-item "Create and Download Registration Override Codes"), "Registration Overrides" (with a sub-item "Enter course permissions for individual students"), "Display advisee list" (with a sub-item "View your advisee's transcript, grades, registration, contact information"), and "Course Search" (with a sub-item "Brown Course Search Tool").

From the Faculty Services menu, select the link labeled Enter Grades.

Slide 3



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).

Slide 4

The screenshot shows a web interface for selecting a course. At the top, there is a 'Select a Course' header. Below it are two tabs: 'Midterm Grades' and 'Final Grades'. The 'Final Grades' tab is active. A table lists various courses with columns for 'Def... Sort', 'Grading Status', 'Rolled', 'Subject', 'Course', 'Sect...', 'Title', 'Term', and 'CRN'. The 'Grading Status' column contains colored bars: gray for 'not started', yellow for 'in progress', and green for 'complete'. A red box highlights the 'Grading Status' dropdown menu for the first row, and a red arrow points from it down to the 'Enter Grades' section below. The 'Enter Grades' section has a table with columns: 'Full Name', 'ID', 'Grade Option', 'Midterm Grade', 'Final Grade', 'Rolled', 'Proba... Graduate', and 'Writing Deficiency'.

Def... Sort	Grading Status	Rolled	Subject	Course	Sect...	Title	Term	CRN
1	Gray	<input type="checkbox"/>	American Studies (AMST)	0191T	SD1	American Identities	201410 - Fall 2014	15826
1	Yellow	<input type="checkbox"/>	Applied Mathematics (APMA)	1650	SD1	Statistical Inference I	201410 - Fall 2014	16002
1	Yellow	<input type="checkbox"/>	Africana Studies (AFRI)	0210	SD1	Afro Latin Americans	201410 - Fall 2014	16148
1	Yellow	<input type="checkbox"/>	Middle East Studies (MES)	1050	SD1	Israel/Palestine:Critical Lexi	201410 - Fall 2014	16506
1	Green	<input type="checkbox"/>	Africana Studies (AFRI)	1110	SD1	Voices Beneath the Veil	201410 - Fall 2014	16144
1	Green	<input type="checkbox"/>	Chemistry (CHEM)	0330L	L02	Equilibrium, Rate, Struct Lab	201410 - Fall 2014	15801
1	Green	<input type="checkbox"/>	Group Studies (GISP)	0001	SD1	Consum. Pop Cul Contmp Korea	201410 - Fall 2014	16850
2	Green	<input type="checkbox"/>	Applied Mathematics (APMA)	0340	SD1	Methods of Applied Math I + II	201320 - Spring 2014	24871
2	Green	<input type="checkbox"/>	Biology (BIOL)	0280	SD1	Introductory Biochemistry	201320 - Spring 2014	23676
2	Green	<input type="checkbox"/>	BioMed-Neuroscience (NEUR)	2970	SD1	Preliminary Examination Prep	201320 - Spring 2014	23579

1 2 First Previous Next Last

Enter Grades

Full Name	ID	Grade Option	Midterm Grade	Final Grade	Rolled	Proba... Graduate	Writing Deficiency
-----------	----	--------------	---------------	-------------	--------	-------------------	--------------------

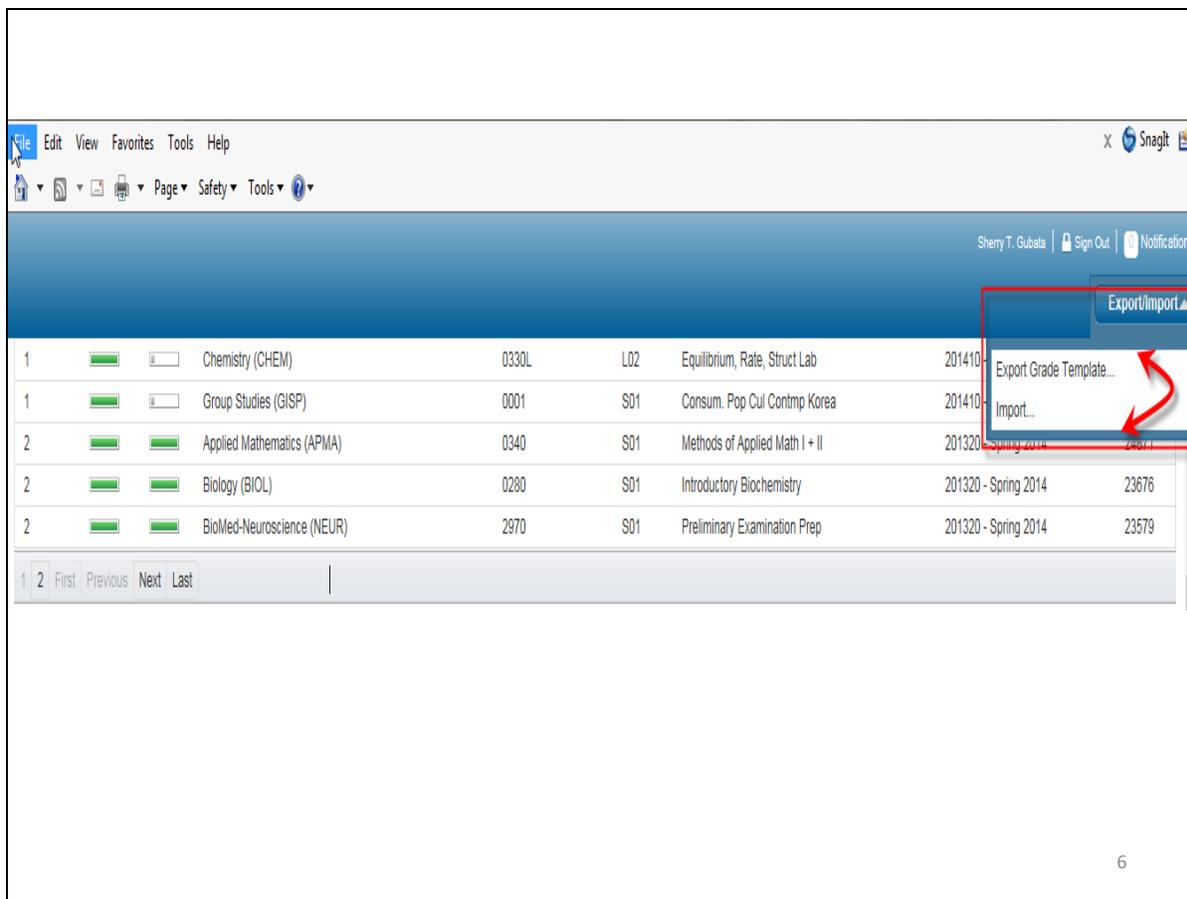
Click the Grading Status bar of the course you wish to grade. The indicator changes color from gray (grading not started) to yellow (grading in progress) to green (grading complete) based on the number of students on the roster who have been graded to indicate progress.

The student roster will display on the lower portion of your screen.

The screenshot displays a web-based interface for entering student grades. At the top, there is a header with the user's name 'Sherry T. Gubata', a 'Sign Out' link, and a notification icon. Below the header is a table listing courses with columns for course ID, section ID, title, and term. The 'Enter Grades' section features a table with columns for 'Full Name', 'ID', 'Grade Option', 'Midterm Grade', 'Final Grade', 'Rolled', 'Proba... Graduate', and 'Writing Deficiency'. The 'Final Grade' column is highlighted with a red box, and a dropdown menu is open showing options: A, B, C, INC, and NC. A red arrow points from the dropdown to the 'Save' button at the bottom right, which is also highlighted with a red box. A 'Reset Grades Not Saved' button is also visible.

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>.

Slide 6



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.

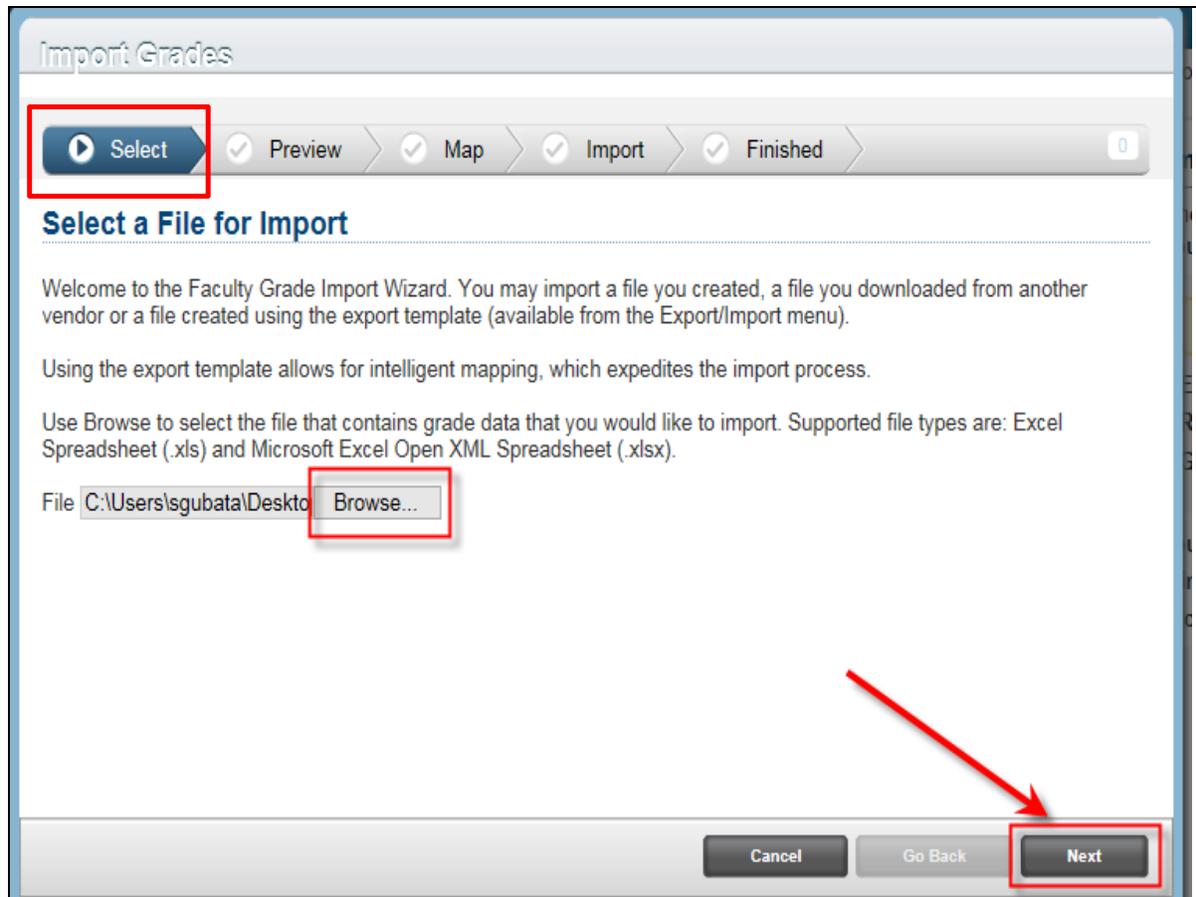
Slide 7

201410\_American Studies\_0191T\_S01\_15826\_Template.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J
1	Full Name	ID	Rolled	Confidential	Course	Final Grade	Grade Option	Probable Graduate		
2			No	No	American Studies		G			
3			No	No	American Studies		G			
4			No	No	American Studies		G			
5			No	No	American Studies		G			
6			No	No	American Studies		G			
7			No	No	American Studies		G			
8			No	No	American Studies		G			
9			No	No	American Studies		G			
10			No	No	American Studies		G			
11			No	No	American Studies		G			
12			No	No	American Studies		G			
13										

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.

**Import Grades**

Select Preview Map Import Finished

### Preview File

If you have more than one CRN graded on a worksheet, please use the drop down list labeled 'Import Sheet' to select the correct worksheet tab.

Check the box if your spreadsheet includes headers.

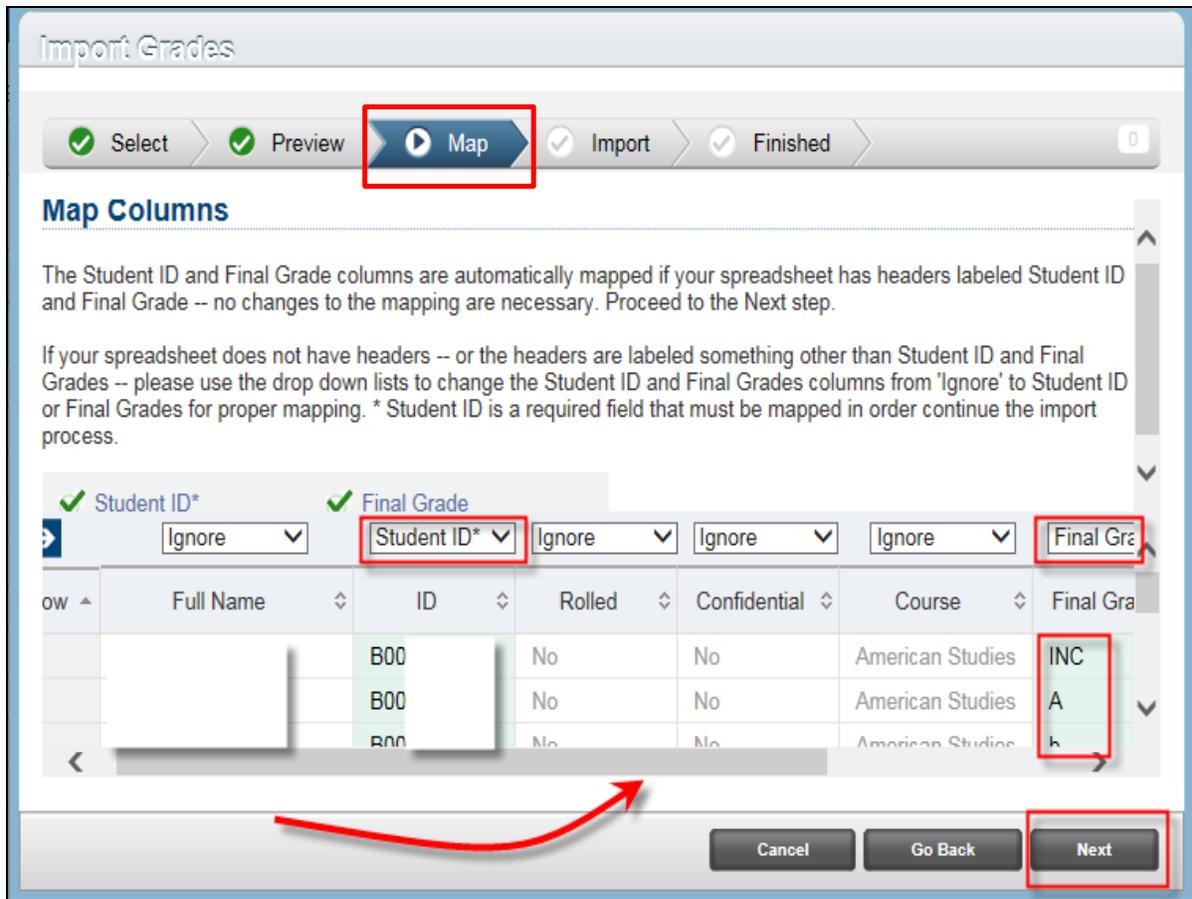
Use the grid to preview the data prior to importing.

Import Sheet **Grades**  My spreadsheet has headers  
more grades

Row	Full Name	ID	Rolled	Confidential	Course	Final Grade
1		B00	No	No	American Studies	
2		B00	No	No	American Studies	
3		B00	No	No	American Studies	
4		B00	No	No	American Studies	
5		B00	No	No	American Studies	

Cancel Go Back **Next**

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.

Import Grades

✓ Select > ✓ Preview > ✓ Map > **▶ Import** > ✓ Finished > 0

Importing will overwrite existing data that has not been rolled. Blank data will be ignored.

If there are no changes to import from your spreadsheet, the message will appear as "No data available in table". Please check your spreadsheet and/or the Error report to determine if there are changes to be imported.

The following 4 records will be imported:

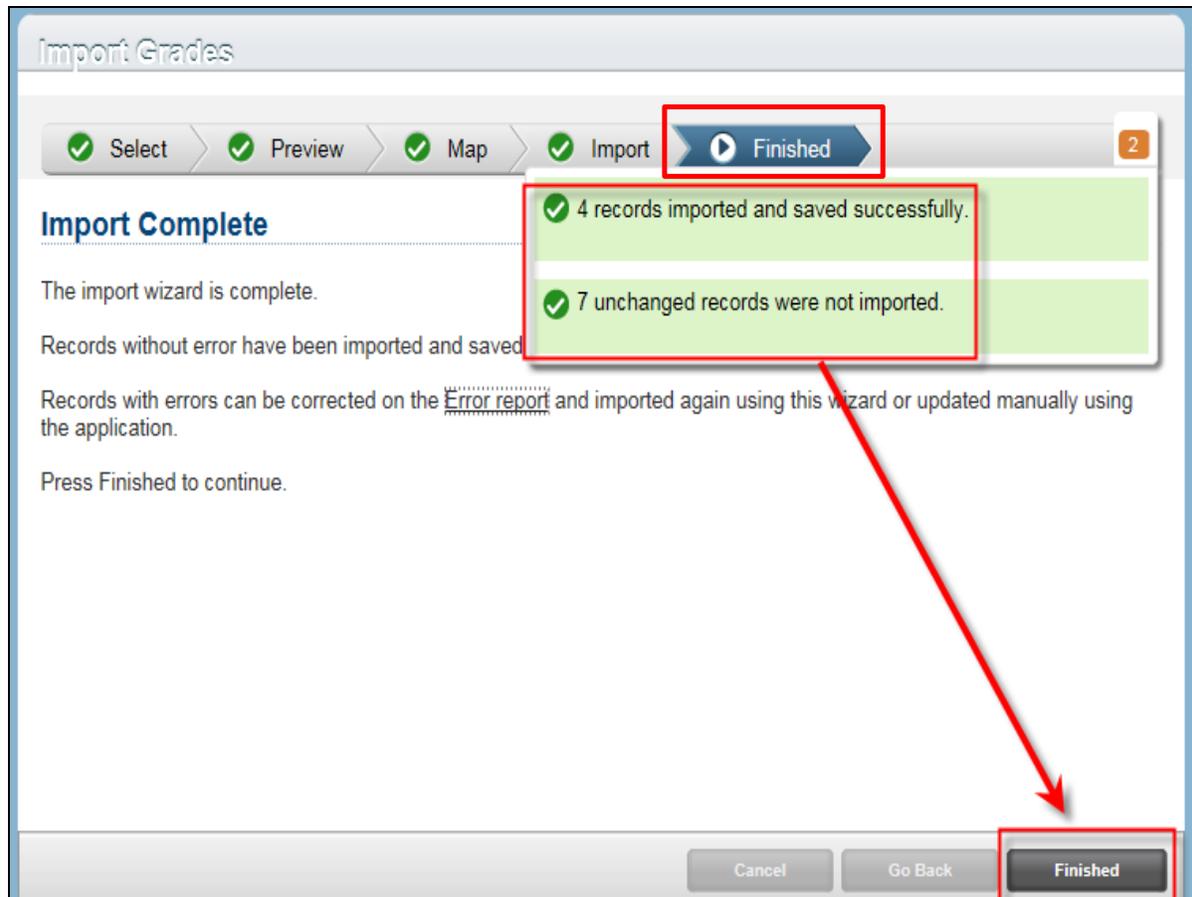
Full Name	ID	Rolled	Confidential	Course	Final Grade	Grade Option	Probable Graduate
	B00:	No	No	American Studies	INC	G	
	B00:	No	No	American Studies	A	G	
	B00:	No	No	American Studies	b	G	
	B00:	No	No	American Studies	nc	G	

0 records containing errors will not be imported. 7 unchanged records will not be imported. [Download the Error report](#)

Cancel Go Back **Import**

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.

### Writing Deficiency and Incomplete Grades processing

The screenshot displays the 'Enter Grades' application interface. It features two tabs: 'Roster' and 'Incomplete Grades'. The 'Roster' tab is active, showing a table with columns: Full Name, ID, Grade Option, Midterm Grade, Final Grade, Rolled, Prob... Graduate, and Writing Deficiency. A dropdown menu is open for the 'Writing Deficiency' column, with 'WDEF' selected. The 'Incomplete Grades' tab is also visible, showing a table with columns: Full Name, ID, Gr... Option, Grade, Incomplete Final Grade, Rolled, Extension Date, Prob... Graduate, and Writing Deficiency. A red arrow points from the 'Incomplete Grades' tab to the 'Extension Date' column. At the bottom of the interface, there are two buttons: 'Reset Grades Not Saved' and 'Save'.

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.

The screenshot shows a web browser window with the URL <https://selfservice-qas.brown.edu/PPRD/StudentFacultyGradeEntry/ssb/facultyGr...>. The browser tabs include 'Faculty & Advisors Menu' and 'Banner - Faculty Grade Entry'. The user is logged in as 'Sherry T. Gubata' and has a 'Sign Out' button in the upper right corner. Below the navigation bar is a table titled 'Select a Course' with two tabs: 'Midterm Grades' and 'Final Grades'. The table has columns for 'De... Sort', 'Gr... Status', 'Ro...', 'Subject', 'Course', 'Se...', 'Title', 'Term', and 'CRN'. The table contains three rows of course data.

De... Sort	Gr... Status	Ro...	Subject	Course	Se...	Title	Term	CRN
1			American Studies (AMST)	0191T	S01	American Identities	201410 - Fall 2014	15826
1			Applied Mathematics (APMA)	1650	S01	Statistical Inference I	201410 - Fall 2014	16002
1			Africana Studies (AFRI)	0210	S01	Afro Latin Americans	201410 - Fall 2014	16148

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.**