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# **Banner Student Faculty Grade Entry Handbook**

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# Introduction

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The Faculty Grade Entry application provides an updated user interface for faculty grade entry processing in Banner Student. The Faculty Grade Entry page is used to enter and update midterm, final, and incomplete grades, as well as the last date of attendance and hours attended. Components and subcomponents can be graded using gradebook functionality. You can import and export grade data for students. You can also use student academic review processing. The Faculty Grade Entry Self-Service page can be used in conjunction with existing pages in Banner Faculty and Advisor Self-Service 8.x.

Here are the chapters contained in this handbook.

- [“Getting Started” on page 7](#)
- [“User Interface” on page 25](#)
- [“Set up GTVSDAX rules” on page 28](#)
- [“Set up Banner Student pages” on page 42](#)
- [“Use Faculty Grade Entry” on page 29](#)
- [“How to” tasks” on page 83](#)
- [“Import and Export Grades” on page 90](#)
- [“Student Academic Review” on page 97](#)
- [“Migrate from 8.x” on page 114](#)
- [“Appendix - Extensibility in Faculty Grade Entry” on page 117](#)

# Getting Started

---

This chapter describes how to access the Faculty Grade Entry application and perform the setup that is needed in baseline and Self-Service.



**Note:** With care, Banner 8.x Self-Service grading can co-exist with Banner Student Faculty Grade Entry 9.x grading. You should not have the same term/CRN being graded at the same time in the two systems. A term/CRN can be graded in the two systems at different points in time.

For example, you could perform a Banner Student Faculty Grade Entry 9.x upload, followed by a Banner 8.x Self-Service update, followed by a Banner 9.x update, followed by a Banner 8.x administrative update, and processing should be successful.

## Disable grading links in Self-Service

---

When using Banner Student Faculty Grade Entry 9.x with Banner Faculty and Advisor Self-Service 8.x, grading in Banner Faculty and Advisor Self-Service 8.x is still supported for midterm and final grading. The menu links to the grading pages (Midterm Grades, Final Grades, Incomplete Grades Summary) in 8.x Self-Service must be disabled in Banner Web Tailor if you no longer want to have midterm and final grading active in both systems.

Disable the menu links for the following pages:

- Mid Term Grades (`bwlkfmgd.P_FacMidGrd`)
- Final Grades (`bwlkffgd.P_FacFinGrd`)
- Incomplete Grades Summary (`bwlkincg.P_FacIncmpGrdSum`)

You can also disable the menu link for the Summary Class List page (`bwlkfcwl.P_FacClaListSum`) if you choose.

Use the following steps to disable the menu links to the pages. You can disable one menu link at a time.

1. Access Banner Web Tailor.
2. On the Web Tailor Menu (`bmenu.P_WebTailorMnu`), select Web Menus and Procedures.
3. On the Customize a Web Menu or Procedure page (`twbkwmnu.P_OptionPgWebMain`), enter the package.procedure name of the Web page in the **Search by Name** field.

The package.procedure names you want to use in this case are:

- `bwlkfmgd.P_FacMidGrd`

- `bwlkffgd.P_FacFinGrd`
  - `bwlkincg.P_FacIncmpGrdSum`
4. Select the **Search** button.
  5. Select the name in the **Procedure Name** field.
  6. Select the **Copy Baseline to Local** button.
  7. Uncheck the **Enabled Indicator**.
  8. Select the **Submit Changes** button.
  9. Repeat these steps for each menu link you wish to disable.
  10. You may need to log out of Self-Service and log back in to see the menu changes.

## Customize Info Text

---

Info Text is delivered for the Getting Started tab on the Faculty Grade Entry page. This text can be customized at your institution using Banner Web Tailor. The Info Text is contained in three labels for the Web Tailor procedure *FGE9*. The labels are: `GettingStartedTitle`, `GettingStartedBody`, and `GettingStartedFooter`.



**Note:** As the Info Text for the Getting Started tab can be customized at each institution, no translations are delivered for this data.

Links to other Websites or email addresses can be included in the Info Text. You can also create a link to institution-specific instructions for entering grades, such as a `.pdf` file. However, when customizing the Info Text entries on the Customize the Selected Information Text Entry page (`twbkwinf.P_ModifyPgInfoText`), be aware that the **Image** field is not supported for Faculty Grade Entry.

Information text is stored in the Web Tailor Repeating Information Text Table (TWGRINFO). There is a limit of 2000 characters per record. Records are concatenated for display.

Please refer to the “Using Web Tailor” chapter in the *Banner Web Tailor User Guide* for information on customizing Info Text



**Note:** HTML formatting is not supported in the Info Text entries for Faculty Grade Entry. Use Markdown language to format the Info Text rather than HTML. This protects your institution against the injection of scripting into the entries.

See the “Markdown language” section that follows for more information on using Markdown language.

## Associated Web Tailor procedure

The FGE9 Web tailor procedure is delivered on the Select Information Text to Customize page (twbkwinf.P\_ReorderPgInfoText).

Procedure Name	Description	Enabled	Source
FGE9	Infotext for Banner 9.0 Faculty Grade Entry	Y	BG

## Associated Web Tailor labels

Labels are delivered on the Reorder or Customize Information Text page (twbkwinf.P\_ReorderPgInfoText?name\_in=FGE9). These labels contain the seed data for the title, body, and footer text used in the Getting Started tab.

Use the **Copy Baseline entries to Local** button to copy the seed data. You can then modify the text as you wish.

Seq #	Label	Source	Info Text
1	GettingStartedBody	Baseline	####Use this page to enter grades for the students in your courses.  * Only your courses which are open for grading are displayed.  * Monitor your grading progress by section using the status bars.  * View your course and student details.  * Sort your Course List or Roster by clicking on column headers.  * Export and Import grades using the Tools Menu.
1	GettingStartedFooter	Baseline	If you have questions, please Email the Registrar  YourRegistrar@YourInstitution.Edu
1	GettingStartedTitle	Baseline	Welcome to Banner 9.3 Student Faculty Grade Entry

## Markdown language

You can use Markdown language to format the Info Text for Faculty Grade Entry. Here are some examples of Markdown language commands and the formatting results.

### Headers

Here are examples of heading levels.

Markdown Input	Output
<code># Level 1 Header (H1)</code>	<b>Level 1 Header (H1)</b>
<code>## Level 2 Header (H2)</code>	<b>Level 2 Header (H2)</b>
<code>##### Level 5 Header (H5)</code>	<b>Level 5 Header (H5)</b>

### Paragraphs

Here are examples of separating text into paragraphs and adding link breaks.

Markdown Input	Output
<code>One or more consecutive lines of text separated by one or more blank lines.</code>	One or more consecutive lines of text separated by one or more blank lines.
<code>This is another paragraph.</code>	This is another paragraph.
<code>To create a line break, end a line in a paragraph with two or more spaces.</code>	
<code>I am a sentence with a line break.</code>	I am a sentence with a line break.

### Lists

Here are examples of unordered and ordered lists.

## Markdown Input

## Output

For unordered lists, use asterisks (\*), plus signs (+), or dashes (-).

```
* Red  
* Green  
* Blue
```

- Red
- Green
- Blue

```
+ Red  
+ Green  
+ Blue
```

- Red
- Green
- Blue

```
- Red  
- Green  
- Blue
```

- Red
- Green
- Blue

For ordered lists, use numbers.

```
1. Bird  
2. MacHale  
3. Parish
```

1. Bird
2. MacHale
3. Parish

## Emphasis

Here are examples of using italics and bold for emphasis.

## Markdown Input

## Output

Italic (em tag)

```
I am *emphasized*
```

I am *emphasized*

```
I am _emphasized_
```

I am *emphasized*

Bold (strong tag)

```
I am **bold**
```

I am **bold**

```
I am __bold__
```

I am **bold**

## Links

Here are examples of inline, reference, and automatic links.

The reference method has two parts, the link definition and the actual link. The link definition can be placed anywhere on the page, and it will not be displayed on the page itself.

## Markdown Input

## Output

### Inline method

This is [an example](http://example.com/"Optional Title") inline link.

This is [an example](http://example.com/) inline link.

### Reference method

#### Link definition

```
[id]: http://example.com/"Optional Title Here"
```

#### Link

This is [an example] [id] reference-method link.

This is [an example](http://example.com/) reference-method link.

**Note:** If you do not define the link as [an example], then use the link name instead of the ID for the link definition, such as [an example]: http://example.com/"Optional Title Here".

### Automatic method

```
<http://example.com/>
```

<http://example.com>

```
<address@example.com></code>
```

[address@example.com](mailto:address@example.com)

## Tables

Here is the Markdown input for a sample formatted table.

```
| First Header | Second Header |
|-----|-----|
| Row1 Cell1 | Row1 Cell2 |
| Row2 Cell1 | Row2 Cell2 |
```

Here is the output for that sample formatted table.

First Header	Second Header
Row1 Cell1	Row1 Cell2
Row2 Cell1	Row2 Cell2

## Image call

Here is an example of calling an image for display.

### Markdown Input

```
![Alt text](/files/expand_arrow.JPG "Image call example")
```

### Output

Image call example

## Literal characters

The characters in the following list may have special meanings in Markdown language. You can prevent Markdown language from interpreting them by placing a backslash (\) in front of them.

### Character      Description

---

\	backslash
`	backtick
*	asterisk
_	underscore
{ }	curly braces
[ ]	square brackets
( )	parentheses
#	hash mark
+	plus sign
-	minus sign or hyphen
.	dot
!	exclamation mark
:	colon
	pipe



Markdown Input	Output
\\	\
\'	'
\*	*
\_	_
\{\}	{ }
\[\]	[ ]
\(\)	( )
\#	#
\+	+
\-	-
\.	.
\!	!
\:	:
\	

## Image files

---

Student photographs can be displayed in attendance tracking. The following image file formats are supported:

- .gif
- .bmp
- .jpg
- .png

The preferred standard for images is a .jpg file. The No Photo Available image is a .png file due to the art used.

- Remember to maintain a square aspect ratio for all images.
- Establish a maximum resolution of 200 pixels by 200 pixels.

## Filename restrictions

In Banner it is possible for student IDs to begin with numbers. However, some file systems require that files begin with a letter instead of a number. To ensure that a student's photograph can be displayed on all systems, it is required that all student picture filenames that start with a number use the character I as the starting character. For example, a student with an ID of 12345678 would require a photograph filename of I12345678.



**Note:** A student with an ID of S12345678 could use a filename of either S12345678 or IS12345678.

Since some file systems restrict the number of characters a file can have, to ensure that a picture can be displayed, we support removing the first two characters of a student ID, as long as the ID has five or more characters. For example, if we have a student with an ID of S12345678, any of the following filenames may be used to associate a photograph with the student:

- IS12345678
- SI12345678
- I2345678

For a student with the student ID of S12345678, the photograph for the student may use any of the following filenames:

- IS12345678.jpg
- SI12345678.jpg
- I2345678.jpg
- IS12345678.png
- SI12345678.png
- I2345678.png
- IS12345678.gif
- SI12345678.gif
- I2345678.gif
- IS12345678.bmp
- SI12345678.bmp
- I2345678.bmp

## GTVSDAX rule

Remember to set the PHOTOS rule on GTVSDAX to Y to display photos in the application.

## Configure photo location

The file location where student photograph files can be placed is configured using the `banner.picturesPath` property in the configuration file for each application. For example:

```
banner {  
    picturesPath = System.getProperty('base.dir') + '/test/images'  
}
```

In the example above, the `picturesPath` equals to the application's base directory appended with `/test/images`.

- If no value is provided in the application configuration files, `/test/images` will be the default location.
- If a student photograph does not exist, a default image will be displayed. The default image is configurable using the configuration file.

For more information photograph configuration, please refer to the *Banner Student Faculty Grade Entry Installation Guide*.

## Replace default image file

To replace the default image file that is displayed when the student's actual photo is not available, do the following.

1. Select an image file to use, and name it "no-photo-available".
2. Make sure the file uses one of the four supported formats (`.bmp`, `.gif`, `.jpg`, `.png`).
3. Place the image file in the `picturesPath` location.

This image replaces the delivered default image. If these steps are not performed, the default image file delivered in the war file will be used.

## Date formats

---

Date formats for Banner Student Faculty Grade Entry are not set up using Web Tailor. They are defined in the local specific `messages.properties` files using these properties.

- `default.dateEntry.format`  
Determines the date format for the application for day, month, year, and century display.
- `default.date.format`

Determines the date format for display and entry in the user interface and validates the date entered against the format.

- `js.datepicker.dateFormat`

Determines the date format for the interactive date selection control.

Please refer to the *Banner Student Faculty Grade Entry Installation Guide* for more information on using date formats.

## Define session timeout

---

There are two timeout processes used by Faculty Grade Entry, the overall session inactivity timer and the shorter timer that checks whether you have been inactive (have not recently made or saved any changes).

The overall session inactivity timer can be configured in multiple locations, such as the `banner_configuration.groovy` file with the configuration property of `defaultWebSessionTimeout`. The value is the number of seconds for the application to wait before prompting the user that the session is going to time out. When the configuration value is not specified, a default value of 1500 seconds is used.

The shorter timer that checks for inactivity is hardcoded into the application for a delay of two minutes.

Web session timeouts can also be configured in the TWTVROLE table using Web Tailor. Select the TWTVROLE\_CODE and TWTVROLE\_TIME\_OUT columns from TWTVROLE. The TWTVROLE\_CODE value corresponds to the role assigned to the user who is logged into the application.

The service will then use the longest of all the session timeout values it finds. For example, when the TWTVROLE value is set to 1000 seconds for the authentication user, but the default value for the overall session inactivity timer is 1500 seconds, then 1500 seconds is used by Faculty Grade Entry.

## Use Multi-Entity Processing

---

Multi-Entity Processing (MEP) is available for Banner Student Faculty Grade Entry. The MEP institution name is displayed in the items at the top right of the Web page. Please refer to the *Multi-Entity Processing Handbook* for more information on using MEP.

The MEP URL for Self-Service uses a parameter of `mepCode` that corresponds to the GTVVVPI\_CODE value in GTVVVPI table.

For example:

- For the GTVVPDI\_CODE value of *INST* (GTVVPDI\_DESC value of *Institution*), the URL would be: `http://m037177.sungardhe.com:8080/FacultyGradeEntry?mepCode=INST`
- For the GTVVPDI\_CODE value of *BANNER* (GTVVPDI\_DESC value of *Banner College*), the URL would be: `http://m037177.sungardhe.com:8080/FacultyGradeEntry?mepCode=BANNER`

Use the following steps for MEP with Faculty Grade Entry.

1. The user logs in to a specific institution.

The institution is determined by the link the user selects, such as:

- Faculty Grade Entry - MEP=INST
- Faculty Grade Entry - MEP=BANNER
- Faculty Grade Entry - NO MEP CODE

Selecting the link takes the user to the Faculty Grade Entry login page where the username and password are entered.

2. The faculty member can select the Midterm, Final Grades, or Gradebook tab.
3. The faculty member can then select a course and scroll down to either view or enter grades for the students in the course.

Please refer to the *Banner Student Faculty Grade Entry Installation Guide* for more information on using MEP with Faculty Grade Entry.

## Use Value-Based Security

---

Banner's Value-Based Security (VBS) uses Oracle's Fine-Grained Access Control (FGAC) to provide row level security to Banner data. Using VBS with FGAC for Banner Student Faculty Grade Entry is optional.

- Security is implemented once and is enforced by all products and tools which access the database.
- Flexible group rules can be developed and maintained for business profiles and users. You can set up and change FGAC security definitions as business practices change.
- FGAC security is carried over to all Banner processing including:
  - Banner 9.x Administrative System
  - Banner 9.x Self-Service
- Forms are used to establish FGAC policy rules on a table, table relationships, and user access rules. These rules are still defined in Banner 8.x.
- Users, individual Banner processes, and jobs can be excluded from FGAC security.

- FGAC security rules (predicates) can be defined to include a single column or multiple columns. Oracle table rows can also be secured based on column values or other data elements.

If a Self-Service user has an Oracle username, the database connections will be proxied for that user. This means that FGAC rules may apply, and the audit trail should reflect the actual user. If the user does not have an Oracle username, then FGAC will not be in effect.

## Banner security

---

Faculty Grade Entry processing follows all established Banner 8.x security rules and setup. You do not need to adjust existing security settings at your institution that are used with other areas of Banner Faculty and Advisor Self-Service.

Only sections to which the faculty member is assigned as an instructor are displayed in the course list on the Faculty Grade Entry page. The instructor's access to a course is determined by security settings established by the institution on Faculty/Advisor Process Rules Page (SOAFACS). The Faculty Attribute/Advisor Type Control Page (SOAFAPC) can be used to further control viewing grades and editing access for faculty members with attributes assigned to classes. The Section Web Controls Page (SSAWSEC) can be used to further control access to a class.

Refer to the faculty security setup topics "Application Overview" chapter in the *Banner Faculty and Advisor Self-Service User Guide* for more information on using faculty security in Self-Service.

## Values stored in Banner Web Tailor or in application

---

For Banner Student Faculty Grade Entry, some values are set up in Banner Web Tailor, and others are delivered in the application. Values delivered in the application can be reconfigured there. This is different from setup in Banner Self-Service 8.x. This presents a model that moves away from using Banner Web Tailor.

Here is a list of which Web Tailor settings are and are not used by Faculty Grade Entry.

Web Tailor Web Page	Field	Used or Not Used by FGE
Customize Web Rules	Web Timeout in minutes	Not used by FGE
	Maximum Number of Login Attempts	Used by FGE

<b>Web Tailor Web Page</b>	<b>Field</b>	<b>Used or Not Used by FGE</b>
	Date Display Format Mask	Not used by FGE
	Date Input Format Mask	Not used by FGE
	Display Usage Page	Not used by FGE
	Enable Web Page Caching	Not used by FGE
	Use HTTP Redirection After Login	Not used by FGE
	Java Classpath	Not used by FGE
	Document Type Definition	Not used by FGE
	Document Type Definition FPI	Not used by FGE
	Document Type Definition URL	Not used by FGE
	Language ISO 639-1	Not used by FGE
Customize Global User Interface Settings	System or Institution Name	Not used by FGE  (ellucian UNIVERSITY is delivered as part of the institution's Banner image file. Edit the file at your site to include your institution's image.)
Customize a Web Tailor Parameter	Parameter Name	Used by FGE

# User Interface

---

This chapter discusses logging in and out of the application and working with the user interface. It also describes how to reset passwords.

## Log in to Self-Service without single sign-on

---

When single sign-on is not in use, you can do the following to access Faculty Grade Entry.

1. Log in to Banner Faculty and Advisor Self-Service 8.x.
2. Select the Enter Grades Banner 9.0 option on the Faculty and Advisors Main Menu ( `bmenu.P_FacMainMnu` ).
3. Log in to Faculty Grade Entry on the 9.0 Login page.



**Note:** Users need to have a session or sessions of Self-Service Banner 8.x open to use other features in Banner Faculty and Advisor Self-Service that are not included in or directly accessible from the Banner 9.0 Faculty Grade Entry page.

## Single sign-on with CAS

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Please refer to the *Banner CAS Handbook* for information on using CAS and the SSO Manager.

## Log out of Faculty Grade Entry

---

When you exit out of Faculty Grade Entry, *always* use the **Sign Out** button at the top of the page, and then exit out of the browser. This will completely close your grading session.

The application uses cookies and caching, so if you do not sign out completely, the next person who uses that computer may be able to access your grading records.



## Reset forgotten password

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In Self-Service Banner, SPRIDEN users who have forgotten their password can reset their password and authenticate it to the Faculty Grade Entry application. Unregistered users who do not have a Banner SPRIDEN ID (non-SPRIDEN users) are not included in Banner Student Faculty Grade Entry processing.

Please refer to the *Banner Faculty Grade Entry Installation Guide* for information on configuring this functionality.

Registered users with a Banner SPRIDEN ID can retrieve their forgotten password using the following process.



**Note:** The password reset process for registered users uses the settings specified on the Enterprise PIN Preferences Page (GUAPPRF).

Security questions can be defined either on Third Party Access Audit Page (GOATPAD) or in the Banner Self-Service application.

You must have already set up security questions and answers before you can use the password reset functionality.

1. Access the log in page.
2. Enter your user name.
3. Click **Forgot Password**.
4. Answer the security questions on the Forgot Password page.
5. Click **Continue**.
6. Enter a new password on the Reset Password page.
7. Re-enter the new password.
8. Click **Submit**.

You have successfully reset your password.



**Note:** After clicking on Forgot Password link, a SPRIDEN user may cancel the reset password request and continue to use the previously established password.

## Page header items

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The Faculty Grade Entry page contains the following items in the page header. Some of the items can be accessed using keyboard shortcuts.

- Institution name

- **Home** button (Ctrl+ Home)
- Browse pulldown (Alt + M)
- Tools menu (Alt + L)
- Faculty name from login
- **Sign Out** button (Ctrl + Shift + Q)
- Notification Center (number of notifications and messages)

## Notification Center messages

As you work through the Faculty Grade Entry page, messages for errors, warnings, and successful saves are displayed in the Notification Center at the top right of the page. You are also prompted regularly to save your work. Multiple errors are listed there, and the corresponding rows containing erroneous data are marked in red in the Enter Grades section. You are prompted to save your changes to the roster or exit (which will reset any remaining errors). When you select **Yes** to save your changes, data that is error free is saved. Remaining errors are highlighted in red. When you select **No** to exit, the data is reset to the last successful save of those records.

Icons with color are used to indicate the type of message that is displayed.

- Error messages (such as when an invalid grade is entered) display an exclamation point in a red circle.
- Successful save messages display a check mark in a green circle.

Both error and save successful messages also display the icon on the row for which message is generated. The row is highlighted in the same color as the icon to give the reader a visual cue.

- Warning messages (such as the number of grades remaining to be entered for a course) contain an exclamation point in a yellow triangle.
- Informational messages (such as confidential or deceased messages) display a lower case letter “i” in a blue circle.

Timeout messages are displayed on the page. There is a default time limit of two minutes of inactivity on the page, and if changes are not saved before the time limit is reached, you will be prompted to save your changes. Selecting **No** resets the data to the last successful save. A message is also displayed in the Notification Center if your session is about to time out.

## Tools menu

This menu contains the following options used to export or import grades. Select a course and then select the export or import option.

- Export Grade Template...

Exports grading data for students from Faculty Grade Entry to an Excel spreadsheet.

Supported file types are Excel spreadsheet (.xls) or Microsoft Excel Open XML Spreadsheet (.xlsx).

- Import...

Imports grading data for students from a file to Faculty Grade Entry.

Supported file types are Excel spreadsheet (.xls) or Microsoft Excel Open XML Spreadsheet (.xlsx).

The import process contains the following steps:

1. Select the file.
2. Preview the file.
3. Map the columns.
4. Import the file.
5. Use the validation report.
6. Finish the import.

Please refer to the chapter “Import and Export Grades” for step-by-step instructions on performing these tasks.

# Set up GTVSDAX rules

---

This chapter discusses the GTVSDAX rules are used with faculty grade entry. You need to select your settings to determine data display and to process midterm, final, and incomplete grades. Additional rules can be set up for use with electronic gradebook processing in Banner Student Academic History.

This chapter also contains a section on the MDUU rules used with gradebook processing.

## GTVSDAX rules used in overall faculty grade entry processing

---

The following rules are used with faculty grade entry processing.

- GMODGRD
- MIDTERM
- PHOTOS
- ATTENDHRS

### GMODGRD rule

This rule is used to determine what grades are available for *midterm* and *final* grading. The system looks at the setting of the rule, as well as the student's course level and grade mode from SFAREGS and the logic on SHAGRDE. To limit the grades available for selection in the **Grade** field, enter Y, N, or A in the **External Code** field for the **Internal Code** of GMODGRD on GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y, N, A	GMODGRD	N/A	FACWEB	Grades by Grade Mode	System Date

Here are the setting choices for the GMODGRD rule.

- Set the GMODGRD rule to Y to limit the grades available for selection to those that match the student's course level and grade mode.

- Set the GMODGRD rule to N to limit the grades available for selection to all grades for all the course's grade modes at the student's course level.
- Set the GMODGRD rule to A to limit the grades available for selection to all grades, for all grade modes, for the student's course level, with no regard to the course's grade modes.

## MIDTERM rule

This rule is used to restrict entry of *midterm* grades for students when a comment code is mapped from STVGCMT. Only courses that have registered students with the matching comment code are displayed in the Midterm Grades section. Only students who have the matching comment code on their registration record for the CRN are displayed on the class roster for midterm grades for that CRN. If the MIDTERM rule is created, and no students in the course have the matching midterm comment code entered in SFAALST or SFASLST, the course is not displayed for grading.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	MIDTERM	1	GRADING	Mid-Term Grade Required	System Date

Here are the setting choices for the MIDTERM rule.

- Set the MIDTERM rule to N, to display all students on the class roster for midterm grading. The midterm grade comment code is not required.
- Set the MIDTERM rule to a value other than N (a valid, Web-enabled, grade comment code from STVGCMT), to require the midterm grade comment code on a student's record.

## PHOTOS rule

The PHOTOS rule is used to determine whether or not student photos are displayed on the Faculty Grade Entry page. This rule affects the Student Details tab in the Enter Grades section of the page for midterm, final, and gradebook grades.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	PHOTOS	N/A	SS GRADING	Photo Display	System date

Here are the setting choices for the PHOTOS rule.

- Set the PHOTOS rule to Y, to display student photos. If no photo is available for a student, a photo placeholder can be displayed.
- Set the PHOTOS rule to N, to not display student photos.

## ATTENDHRS rule

The ATTENDHRS rule is used to determine whether the hours attended data is displayed on the Faculty Grade Entry page. This rule affects the Enter Grades section of the page for *midterm* and *final* grades, and the import and export grade processes used with the page.

This rule is delivered set to Y, to mirror existing 8.x functionality where hours attended data is automatically available to the user. You have the option to turn this off at your institution.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	ATTENDHRS	N/A	SS GRADING	Attendance Hours Display	System date

Here are the setting choices for the ATTENDHRS rule.

- Set the ATTENDHRS rule to Y, to display the **Hours Attended** field in the Enter Grades section.
- Set the ATTENDHRS rule to N, to not display the **Hours Attended** field in the Enter Grades section.

# GTVSDAX rules used in electronic gradebook processing

---

Here are the Crosswalk Validation Page (GTVSDAX) rules used with electronic gradebook processing:

- EGBCOMPONENTCOMMENT
- EGBSUBCOMPCOMMENT
- REASCAPCRN
- REASCAP
- EGBDEFAULTGCHG

Internal Code	Seq	Internal Code Group	External Code	Description	Concept	Trans Code	Sys Req
1	1	EGBCOMPONENTCOMMENT	1	Component Comment 1	Null	Null	No
1	1	EGBSUBCOMPCOMMENT	1	Sub-Component Comment 1	Null	Null	No
REASCAPCRN	1	FACWEB	A	Cap to Grade A for CRN XXXX	Null	XXXX	No
REASCAP	1	FACWEB	D	Cap to Grade D for FT/UG	Null	FTUG	No
REROLL	N/A	EGBDEFAULTGCHG	##	Reroll Grade Change code - Electronic Gradebook	Grade Change Reason to Reroll -	Null	Yes
SHAGCOM	N/A	EGBDEFAULTGCHG	##	SHAGCOM Grade Change code	Grade change reason for SHAGCOM change - Electronic Gradebook	Null	Yes
SHAGCOMCAL	N/A	EGBDEFAULTGCHG	##	SHAGCOM Calculated Change code	Grade change reason for SHAGCOM calculated change - Electronic Gradebook	Null	Yes
TEMPAH	N/A	EGBDEFAULTGCHG	##	Temporary Final Grade in AH	Grade Change Reason for Temporary Final Grade - Electronic Gradebook	Null	Yes
ZEROGCHG	N/A	EGBDEFAULTGCHG	##	Zero Mark/Grade Change	Grade Change Reason Code for Zero Mark/Grade - Electronic Gradebook	Null	Yes

## Comments for Component and Subcomponent Grade/Mark Records

Define comments for use in component and subcomponent grade/mark records (SHRMRKS) in GTVSDAX using the following values.

Comment Type	Internal Code Group	Description
component	EGBCOMPONENTCOMMENT	Comment text stored on SHRMRKS records
subcomponent	EGBSUBCOMPCOMMENT	Comment text stored on SHRSMRK records

## Cap Final Grades in Reassessment

Reassessed final grades can be capped for individual CRNs or for pairs by grade mode and level code. This requires the following sets of GTVSDAX translations for the REASCAPCRN and REASCAP rules:

Internal Code Group	Internal Code	Translation	External Code
FACWEB	REASCAPCRN	CRN code	Grade cap
FACWEB	REASCAP	Grade mode code and level code	Grade cap

If a final composite grade is updated as the result of a reassessment on a component or subcomponent record, the capping rules are evaluated as follows:

- The CRN on the composite record is compared to CRNs for the REASCAPCRN rule.
- If a match is found on the CRN code, no further capping is applied.
- If no match is found, the grade mode (SHRTCKG\_GMOD\_CODE) and level (SHRTCKL\_LEVEL\_CODE) associated with the composite record are compared to the REASCAP rule.
- If a match is found, capping is applied. Otherwise, no capping will be applied to the final composite grade.
- If no GTVSDAX record exists for these capping parameters, then capping will not be applied on reassessed final grades.



## Grade Change Codes

System required grade change codes are delivered for the Grade Change Code Validation Page (STVGCHG). These codes are used in electronic gradebook processing and not with midterm or final grading.

Code	Description
CA	Calculated EGB
CC	Composite Calculation
CE	Calculated EGB Acadhist
CH	Calculated SHATCKN
CR	Capped Resit
DL	Degraded Late
OE	Original Entry
RC	SHAGCOM Re-Calculated
RR	Reroll
SA	SHAGCOM Composite calculation
TP	Temporary AH Final Grade
ZG	Zero calculated Mark/Grade

The description of a grade change code can be modified in STVGCHG without any impact on gradebook processing.

You can assign the same description to several codes, such as *Calculated*. Some of the grade change codes have the **Calculated Ind** check box selected. This means that these grade change codes are used to record a change to a grade/mark record during processing. (This is different from a direct change of grade change code performed on the Course Maintenance Page (SHATCKN) or on an electronic gradebook page. These codes cannot be selected by the user.)

It is recommended that you not remove the grade change codes listed above from STVGCHG. However, you can use alternative codes in place of RC, RR, SA, TP, and ZG. When an alternative code is used, it is highly recommended that the properties of the original code be used for the alternative code, such as the indicator settings that are activated or deactivated on STVGCHG.

## Alternative Grade Change Codes

Alternative codes can be defined by modifying the values of the GTVSDAX **External Code** for the following records. The external code values are delivered as XX.

External Code	Internal Code	Internal Code Group	Description
RR	REROLL	EGBDEFAULTGCHG	Reroll Grade Change code  Use this rule to specify the default grade change reason code to be used for the reroll.
RC	SHAGCOM	EGBDEFAULTGCHG	SHAGCOM Grade Change code  Use this rule to specify the default grade change reason code to be used when there is manual change to the component or sub-component mark from SHAGCOM.
SA	SHAGCOMCAL	EGBDEFAULTGCHG	SHAGCOM Calculated Change code  Use this rule to specify the default grade change reason code to be used in the calculated change to the component (with sub-components) or composite mark from SHAGCOM.
TP	TEMPAH	EGBDEFAULTGCHG	Temporary Final Grade in AH  Use this rule to specify the default grade change reason code to be used in the automatic calculation of marks records to indicate temporary final grade.
ZG	ZEROGCHG	EGBDEFAULTGCHG	Zero Mark/Grade Grade Change  Use this rule to specify the default grade change reason code to be used for automatically calculated marks records which result in a zero mark/grade.

## GTVSDAX rules used with student academic review processing

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The following GTVSDAX rules are used with student academic review processing and associated electronic gradebook processing.

- OVERGRADE
- NEGGRADE

## OVERGRADE rule

The OVERGRADE rule is used with electronic gradebook processing in Self-Service to allow over grading, that is, to allow entry of component and subcomponent grades that are greater than the "out of value".

Use this rule to specify whether scores can be entered that are greater than the "marked out of" value, which is defined to be the maximum score. This allows faculty members to assign bonus points. For example, 110 out of 100 yields 10 bonus points.

- Enter Y in the **External Code** field to specify that component and subcomponent grade scores can be greater than the out of values.
- Enter N in the **External Code** field to specify that component and subcomponent grade scores cannot be greater than the out of values.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
Y, N	OVERGRADE	1	FACWEB	Allow Grade Over "Out Of"	Yes

## NEGGRADE rule

The NEGGRADE rule is used with electronic gradebook processing in Self-Service to allow negative grading, that is, to allow entry of negative grade scores for components and subcomponents.

Use this rule to specify whether scores can be entered that are negative numbers, which results in the calculation of a negative percentage, even when negative percentages are not valid on the Grade Scale Definition Page (SHAGSCH).

No grade is displayed for a component with a negative score. A final composite grade is still calculated using the negative value as the grade for the component, but is only displayed when the resulting value is a positive number. When the final grade value is negative, the **Composite Calculated** value is displayed to show that the final mark has been calculated, but no final grade is displayed for the student.

- Enter Y in the **External Code** field to specify that negative component and subcomponent grade scores can be entered.
- Enter N in the **External Code** field to specify that negative component and subcomponent grade scores cannot be entered.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
Y, N	NEGGRADE	1	FACWEB	Negative Grade Score Allowed	Yes

## MDUU Rules for Gradebook

The following MDUU rules can be used in gradebook processing and must be active on the Business Rules Builder Page (GKRRSQL).

- EGB\_REG\_CLOSED\_BYPASS
- EGB\_REG\_OPEN\_OVERRIDE
- EGB\_REAS\_CLOSED\_BYPASS
- EGB\_REAS\_OPEN\_OVERRIDE
- EGB\_REAS\_APPLYLATE



**Note:** Select the **Active** check box in the GKRRSQL page to activate each rule. The following rule use information assumes the rule is active.

### EGB\_REG\_CLOSED\_BYPASS

This rule is used to open grading for the combination of PIDM, CRN, term, component ID, and subcomponent ID as defined in the SQL logic, when assessment grading is closed. If grading is open and this rule is active, it does not apply. It can only be used when grading is closed.

This rule uses the following parameters:

- PIDM
- CRN
- TERM\_CODE
- GCOM\_ID
- SCOM\_ID

Here is the electronic gradebook assessment for the closed bypass rule.

Rule Name	Parameters	Process Code	Rule Code	Default	Comment
Closed Bypass Rule	:PIDM :CRN :TERM_CODE :GCOM_ID :SCOM_ID	EGB	EGB_REG_ CLOSED_ BYPASS	SELECT 'Y' FROM DUAL WHERE 1=2	Does not usually require customization. (Date range control is usually sufficient.)  If no bypass rule is required, the <b>Active</b> check box can be cleared.

## EGB\_REG\_OPEN\_OVERRIDE

This rule is used to keep grading open for the combination of PIDM, CRN, term, component ID, and subcomponent ID, when assessment grading is open. Grading is closed for other data elements that are not defined in the SQL logic.

This rule uses the following parameters:

- PIDM
- CRN
- TERM\_CODE
- GCOM\_ID
- SCOM\_ID

Here is the electronic gradebook assessment for the open override rule.

Rule Name	Parameters	Process Code	Rule Code	Default	Comment
Open Override Rule	:PIDM :CRN :TERM_CODE :GCOM_ID :SCOM_ID	EGB	EGB_REG_ OPEN_ OVERRIDE	SELECT 'Y' FROM DUAL WHERE 1=1	Does not usually require customization. (Date range control is usually sufficient.)  If no override rule is required, the <b>Active</b> check box can be cleared.

## EGB\_REAS\_CLOSED\_BYPASS

This rule is used to open reassessment grading for the combination of PIDM, CRN, term, component ID, and subcomponent ID as defined in the SQL logic, when assessment

grading is closed. If grading is open and this rule is active, it does not apply. It can only be used when reassessment grading is closed.

This rule uses the following parameters:

- PIDM
- CRN
- TERM\_CODE
- GCOM\_ID
- SCOM\_ID

Here is the electronic gradebook assessment for the closed bypass rule.

Rule Name	Parameters	Process Code	Rule Code	Default	Comment
Closed Bypass Rule	:PIDM :CRN :TERM_CODE :GCOM_ID :SCOM_ID	EGB	EGB_REAS_ CLOSED_ BYPASS	SELECT 'Y' FROM DUAL WHERE 1=2	Does not usually require customization. (Date range control is usually sufficient.)  If no bypass rule is required, the <b>Active</b> check box can be cleared.

## EGB\_REAS\_OPEN\_OVERRIDE

This rule is used to keep grading open for the combination of PIDM, CRN, term, component ID, and subcomponent ID, when reassessment grading is open. Grading is closed for other data elements that are not defined in the SQL logic.

The rule has the following parameters:

- PIDM
- CRN
- TERM\_CODE
- GCOM\_ID
- SCOM\_ID

Here is the electronic gradebook assessment for the open override rule.

Rule Name	Parameters	Process Code	Rule Code	Default	Comment
Open Override Rule	:PIDM :CRN :TERM_CODE :GCOM_ID :SCOM_ID	EGB	EGB_REG_ OPEN_ OVERIDE	SELECT 'Y' FROM DUAL WHERE 1=1	Does not usually require customization. (Date range control is usually sufficient.)  If no override rule is required, the <b>Active</b> check box can be cleared.

## EGB\_REAS\_APPLYLATE

This rule is used to apply late and resit rules for components and subcomponents. It is used when late and resit rules have not been defined on the SHAGCOM page for components and subcomponents



**Note:** An active Apply Late Rule (EGB\_REAS\_APPLYLATE) defined on the GKRRSQL page does not work when the submission date is not entered in Faculty Grade Entry.

Here is the electronic gradebook apply late/resit rule in Academic History.

Rule Name	Parameters	Process Code	Rule Code	Default	Comment
Apply Late Rule	:PIDM :CRN :TERM_CODE :GCOM_ID :SCOM_ID	EGB	EGB_ REAS_ APPLYLATE	none	This rule returns Y if the late or resit rules defined for the component or subcomponent should be applied after a change in Academic History.

# Configuration for student academic review

---

Configuration can be performed for the display of specific data, MEP institution codes, and student cards in student academic review processing.

## Data display

The `StudentFacultyGradeEntry_configuration.groovy` file contains properties used to configure student academic review processing. An administrator can modify the file to control which items are displayed. Display can be set for all user roles or for the specific roles of Faculty and Faculty with Override as defined on the Faculty/Advisor Information Page (SIAINST)



**Note:** The role for the configuration of the pages is based on the faculty SIAINST record that is in effect for the most recent term available for the faculty to select.

The instructions on configuring the display information can be found in the delivered `StudentFacultyGradeEntry_configuration.example` file. This file is discussed below.

## MEP display

The configuration file controls which items are displayed for all institutions and which items are displayed only for specific MEP codes. Here is a sample from the configuration file with information about the MEP display.

```
#
#You may substitute values for the following items in this .properties
file:
#
#<institution> possible values: all - if no MEP code is used
#<user's MEP code>
# Note: If <institution> does not match a MEP code, all columns will be
displayed in the default order.
#
```

## Student card display

Here is a sample from the configuration file with information about the student card.

```
#You may elect to display or disable the display of the student card in
the application. If you elect to display the student card, you may
customize the information displayed on the student card.
#The Student Card may be displayed either on the Student Academic Review
page (StudentAcademicReview).
```



#This groovy file uses the following formatting convention to configure both the page on which the information will display and the roles that may view the information:

```
#
#<institution>.studentcard.cardEnabled.view=['studentAcademicReview']
#<institution>.studentcard.cardEnabled.roles=Faculty, Override, Student
```

Here is a sample from the configuration file with information about disabling and enabling the student card display.

```
#
#You may substitute values for the following items in this .properties
file:
#
#To disable the use of the student card, please place a # at the start of
the all.studentcard.cardEnabled.view line to comment it out.
#To enable the use of the student card in only one location in the system,
remove either Profile or studentAcademicReview from the following line:
#    all.studentcard.name.view=Profile, studentAcademicReview
#To disable the display of an individual element, please place a # at the
start of that individual element's view line to comment it out.
```

```
all.studentcard.cardEnabled.view=['gradeEntry','studentAcademicReview']
all.studentcard.cardEnabled.roles= ['faculty','facultyoverride']
all.studentcard.name.view= ['gradeEntry','studentAcademicReview']
all.studentcard.name.roles= ['faculty','facultyoverride']
all.studentcard.photo.view= ['gradeEntry','studentAcademicReview']
all.studentcard.photo.roles= ['faculty','facultyoverride']
all.studentcard.major.view= ['gradeEntry','studentAcademicReview']
all.studentcard.major.roles= ['faculty','facultyoverride']
all.studentcard.program.view= ['gradeEntry','studentAcademicReview']
all.studentcard.program.roles= ['faculty','facultyoverride']
all.studentcard.address.view= ['gradeEntry','studentAcademicReview']
all.studentcard.address.roles= ['faculty','facultyoverride']
all.studentcard.telephone.view= ['gradeEntry','studentAcademicReview']
all.studentcard.telephone.roles= ['faculty','facultyoverride']
all.studentcard.email.view= ['gradeEntry','studentAcademicReview']
all.studentcard.email.roles= ['faculty','facultyoverride']
```

# Set up Banner Student pages

---

This chapter discusses the setup needed on Banner Student administrative pages to process midterm, final, and incomplete grades, as well as component and subcomponent grades.

## Faculty/Advisor Information Page (SIAINST)

Using the Faculty Grade Entry page assumes that the person has been set up as a faculty member in Banner baseline on the Faculty/Advisor Information Page (SIAINST) with a **Status** of `Active` and the **Faculty** indicator checked.

Faculty assignments can be added on the Faculty Assignment Page (SIAASGN), on the Schedule Page (SSASECT), or in Self-Service.

## Term Control Page (SOATERM)

Use the Term Control Page (SOATERM) to set up availability of midterm and final grades, set dates for faculty access, and determine eligibility for grading.

### Midterm and final grades

Determine whether *midterm* and *final* grades should be available in Self-Service for all sections for a part of term.

- If you want *midterm* grades for the all sections for a part of term to be available for entry on the Web, select the **Faculty Web Midterm Grades** checkbox in the Base Part of Term information for the part of term.
- If you want *final* grades for the all sections for a part of term to be available for entry on the Web, select the **Faculty Web Final Grades** checkbox in the Base Part of Term information for the part of term.

For *incomplete* grades, specify the default extension date in the **Incomplete Extension Date** field in the Base Part of Term information. The extension date may be specified for each part of term, but it does not have to be.

- If the part-of-term for a CRN is not 1 (full term), and if there is not a default extension date for that part-of-term, the system reverts to the entry for part-of-term 1.
- If the CRN part-of-term value is 1, and if there is no specified extension date for 1, the system will revert to the end date for part-of-term 1 as the extension date.

## Faculty access

An institution can set dates for faculty and advisor access on SOATERM. If dates have been entered for a term, the faculty access date must be within the start and end dates defined on SOATERM. If the access date is not in the defined start and end dates, the faculty member will not be able to view the CRNs on the Midterm Grades, Final Grades, and Gradebook tabs. If no dates have been entered for faculty and advisor access, access is allowed.

## Grading eligibility

In the **Base Part of Term** section of the page, if the **Faculty Web Midterm Grades** check box is checked for a part of term, then all sections offered in that part of term are eligible for midterm grading. Similarly, if the **Faculty Web Final Grades** check box is checked, the sections in that part of term will be eligible for final grading.

The information in the **Grade Display Controls** section of the Term Management section of SOATERM takes precedence over the information on the **Base Part of Term** section. A term must have display enabled at the term level before the part of term controls are evaluated.

## Display class list

In Midterm and Final Grades tabs, before or after grading, the faculty can view their assigned classes in a term as display only.

This can be achieved using the **Display Class List** check box in the Faculty and Advisor Controls section of the Term Control Page (SOATERM). If this check box is selected and grade controls are not enabled on the SOATERM and SSAWSEC pages, the student roster will be display only. The faculty can view the student roster but cannot grade the students for the CRN.

Even when the **Display Class List** check box is not checked, if grading is enabled for the Midterm Grades and Final Grades tabs using SOATERM and SSAWSEC pages, the faculty will be able to view and grade students. The **Master Web Term Control** indicator must be checked on SOATERM for grading to be active.



**Note:** The **Display Class List** check is not applicable for the Gradebook.

## Grade Scale Definition Page (SHAGSCH)

The grades displayed in the **Grade** field for components and subcomponents in the Gradebook tab must be defined on the Grade Scale Definition Page (SHAGSCH). Each grade must have a grade scale associated with the component.



**Note:** This page is only available when Banner Student Academic History 9.0 is installed.

## Gradable Component Definition Page (SHAGCOM)

The Gradable Component Definition Page (SHAGCOM) is used to define components and subcomponents for the CRN. The Gradebook tab lists only those CRNs that have the components and subcomponents defined on the SHAGCOM page. When you select the CRN, a list of all the components are displayed. If the component has subcomponents, a list of all the subcomponents are displayed. For more information on how to define components and subcomponents, refer to SHAGCOM online help.



**Note:** This page is only available when Banner Student Academic History 9.0 is installed.

## Grade Book Rule Definition Page (SHAGRUL)

The Grade Book Rule Definition Page (SHAGRUL) is used to create late and resit rules. Rules are assigned to the component or subcomponent by term using the SHAEGBC page or to an individual CRN's components and subcomponents using the SHAGCOM page. See the online help for more information on these pages.



**Note:** This page is only available when Banner Student Academic History 9.0 is installed.

## Electronic Grade Book Control Page (SHAEGBC)

Use the Electronic Gradebook Configuration Page (SHAEGBC) to specify dates for the term, part of term, or section during which faculty members can enter student grades in Faculty Grade Entry, and students can view the grades in Self-Service.

- Date can be specified for when assessment is possible through gradebook for the term or part of term or section
- Date can be specified for when reassessment is possible through gradebook for the term or part of term or section
- In the Term Configuration section, if the score open and final score cutoff dates are defined for a particular term, the CRNs will be available for assessment in the component and subcomponent sections of the Gradebook tab.
- In the Term Configuration section, if the reassessment score open and reassessment score cutoff dates are defined for a particular term, the CRNs will be available for reassessment in the component and subcomponent sections of the Gradebook tab.
- In the Part of Term Configuration section, if the score open and final score cutoff dates are defined for a particular part of term, the CRNs associated with the part of term will be available for assessment at the component and subcomponent sections of the Gradebook tab.
- In the Part of Term Configuration section, if the reassessment score open and reassessment score cutoff dates are defined for a particular part of term, the CRNs

associated with the part of term will be available for reassessment at the component and subcomponent sections of the Gradebook tab.

- In the Section Configuration section, if the score open and score cutoff dates are defined for a particular section, the CRNs will be available for assessment at the component and subcomponent sections of the Gradebook tab.
- In the Section Configuration section, if the reassessment score open and reassessment score cutoff dates are defined for a particular section, the CRNs will be available for reassessment at the component and subcomponent sections of the Gradebook tab.
- Institutions have the ability to control when score/marks and grades are published to students in Banner Student Self-Service.



**Note:** This page is only available when Banner Student Academic History 9.0 is installed.

## Incomplete Grade Rules Page (SHAINCG)

Define the *incomplete* grade processing rules for use with extension dates in Faculty Grade Entry. Select the setting of the **Override Grade Date** radio group on SHAINCG.

- If the **Override Grade Date** radio group is set to *None* or *Any*, the **Extension Date Constraints** field will be blank.
- If the **Override Grade Date** radio group is set to *Shorten*, the **Extension Date Constraints** field will display *On or before default date*, and the date can be changed to a date that is on or before the date specified on SOATERM.
- If the **Override Grade Date** radio group is set to *Lengthen*, the **Extension Date Constraints** field will display *On or after default date*, and the date can be changed to a date that is on or after the date specified on SOATERM.

*Confirm that the following system-required row exists on SHAINCG.*

The system-required term value of 000000 is delivered to reflect that incomplete grade processing is inactive (disabled) as of any prior time period. The record with this term value indicates that incomplete grading is turned off for all levels.

## Section Web Controls Page (SSAWSEC)

To set Web controls for *midterm* grades in Self-Service, do the following.

- Select or clear the **Display Midterm Grades** checkbox in the Faculty Self-Service Display Controls block as appropriate for each open learning section.
- If desired, select or clear the **Display Midterm Grades** checkbox in the Faculty Self-Service Display Controls block as appropriate to override the setting in SOATERM for any CRN.

To set Web controls for *final* grades in Self-Service, do the following.

- Select or clear the **Display Final Grades** checkbox in the Faculty Self-Service Display Controls block as appropriate for each open learning section.
- If desired, select or clear the **Display Final Grades** checkbox in the Faculty Self-Service Display Controls block as appropriate to override the setting in SOATERM for any CRN.

## Grading Mode Validation Page (STVGMOD)

You can allow the use of substitute grade modes for *midterm* and *final* grades by entering a value in the **Web Display Grade Mode** field for the grading mode code. This setup is optional and is only used when grade substitution is desired. Also, this setting is only used when the GMODGRD rule on GTVSDAX is set to  $\surd$ .

## Grade Change Code Validation Page (STVGCHG)

Be sure the system required grade change codes discussed earlier in this section are available on this page.



**Note:** This page is only available when Banner Student Academic History 9.0 is installed.

# Use Faculty Grade Entry

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This chapter discusses the Web pages used with the application.

The following Web pages in Banner Faculty and Advisor Self-Service 8.x have been replaced with functionality for Banner Student Faculty Grade Entry.

- Mid Term Grades (`bwlkfmgd.P_FacMidGrd`)
- Final Grades (`bwlkffgd.P_FacFinGrd`)
- Incomplete Grades Summary (`bwlkincg.P_FacIncmpGrdSum`)
- Incomplete Final Grades (`bwlkffgd.P_FacCommitFinGrd`)
- Electronic Gradebook by Component (`bwlkegrb.P_FacGradeComponents`)
- Electronic Gradebook by Component Entry (`bwlkegrb.P_FacDispShrmrks`)
- Electronic Gradebook by Component Subcomponent (`bwlkegrb.P_FacGradeSubComponents`)
- Electronic Gradebook by Component Subcomponent Entry (`bwlkegrb.P_FacDispShrsmrk`)
- Electronic Gradebook by Component Grade Display (`bwlkegrb.P_FacDispShrcmrk`)
- Electronic Gradebook for a Student ID Selection (`bwlkegrb.P_FacIDDispShrmrks`)
- Electronic Gradebook for a Student (`bwlkegrb.P_FacIDShrmrksProc`)
- Electronic Gradebook for a Student Subcomponent Entry (`bwlkegrb.P_FacIDShrsmrkProc`)
- Submit Component Marks (`bwlkegrb.P_FacScorePost`)
- Submit Subcomponent Marks (`bwlkegrb.P_FacScorePost2`)

These pages have been combined into the Faculty Grade Entry page. Tabs are used to navigate between the sections for midterm grades, final grades, incomplete grades, and gradebook information, where data can be viewed or entered. Details for courses and students are displayed on the right side of the page. Tabs can also be used to navigate between these areas. Grades can be imported from and exported to a spreadsheet.

Please refer to the 8.x *Banner Faculty and Advisor Self-Service User Guide* for more information on using existing Self-Service functionality.

## Introductory pages

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The introductory pages listed below are displayed after the user logs into Banner Faculty Grade Entry, if the pages are set up to do so, and the user has not previously provided the requested information.

- Terms of Usage page
- Security Question and Answer page
- Update Ethnicity and Race Survey page
- Forgot PIN page - *This page is not available when CAS is in use.*

After these pages have been negotiated, the Faculty Grade Entry page can be accessed.

## Terms of Usage

The Terms of Usage Page is displayed the first time you log into Self-Service and two conditions are true: the **Accepted** indicator is set to **No** on the Third Party Access Audit Page (GOATPAD), and the **Display Usage Page** indicator is checked on the Customize Web Rules Page (`twbkwrul.P_ModifyPgWebRules`) in Web Tailor. When the user selects **Continue** to accept the terms, the **Accepted** indicator is set to **Yes** on GOATPAD.

This page is the same as the Banner Web General 8.x Self-Service page, Terms of Usage (`twbkwbis.P_UsagePage`). The page details and setup can be found in the *Banner Web for General 8.6 User Guide* in the “Technical Reference” chapter, under the “Terms of Usage” topic.

## Security Question and Answer

The Security Question and Answer Page is displayed when you log in to Self-Service and the following conditions are true: the **Disable “Forgot PIN”** indicator is set to **No** on the Enterprise PIN Preferences Page (GUAPPRF), and security questions and answers have not been entered previously. The answers to the questions are stored on the Third Party Access Audit Page (GOATPAD).

This page is similar to the Banner Web General 8.x Self-Service page, Security Question and Answer (`twbkwbis.P_SecurityQuestion`). Multiple questions are now displayed on one page, instead of answering one question per page as in 8.x. The page details and setup can be found in the *Banner Web for General 8.6 User Guide* in the “Using Web General” chapter, under the “Security Questions and Answers” topic.

## Update Race and Ethnicity Survey

The Update Ethnicity and Race page is displayed when you log in to Self-Service and the following conditions are true: the **Reporting Date** value is set for the `RESTARTDAT` and



REENDDATE GTVSDAX rules, and the system date falls within that range. You can click **Ask Me Later** to continue and bypass the page.

The page will be displayed each time the user logs in during the date range until the survey is completed. The survey confirmation is displayed on the General Person Identification Page (SPAIDEN) with the **Ethnicity and Race Confirmed** indicator checked and the **Confirmed Date** field populated.

This page is the same as the Banner Web General 8.x Self-Service page, Update Ethnicity and Race Survey (bwgkomre.P\_RaceSurvey). The page details and the GTVSDAX setup can be found in the *Banner Web for General 8.6 User Guide* in the “Technical Reference” chapter, under the “Ethnicity and Race Survey Pages” topic.

External Code	Internal Code	Internal Code Group	Description	Reporting Date
NOT USED	RESTARTDAT	SSMREDATE	Race/Ethn Survey Start Date	First date the survey is to be displayed on the web
NOT USED	REENDDATE	SSMREDATE	Race/Ethn Survey End Date	Last date the survey is to be displayed on the web

## Forgot Password and Reset Password

*This page is available when CAS is not in use.*

The Forgot Password and Reset Password pages can be used to assist with logging in when a faculty member has forgotten his or her password/PIN or when the password/PIN has expired. The supplied security questions and answers are used to allow a password to be reset. The **Forgot Password** option is displayed as a link on the Login page.

1. The faculty member enters the Banner ID in the **User ID** field, then selects the **Forgot Password** link.

The system displays the Forgot Password page with the faculty member’s user name and security questions displayed.

2. The faculty member enters the answers to the security questions in the **Answer** fields, and then selects the **Continue** button.

The system displays the Reset Password page for the faculty member to reset his or her PIN.

3. The faculty member enters the new password in the **New Password** field, then reenters the same password in the **Re-enter New Password** field.
4. The faculty member selects the **Submit** button.

The system displays the Login page.

This page is similar to the Banner Web General 8.x Self-Service page, Change PIN (`twbkwbis.P_ChangePin`). The details for this page can be found in the *Banner Web for General User Guide* in the “Using Web General” chapter, under the “Resetting Your PIN” topic.

## Faculty Grade Entry page

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This page is used to enter or update midterm grades, final grades, incomplete grades, and gradebook information, as well as last date of attendance and attendance hours for students in a course.

- View a class roster
- Enter or update midterm grades for students in a course
- Enter or update final grades for students in a course
- Enter or update incomplete grades for students in a course
- Enter or update last date of attendance and attendance hours for students in a course
- Allow faculty members to grade students for components and subcomponents of the CRN
- Export and import student roster data
- View, update, and print composite grades
- Search on a student by name or ID

This page can be accessed from Banner Faculty and Advisor Self-Service 8.x. Select the Enter Grades Banner 9.x option on the Faculty and Advisors Main Menu (`bmenu.P_FacMainMnu`).

When the Banner Student Academic History application is installed, the Banner Student Faculty Grade Entry application can function without the Mass Data Update Utility (MDUU). If MDUU is installed, the rules are defined in the Business Rules Builder Page (GKRRSQL). These rules, when active, determine how the faculty members view the courses and grade the students. If these rules are not active, the grade control checks the SOATERM and SSAWSEC settings and the date range grade controls on SHAEGBC.

When MDUU is not installed, the Faculty Grade Entry workflow is the same as before. When the Banner Student Academic History application is not installed, the MDUU rules described below do not apply.

When the Banner Student Advising Student Profile application is installed, the Student Profile page can be accessed from Faculty Grade Entry by clicking on the student’s name.

## Page overview

When a faculty member logs into the Faculty Grade Entry application, he/she is taken to the **Final Grades** tab to view and grade the assigned sections. The faculty member can also navigate to Midterm and Gradebook tabs.



**Note:** The tab selection can be customized in the `StudentFacultyGradeEntry_configuration.groovy` file. For more information on how to customize the tab selection, refer to the *Banner Student Faculty Grade Entry Installation Guide 9.3*.

This page is composed of the following sections:

- Midterm Grades
  - Select a Course
  - Enter Grades
- Final Grades
  - Select a Course
  - Enter Grades

When using incomplete final grades, additional tabs are displayed for:

- Roster
- Incomplete Grades

- Gradebook
  - Select a Course
  - Components
  - Enter Component Grades
    - Subcomponents
    - Enter Subcomponent Grades
  - Composite Grades
- Side Detail

The right side of the page contains the following tabs, which are displayed based on the record selected.

- Getting Started
- Course Details
- Student Details

Use the **Right Arrow** on the right side of the Select a Course and Enter Grades sections to drag and expand the view to a full page display. This hides the tabs for Getting Started, Course Details, and Student Details.

Use the **Left Arrow** on the right side of the Select a Course and Enter Grades sections to drag and close the full page view and return the display to the main sections with the side tabs.

You can also drag the scrollbar to resize the display.

## Page setup for grade mode controls

You can set up grade controls at your institution to limit the display of grades associated with the student or with the level. You can also substitute a grade mode for use with faculty grading.

### Limit grade selection

The system uses the setting of the **GMODGRD** rule, along with the student's course level and grade mode found on the Student Course Registration Page (SFAREGS) and the combination of logic found on the Grade Code Maintenance Page (SHAGRDE) to determine what grades are available.

To limit the grades available for selection in the **Grade** field, enter **Y**, **N**, or **A** in the **External Code** field for the **Internal Code Group** of **GMODGRD** on **GTVSDAX**.

- If you set the **GMODGRD** rule to **Y**, the valid values displayed are those that match the student's course level and grade mode.
- If you set the **GMODGRD** rule to **N**, the valid values displayed are for all grades for all the course's grade modes at the student's course level.
- If you set the **GMODGRD** rule to **A**, the valid values displayed are for all grades, for all grade modes, for the student's course level, with no regard for the course's grade mode.

### Substitute grade mode

Only those grades associated with the grade mode in the **Mode** field on **SHAGRDE** (where the **SHRGRDO\_GMOD\_CODE** field value is equal to the **STVGMOD\_GMOD\_CODE\_WEB** field value), that are defined as Web-enabled and are applicable to the processing term are displayed in the Enter Grades section.

The process also looks at the setting of the **Web Display Grade Mode** field on **STVGMOD**. This value determines which grades are available for the faculty member to use for the individual student. You can choose whether to substitute the actual grade mode (selected by the student during registration) with one that will be displayed in Self-Service for faculty grading. When the **Web Display Grade Mode** is populated, only grades with the substitute grade mode are displayed during faculty grading.



**Note:** To enable this mode, the **GMODGRD** rule on **GTVSDAX** must be set to **Y**.

For codes of S (Standard Letter) or P (Pass/Fail), the values from SHRGRDO and SHRGRDE are selected and displayed as valid values for the **Midterm Grade** field or the **Final Grade** field. For example, a student is registered in a course as Pass/Fail. The STVGMOD\_CODE field is set to P (Pass/Fail). The STVGMOD\_GMOD\_CODE\_WEB field is set to S (Standard Letter). The faculty member can see grades A, B, C, D, and F in the **Midterm Grade** or the **Final Grade** field.

In the previous example, it is assumed that the grade substitution rules are set up so that the entered grade is substituted during the roll to the Academic History. In GTVSDAX, GMODGRD is set to Y. The Grade Substitution Maintenance Page (SHAGRDS) defines the translated values for the entered grade, which is in line with the grade mode allocated to the student at time of registration. This substitution does not occur until the grade is rolled to the Academic History.

## Require midterm grades

To restrict entry of midterm grades for students, use the MIDTERM rule on GTVSDAX for the **Internal Code Group** of GRADING to map a valid Web-enabled comment code from STVGCMT. Only students with the mapped grade comment code on their record for the CRN on the SFRSTCR table will be displayed in the midterm grades roster.

The institution must create a grade comment code on the Grade Comment Code Validation Page (STVGCMT) for midterm grades, and then check the **Web Indicator** for the code. (An existing grade comment code can also be used.) Next, the code is mapped to the MIDTERM rule on GTVSDAX. Using the Class Roster Page (SFASLST) or the Class Attendance Roster Page (SFAALST), enter the comment code on each student's record for each CRN that should be displayed in the midterm grade roster for each CRN.

- If you set the rule to N, the midterm grade comment code is not required. All students in the class roster are displayed to the faculty member for midterm grading.
- If you set the rule to a value other than N (you must use a valid, Web-enabled, grade comment code from STVGCMT), the midterm grade comment code is required to display a student on the midterm roster for grading. Only students with the appropriate grade comment code are matched with the GTVSDAX code and displayed to the faculty member for midterm grading in Self-Service.

If the MIDTERM rule is created and no students in the course have the matching midterm comment code entered in SFAALST or SFASLST, the course is not displayed for grading.

## Page error checking for last attendance date and hours attended

Error checking is performed for last date of attendance errors when the changes for last date of attendance are saved. Records with errors are not saved, and the errors are displayed in the Notification Center. When valid grades are entered for a gradable course, and a last date of attendance is not required, the records are saved without error. A last date of attendance can be entered for a student who has not been awarded a grade.

When a valid grade is entered that requires a last date of attendance (**Last Attendance Date Ind** is checked on SHAGRDE for the grade code), the last date of attendance must be entered. This rule applies only to final grades. The records are saved if no errors exist.

When errors exist for last date of attendance date or hours attended, error messages are displayed for the records at the top right of the page in the Notification Center. If errors occur, grades, the last date of attendance, and attendance hours are not saved. All errors on each individual record must be corrected for that record to be saved.

When a student whose status does not reflect withdrawal from the course is given a last date of attendance, the following warning message will be generated after the user moves out of the **Last Attend Date** field: *The student has not withdrawn from the class.* The warning displays and then fades away, and the record can be saved.

The following conditions are called when the grade has the **Last Attendance Date Ind** checked for the term in Grading Code Maintenance Table (SHRGRDE). These conditions are also called when the grade does not require the last date of attendance per the SHRGRDE table.

- If the last date of attendance is null when the grade used requires a last date of attendance date, the following error message is displayed:

*Last Date of Attendance required for this grade.*

- If the last date of attendance is entered, but the date entered is greater than the current system date, the following error message is displayed:

*Last date of attendance cannot be greater than current date.*

- If the last date of attendance is entered, but the date is earlier than the valid start date for the course, the following error message is displayed:

*Last date of attendance must be between section start date and section end date.*

- If the last date of attendance is entered, but the date is later than the last date for the course, the following error message is displayed:

*Last date of attendance must be between section start date and section end date.*

- If the last date of attendance is entered, but the date is an erroneous date on the calendar (such as October 32, 2012), the following error message is displayed:

*The Last Attend Date "10/32/2011" is not valid.*

- If the last date of attendance is entered, but the date format is incorrect (such as the format is YYYYMMDD and the date entered uses format MMDDYYYY), the following error message is displayed:

*The Last Attend Date "#####" is not valid.*

- This error message applies to open learning courses. If the last attendance date is outside of the section start/end date or a last attendance date prior to the first date of the section is entered, the following error message is displayed:

*Last date of attendance must be between learner start date and learner end date.*

- If the last date of attendance is entered for a student who has not withdrawn from the course, a warning is displayed in the Notification Center. This warning displays for a short time and then fades away. You can save your changes and proceed with grade processing.

The following conditions are called when the user enters attendance hours.

- Hours attended must be between 0 and 999 . 99. If you enter a value greater than 999 . 99, or enter invalid hours for a student, you will receive an error.
- You cannot enter negative numbers.
- If hours are entered without two decimal places to the right (such as 60), the system does not add the decimal places (such as 60.00).

## Select a Course section

When the faculty member accesses this page, all courses which are open for grading are pushed to him or her based on the specific login information and the default tab selection. Courses must be gradable, active, and have students enrolled to be displayed. In addition, grading indicators must be checked on SOATERM for midterm and/or final grading for the part of term, or grading self-service display indicators for the course must be checked on SSAWSEC.

The faculty member who has logged in must be assigned as an instructor for the section. No term or CRN is needed to get started on the page as in Banner Self-Service 8.x. The Select a Course section is displayed with a list of courses. You can select the Midterm Grades tab, the Final Grades tab, or the Gradebook tab to proceed. The Final Grades tab is the default display. If no courses are open for final grading, and courses are open for midterm grading, the Midterm Grades tab will default.

## Security

Only sections to which the faculty member is assigned as an instructor are displayed in the course list. The instructor's access to a course is determined by security settings established by the institution on Faculty/Advisor Process Rules Page (SOAFACS). The Faculty Attribute/Advisor Type Control Page (SOAFAPC) can be used to further control viewing grades and editing access for faculty members with attributes assigned to classes.

Faculty Grade Entry processing follows all established Banner 8.x security rules and setup. You do not need to adjust existing security settings at your institution that are used with other areas of Banner Faculty and Advisor Self-Service.

## Getting Started tab

The Getting Started tab is displayed at the right side of the page. The Getting Started data is delivered Info Text that is customizable at your institution through Banner Web Tailor.

In the example below, the Getting Started tab contains sample information for how to use Faculty Grade Entry and how to contact the Registrar for assistance with a link to a default email address.

## Midterm and Final Grades sections summary

When a faculty member logs in to enter grades, the Midterm Grades and Final Grades tabs are displayed.

- If no courses are available for midterm grade entry, and the Midterm Grades tab is selected, a message is displayed:

*You have no sections available for grading at this time.*

- If no courses are available for final grade entry, and the Final Grades tab is selected, a message is displayed:

*You have no sections available for grading at this time.*

Courses are displayed in order by which need the most attention, based on the grading status. The **Grading Status** field displays a bar for each record that shows whether grading has not been started, grading is in progress, or grading is completed. You can sort the records using the arrows on any of the field/column headings.

When the MIDTERM rule is mapped to a valid, Web-enabled, comment code on GTVSDAX, the only courses displayed on the Midterm Grades tab are those that are open for grading and have at least one student who has the mapped comment on their record on SFASLST or SFAALST for the course. In addition, only the students who have the mapped comment will be displayed on the roster.

When the MIDTERM rule is not in use (the rule is set to N on GTVSDAX), all courses open for midterm grading (when the faculty member logs in) and all students in those courses are displayed.

## Course Details tab

When a course is selected for grading from the list of courses, the Course Details tab is displayed at the right side of the page. It contains quick reference information for: subject, course number, section number, course description, CRN, reminders (such as grades remaining that need to be entered), number of eligible students, number of registered students, number of midterm or final grades already awarded, the dates the course is offered, the primary instructor, and the secondary instructor(s). This information is updated as grades are entered and saved.

The following fields are in the Course Details tab for midterm and final grade information.

Fields	Descriptions
Course Heading	Course subject, course number, and section number.



Fields	Descriptions
Course Description	Course title.
Course Reference Number	Course CRN.
Number of Grades Remaining	Number of grades remaining to be entered.
Eligible	Number of students eligible for grading.
Registered	Number of students registered in the course.
Graded Midterm	Number of students with midterm grades. This is displayed with the Midterm tab.
Graded Final	Number of students with final grades. This is displayed with the Final Grades tab.
Course Dates	<p>Date range of the course with start and end dates.</p> <p>Dates come from the registration record for the student. The start date is the earliest start date a student can take the course. The end date is the last date a student can take the course. This includes traditional and open learning courses.</p> <p>For example, for a two week course with two students:</p> <ul style="list-style-type: none"> <li>• Student A starts the course on June 1.</li> <li>• Student B starts the course on September 1.</li> <li>• The course start date is June 1.</li> <li>• The course end date is September 14, two weeks after Student B started the course.</li> </ul>
Primary Instructor	Name of primary instructor for the course.
Secondary Instructor(s)	Name of secondary instructor for the course. Multiple secondary instructors can exist.

## Enter Grades section summary

Once a course has been selected, the class roster of students to be graded is displayed at the bottom of the page in the Enter Grades section. By default, students are listed in alphabetical order by last name. When the last name prefix is displayed (as configured by the institution in Banner), the sort order includes the prefix, such as "Van Clyde". The records can be sorted in ascending or descending order by clicking on any of the column headings. (For example, you may choose to sort the roster so all ungraded students are displayed first.) Once you set the sort order on a roster, any course you click on during that session uses the same sort order.

When a large number of records exists on the roster, the browser will set page breaks at groups of 5 records by default. Grades can be entered and saved for each page of the roster.

There is a pagination bar at the bottom of the roster which displays the number of pages of results and indicates which page you are viewing, such as *Page 1 of 5*. The total number of records found is also displayed.

Use the inside **Left** and **Right Arrow** buttons to move through all the pages of results one page at a time. Use the outside **Left** and **Right Arrow** buttons (arrow with vertical line) to go directly to the first and last pages of results. You can also enter a page number to access a specific page.

Use the **Per Page** pulldown to set the number of records displayed per page. The default value is 5, but you can select another option (10, 15, 20, 50, 100). When you change the number of records displayed per page, that selection is used for the current course, and it will continue to be used when you move to another course. You can reset the display as needed.



**Note:** When using Internet Explorer 8, performance results are best for classes of 50 and under on the roster. For larger classes you may want to use a different browser.

When changes are made on a class roster that has multiple pages, the user is prompted to save the changes before moving to a different roster page.

When a student is selected for grading, only valid grades for that student are listed as choices in the pulldown list. Refer to the “Set up GTVSDAX rules” section for more information on using the `GMODGRD` rule. Students who are registered for the class with a non-gradable registration status are displayed with *non-gradable* in the **Midterm Grade** or **Final Grade** fields.

On the Midterm Grades tab, when the `MIDTERM` rule on GTVSDAX is mapped to a valid, Web-enabled, grade comment code (from `STVGCMT`), only students who have the mapped grade comment code on their record for the course are eligible to receive a midterm grade and will be shown on the roster. When the `MIDTERM` rule is set to `N`, all students in the course are displayed on the roster on the Midterm Grade tab.

On the Final Grades tab, students whose grades have been rolled are displayed with a status indicator in the **Rolled** field, but the records cannot be changed.

## Student Details tab

When you select a student's record in the Enter Grades section of the page for midterm and final grades, the Student Details tab is displayed at the right side of the page. It contains the student's name, registration status (such as *Registered*, *Audit*, *Not Gradable*, *Withdrawn*, as defined on the Course Registration Status Code Validation Page [`STVRSTS`]), and the number of credit hours for which the student is registered in the class.

Optionally, the displayed details for the student can include a photo and an email link. To display photos (or a photo placeholder if no photo exists for the student), set the `PHOTOS` rule to `Y` on GTVSDAX.

If the student has a preferred, Web-enabled, email address in Banner, a link to the student's email is also provided. The **Email Student** link in the Student Details tab can be

used by the instructor to contact the student via email. The email address of the student is retrieved based on the email type that is marked as preferred, active, and available for Web display on the E-mail Address Page (GOAEMAL) for that student.



**Note:** There is no link to view the address and phone information for the student.

When a student's information is marked as *Confidential* in Banner, a message is displayed in the Student Details tab, along with a reminder to the instructor to not disclose confidential information. When a student is deceased, a message is displayed here as well.

When a student's final grade has been rolled to Academic History, the rolled date is displayed. Otherwise, the message *Not Rolled* is displayed.

The following fields are in the Student Details tab.

Fields	Descriptions
Student Heading	Full name of student.
Registration Status	Student's registration status.
Credits	Number of credits for which the student is registered for the course.
Photo	Student photo is displayed if this option is active ( <i>PHOTOS</i> rule on <i>GTVSDAX</i> is set to <i>Y</i> ), a photo of the student exists, and it is configured properly in the institution's file system.
Email Link	Link to the preferred email for the student.
Confidential and/or Deceased Indicator	<i>Confidential</i> and/or <i>Deceased</i> messages are displayed for the student.
Grade Rolled Date	Date the grade was rolled to Academic History.

## Incomplete Grades section summary

There are two ways that faculty members can access the Incomplete Grades tab from the Final Grades Tab.

- When you enter a final grade for a student that is flagged as incomplete (based on the rules on *SHAGRDE*), the Incomplete Grades tab is automatically displayed. You can view and/or adjust the incomplete final grade and/or the extension date (according to rules established by your institution in Banner).
- When students on the roster have already been awarded an incomplete grade, you can select the Incomplete Grades tab to view or update data for those students. The ability to enter incomplete grades and view summary incomplete grade information is combined.

The records displayed on the Incomplete Grades tab are a subset of the class roster. This tab can be accessed as long as final grading is open based on the rules established on SOATERM or SSAWSEC.

Use the Roster tab to return to the class roster, select another student, and continue grading.

When an incomplete grade is entered on the Final Grades tab, the Incomplete Grades tab is used to view summary data and update the incomplete final grade and extension date (if rules set up on the Incomplete Grades Rules Page [SHAINCG] allow updates), or confirm and save (if rules on SHAINCG do not allow updates), before changes can be saved to the student's record.

If no students in the class have received incomplete grades, the Incomplete Grades tab is not displayed.

## Midterm Grades section detail

This section of the page is used to enter or update midterm grades, last date of attendance, and attendance hours for a class. It is accessed using the Midterm Grades tab.

Courses are displayed on this section of the page when the following conditions apply.

- For traditional classes, the **Faculty Web Midterm Grades** checkbox in the Base Part of Term block of the Term Control Page (SOATERM) must be selected for the part of term for the CRN.
- For open learning classes, (or for traditional classes where the **Faculty Web Midterm Grades** checkbox is not checked for the part of term for the CRN) the **Display Midterm Grades** checkbox in the Faculty Self-Service Display Controls block of the Section Web Controls Page (SSAWSEC) must be selected for the term and CRN.
- When the MIDTERM rule is mapped to a valid, Web-enabled, comment code on GTVSDAX, the only courses displayed on the Midterm Grades tab are those that have at least one student who has the mapped comment code on their record on SFASLST or SFAALST. In addition, only the students who have the mapped comment will be displayed on the roster. When the MIDTERM rule is not in use, all courses open for grading and all students in those courses are displayed.



**Note:** Changes can be made to the **Midterm Grade**, **Last Attend Date** and **Hours Attended** fields in the Enter Grades section for midterm grades *after* a final grade has been rolled. (The grade date and the grade are both present on a record).

However, if the grade date and the grade are both present on a record (i.e., the grade has been rolled to Academic History), the import process for midterm or final grades will not allow changes.

Therefore, when changes are needed for midterm grades *after* final grades have been rolled, those changes have to be processed individually through the application.

## Updates to Banner for midterm grades

The following updates occur in Banner when midterm grades are entered. If gradable components exist for a CRN, an update to midterm grades made on the Faculty Grade Entry page is not reflected in the student's midterm composite grade record within the electronic gradebook (SHRCMRK). Only the registration record (SFRSTCR) is updated.

## Midterm Grades fields

The following fields are in the Midterm Grades section of the page.

The list of courses displayed can be sorted in ascending or descending order by any of the field labels.

Fields	Descriptions
Grading Status	Grading status for the course.  A status bar with hover text is shown to denote the grading status for the course. Statuses are Not Started, In Progress, and Completed.
Subject	Subject code and description.
Course	Course number.
Section	Section number.
Title	Course title.
Term	Term code and description.
CRN	Course reference number.

## Enter Grades fields for midterm grades

The following fields and buttons are in the Enter Grades section of the page for midterm grades.

Fields	Descriptions
Search by Full Name or ID	Search for student by name or ID.
Full Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's Banner ID.
Midterm Grade	Student's midterm grade.

Fields	Descriptions
Last Attend Date	Last date the student attended class.
Hours Attended	Number of hours the student attended class. Valid values are 0 – 999.99.  If this field is not used for any courses at your institution, you can set the ATTENDHRS rule on GTVSDAX to N, and the field will not be displayed on the Faculty Grade Entry page.
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was accessed or saved. Clears all entries since the last save and reverts data back to that point.
Save	Button used to save changes.  Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.  Saving updates the SFRSTCR table in Banner and redisplay the page with the assigned grades in the <b>Midterm Grade</b> field.

## Final Grades section detail

This section of the page is used to enter or update final grades, last date of attendance, and attendance hours for a class. It is accessed using the Final Grades tab.

Courses are displayed on this section of the page when the following conditions apply.

- For traditional classes, the **Faculty Web Final Grade** checkbox in the Base Part of Term block of the Term Control Page (SOATERM) must be selected for the part of term for the CRN.
- For open learning classes, (or for traditional classes where the **Faculty Web Final Grades** checkbox is not checked for the part of term for the CRN) the **Display Final Grades** checkbox in the Faculty Self-Service Display Controls block of the Section Web Controls Page (SSAWSEC) must be selected for the term and CRN.

## Updates to Banner for final grades

The following updates occur in Banner when final grades are entered. If gradable components exist for a CRN, an update to final grades made on the Faculty Grade Entry page is not reflected in the student's final composite grade record within the electronic gradebook (SHRCMRK). Only the registration record (SFRSTCR) is updated.

## Final Grades fields

The following fields are in the Final Grades section of the page.

The list of courses displayed can be sorted in ascending or descending order by any of the field labels.

Fields	Descriptions
Grading Status	Grading status for the course.  A status bar with hover text is shown to denote the grading status for the course. Statuses are Not Started, In Progress, and Completed.
Rolled	Rolled status for the course.  A status bar with hover text is shown to denote the rolled status for the course. Statuses are Not Rolled, Partially Rolled, and Completed.
Subject	Subject code and description.
Course	Course number.
Section	Section number.
Title	Course title.
Term	Term code and description.
CRN	Course reference number.

## Enter Grades fields for final grades

Final grades are rolled to Academic History using the Grade Roll to Academic History (SHRROLL) or the SFASLST page in Banner. Once grades are rolled, they cannot be updated on the Faculty Grade Entry page.

### Incomplete grades

When you enter a grade for a student, the grade that has been entered or changed is validated to determine whether it qualifies for incomplete grade processing. When incomplete grade processing rules have been set up and the student qualifies, the system displays the Incomplete Grades tab in the Enter Grades section. (Incomplete grading is only active when using the Final Grades tab.)

To qualify, the following must be in place.

- Incomplete grades must be defined on the Grade Code Maintenance Page (SHAGRDE) for the term and level.
- Rules for incomplete grade processing must be set up on the Incomplete Grade Rules Page (SHAINCG).
- A student must be assigned a grade meeting the above criteria.

The following fields and buttons are in the Enter Grades section of the page for final grades.

Fields	Descriptions
Search by Full Name or ID	Search for student by name or ID.
Full Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's Banner ID.
Midterm Grade	Student's midterm grade. Display only.
Final Grade	Student's final grade.  When incomplete grade processing is configured for the student, and an incomplete grade is entered, and the user leaves the <b>Grade</b> field, the Incomplete Grades section of the page is displayed.
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Last Attend Date	Last date the student attended class.  When a last attend date is entered and the user leaves the field, if the student has not withdrawn from the course, a warning is displayed in the Notification Center.
Hours Attended	Error checking occurs when changes are saved. The process determines if a <b>Last Attend Date</b> value is required for the grade.  Number of hours the student attended class. Valid values are 0 – 999.99.  If this field is not used for any courses at your institution, you can set the ATTENDHRS rule on GTVSDAX to N, and the field will not be displayed for grade entry.
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was accessed. Clears all entries since the last save and reverts data back to that point.
Save	Button used to save changes.  Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.  Saving updates the SFRSTCR table in Banner and redisplay the page with the assigned grades in the <b>Final Grade</b> field.



## Incomplete Grades section detail

This section of the page is used only to display and maintain the replacement grade code for an incomplete final grade and its accompanying extension date.

The Incomplete Grades section of the page is accessed using the Incomplete Grades tab in the Enter Grades section. The tab is displayed only when incomplete grade processing is activated for at least one student in the course, and incomplete final grade has been entered for at least one student.

The user is taken immediately to the Incomplete Grades tab after entering an incomplete grade for a student and leaving the **Final Grade** the field. You can review the incomplete final grade and extension date. If override privileges have been granted, users can override the final grade and extension date.

Use the Roster tab to return to the Enter Grades section.

## Updates to Banner for incomplete final grades

The following updates occur in Banner when incomplete final grades are entered. If gradable components exist for a CRN, an update to a final grade, an incomplete final grade, or the extension date made on the Faculty Grade Entry page is not reflected in the student's final grade record within the electronic gradebook (SHRCMRK). Only the registration record (SFRSTCR) is updated.

## Enter Grades fields for incomplete grades

The following fields and buttons are in the Enter Grades section of the page for incomplete grades.

Fields	Descriptions
Search by Full Name or ID	Search for student by name or ID.
Full Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's Banner ID.
Grade	Student's current grade. Display only.
Incomplete Final Grade	Expected future final grade that will replace the current incomplete grade after the extension date is reached, and the Incomplete Grade Process (SHRCINC) is run in Banner.  The values in the pulldown list are a subset of the values that can be assigned as the final grade, other than incomplete grade codes, if the rules on SHAINCG allow overrides.

Fields	Descriptions
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Extension Date	Date by which coursework must be submitted to earn a grade other than the default final grade specified. The date can be changed if the rules on SHAINCG allow overrides.
Extension Date Constraints	Text specifying any constraints that exist for changing the extension date.  Display only, can be updated in Banner baseline on the SHAINCG page.
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was accessed. Clears all entries since the last save and reverts data back to that point.  Non-incomplete grade changes that were entered in the Roster tab will also be reset.
Save	Button used to save changes.  Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.  Saving updates the SFRSTCR table in Banner and redisplay the page with the assigned grades in the <b>Final Grade</b> field.

## Gradebook section summary

The Gradebook tab allows the faculty members to enter student grades for the components and subcomponents associated with a selected CRN.

Unless Banner Student Academic History 9.0 is installed, the gradebook information will be in display only mode. Any gradebook data entered using Banner 8.x functionality will be displayed.

Faculty members can perform the following tasks:

- Enter or update assessment grades by component and/or subcomponent.
- Select an assessment composite comment and/or a reassessment composite comment for the student.
- Enter or update reassessment grades by component and/or subcomponent.

Filter options can be used to:

- Enter or update an assessment grade by component and/or subcomponent for a particular student.
- Select an assessment composite comment and/or a reassessment composite comment for a particular student.

- Enter or update a reassessment grade by component and/or subcomponent for a particular student.

Faculty members can also do the following when grading is not open:

- View assessment grades for a particular student or all students by component and/or subcomponent.
- View reassessment grades for a particular student or all students by component and/or subcomponent.

The following overall tasks can also be performed:

- Anonymous marking can be used to mask student name information.
- Users can download a `.xls` or `.xlsx` file into which scores/marks or grade can be entered, and can upload the `.xls` or `.xlsx` file to update grades in the system.

The **Select a Course** section displays all the CRNs to which the faculty member is assigned that are eligible for grading and that have components defined. The CRNs are displayed in ascending order by term.

The faculty member can either use the **Components** button to view the components or the **Composite Grades** button to access the **Composite Grades** page and view the composite grades for all students for the selected CRN. When you click on the Gradebook tab without selecting any CRN/section record, by default the **Composite Grades** button and **Components** button are disabled.

## Assessment and reassessment

In gradebook processing, assessment and reassessment can be used when the faculty member is grading a student for the component or subcomponent.

During *assessment*, the faculty member can enter new grades for the students. If the grades are not rolled into Academic History, the faculty member can update the existing grades. If the faculty login date is within the assessment score open date and final score cutoff date, the components and subcomponents are eligible for assessment grading.

During *reassessment*, the faculty member can update an existing grade with the reassessed or changed grade. If the faculty login date is within the reassessment score open date and reassessment score cutoff date, the components and subcomponents are eligible for reassessment grading. Reassessment can only be performed after the grades are rolled into Academic History and published to students.



**Note:** If the faculty login is not within faculty and advisor access dates for the term, the CRNs will not be displayed on the Gradebook tab for the faculty member to grade, regardless of the dates on SHAEGBC.

## Components and subcomponents

In the Faculty Grade Entry application, the **Component** section displays all the components that are created for a CRN on the SHAGCOM page. When you select a

component, the component roster displays the list of students (students who are registered in the selected CRN) to be graded. If components have associated subcomponents, the component roster will be display only. You can use the **Subcomponent** button to navigate to the Subcomponents section. When you select a subcomponent, the subcomponent roster displays the list of students to graded.



**Note:** If components do not have associated subcomponents, the **Subcomponent** button is disabled.

## Components

In the Enter Component Grades section, the faculty member can select a component from a list to view the component roster. The filter option can be used to search for a particular student to grade by entering the student's name or ID. Use the **Change** link for the selected course to choose a different course from the Select a Course display for the Gradebook tab.

Depending on the student's assessment or reassessment status, the faculty member can select the **Assessment** or **Reassessment Only** option from the dropdown list. By default, the **Assessment** option is displayed.

The availability of the **Assessment** and **Reassessment Only** options are determined based on the dates configured on the SHAEGBC page. In assessment, the student records that are rolled into Academic History are listed as display only.



**Note:** Only those student records that are rolled into Academic History after assessment will be available for reassessment.

## Subcomponents

If a component has associated subcomponents, the faculty member can navigate to the View Subcomponents section using the **Subcomponents** button. The faculty member can grade the student for the subcomponent on the subcomponent roster, which is displayed in the **Enter Subcomponent Grades** section.

In the Enter Subcomponent Grades section, the faculty member can use the filter option to search for a particular student to grade by entering the student's name or ID.

Use the **Change** link for the selected course to choose a different course from the Select a Course display for the Gradebook tab. Use **Change** link for the component to select a different component from the Component information.

Depending on student's assessment or reassessment status, the faculty member can select the **Assessment** or **Reassessment Only** option from the dropdown list on the **Enter Subcomponent Grades** section. By default, the **Assessment** option is displayed in the **Enter Subcomponent Grades** section.

The availability of the **Assessment** and **Reassessment Only** options is determined based on the dates configured on the SHAEGBC page.

## Composite grades

The faculty member can view the composite grades for all students for a selected CRN by using the **Composite Grades** button. This is accessed from the list of classes initially displayed on the Gradebook tab. Use the **Change** link for the selected course to choose a different course from the Select a Course display for the Gradebook tab.

On the Composite Grade page, the grade components, calculated composite grade, and comments for the students are displayed. You can also view the grade, grade change reason, and comments entered in the Academic History.

The filter option can be used to search for a particular student by entering the student's name or ID. For each student record, the faculty member can enter or update the composite comment. Depending on the dates configured on the SHAEGBC page, the faculty member can select the **Assessment** or **Reassessment Only** option from the dropdown list to provide assessment or reassessment comments for students.

## Display student name as anonymous

If a CRN has associated components and/or subcomponents that are designated as anonymous on the SHAGCOM page for use (the **Mark Anonymous** check box is selected for the component or subcomponent), the student names on the corresponding gradebook roster are masked, and the data is displayed as asterisks (\*\*\*\*\*). Also the **Search by Full Name and ID** field changes to read **Search by ID**, and the Student Details tab is not displayed.



**Note:** Marking components and subcomponents as anonymous has no impact on the Composite Grades page or the Midterm or Final Grades pages. The student names are still displayed for composite, midterm, and final grade data.

## Comments in component and subcomponent grading

The comments used in gradebook component and subcomponent grading (SHRMRKS and SHRSMRK tables, respectively) must be defined in the Crosswalk Validation Page (GTVSDAX).

Comment Type	Internal Group GTVSDAX	Description
Component	EGBCOMPONENTCOMMENT	The comment text stored on SHRMRKS records
Subcomponent	EGBSUBCOMPCOMMENT	the comment text stored on SHRSMRK records

The grade comments to be used for composite mark records on the Composite Grades page are defined on the Grade Comment Code Validation Page (STVGCMT).

## Search for a student

Use the **Search By Full Name or ID** field to search for the student name or student ID. You can also search using a partial student name. The search option is available in the "Enter..." sections of the Midterm Grades, Final Grades, and Gradebook tabs.



**Note:** You must enter a minimum of two characters to search for the student name or ID.

If the **Mark Anonymous** check box is selected for the component or subcomponent on SHAGCOM, the student name will not be displayed. Only the student ID is displayed. In that case, you will only be able to search by student ID and not by student name.

## Print composite grades for assessment

You can use the **Print** button (printer icon) on the Composite Grades page to view and print the student roster for both assessment and reassessment. On this page, you can view and print the breakdown score/mark entered for each component and the computed final percentage and final grade for the CRN. You can view the student roster in print preview mode and then continue to your local printer to print the schedule document.

## Submission date

In Gradebook, the **Submission Date** is a required field on the component and subcomponent roster. During first time grade entry, if a due date is not entered on SHAGCOM for the component or subcomponent, the current date will be the default date in the **Submission Date** field.

When the due date is defined on SHAGCOM for the component or subcomponent, the system checks whether due date is later than the current date. If it is later, the current date is defaulted into the **Submission Date** field. If it is not later, the due date is displayed in the **Submission Date** field.



**Note:** The **Submission Date** cannot be greater than the current date, and you cannot enter a future date as the submission date.

In Faculty Grade Entry, the submission date must be entered for the late rule to be applied for appropriate deduction in the score or marks. If the late rule is configured for a component or subcomponent on SHAGCOM or SHAEGBC, it will only be applied to the student record in Faculty Grade Entry when a save is performed. The late rule can be implemented only when the faculty member grades students with the submission date in Faculty Grade Entry.

## Gradebook section detail

The Gradebook section of the page is accessed using the Gradebook tab.

### Gradebook fields

The following fields are in Select a Course section for the Gradebook tab.

Fields	Descriptions
Subject	Subject code and description.
Course	Course number.
Section	Section number.
Title	Course or section title.
Term	Term code and description.
CRN	Course reference number.
Composite Grades	Button used to access the Composite Grade section and display the breakup of the score for each component and the computed final grade for the CRN.
Components	Button used to view the list of components.

### Components fields

The following fields are in the Select a Course section for the components information.



**Note:** The **Subcomponents** button at the bottom of the page is used to display the Subcomponents section for a record selected in the Components section of the page. The button is enabled only when the subcomponent exists for the selected component.

Fields	Descriptions
<i>The following fields are displayed above the Components information.</i>	
Selected Course	<b>Change</b> link used to select a different course from the Select a Course display in the Gradebook tab.  The original course selection detail is displayed below the link.
Subject	Subject code and description of the course.
Course	Course number.
Title	Course title.

Fields	Descriptions
Term	Course term code and description.
CRN	Course reference number.
<i>The following fields are displayed in the Components information.</i>	
Name	Name of the component.
Description	Description of the component.
Weight	<p>Component's weight or percentage of the CRN's total weight out of a total of 100.</p> <p>For example, if there are two components that equally share the CRN's weight, the value for both would be 50, which represents 50 percent of 100.</p> <p>Alternatively, if there is one component that accounts for one half of the CRN's weight, and two components that each account for one quarter of the CRN's weight, the value for the first component would be 50, while the value for the other two components would be 25.</p>
Grade Scale	Grade scale code assigned to the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Included In	Indicates whether the component is included for midterm or final grading, which is defined on SHAGCOM page.
Grades Remaining	Number of students for whom grades have not yet been entered or calculated for the component.
Due Date	<p>Date the work associated with the component is due.</p> <p>The value is displayed from the <b>Due Date</b> field defined on SHAGCOM.</p>

### Course Details tab

During assessment or reassessment, when a student record is selected on the component or subcomponent roster, the following fields are displayed in the Course Details tab for gradebook processing.

Fields	Descriptions
Course Heading	Course subject, course number, and section number.
Course Description	Course title.
Course Reference Number	Course CRN.



Fields	Descriptions
Number of Grades Remaining	Number of students yet to be graded for the selected component.
Gradable Students	Number of students eligible for grading for the component or subcomponent.
Eligible for Assessment (Component or Subcomponent)	Number of students eligible for grading whose records have not yet been rolled to Academic History.
Eligible for Reassessment (Component or Subcomponent)	Number of students eligible for reassessment whose records have been rolled to Academic History.  This field is displayed only during reassessment.
Course Dates	Date range of the course with start and end dates.  Dates come from the registration record for the student. The start date is the earliest start date a student can take the course. The end date is the last date a student can take the course. This includes traditional courses and open learning courses.  For example, for a two week course with two students: <ul style="list-style-type: none"> <li>• Student A starts the course on June 1.</li> <li>• Student B starts the course on September 1.</li> <li>• The course start date is June 1.</li> <li>• The course end date is September 14, two weeks after Student B started the course.</li> </ul>
Primary Instructor	Name of primary instructor for the course.
Secondary Instructor(s)	Name of secondary instructor for the course. Multiple secondary instructors can exist.
Midterm Cutoff	Last date on which midterm grades can be entered.
Assessment Dates	Date range for the assessment where the open and cutoff dates are displayed together. If one of the dates is not specified, the message <i>Not Defined</i> is displayed.
Reassessment Dates	Date range for reassessment where the open and cutoff dates are displayed together. If one of the dates is not specified, the message <i>Not Defined</i> is displayed.

## Enter Component Grades for assessment fields

The following fields are in the Enter Component Grades for assessment section of the page.

Fields	Descriptions
Assessment	Displays the student roster with the complete list of students registered for the course. Choices are <i>Assessment</i> , <i>Reassessment Only</i> .
Search by Full Name or ID	Search for student by name or ID.
Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's ID.
Score	Score or mark the student earned for this component. This is a required field.
Out of	Total number of points available for this component.
Percent	Percentage calculated by dividing the value in the <b>Out of</b> field by the value in the <b>Score</b> field.
Grade	Displays the list of all the grades defined for the grade scale in SHAGSCH. This is a required field.
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Submission Date	Date on which the grade or score/mark is being submitted. If no date is entered, the value defaults to the due date. This is a required field.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Grade Change Reason	Used to indicate the reason for the grade/score entry. This is a required field.
Comment	Comment associated with the student's final grade.
Subcomponents	<p>Button used to display the Subcomponents section for a record selected in the Components section.</p> <p>The button is enabled only when the subcomponent exists for the selected component.</p>
Reset	<p>Button used to reset all entries to the values that were initially displayed when this section of the page was last accessed or saved. All entries since the last save are cleared, and the data reverts back to that point.</p> <p>The button is enabled only when:</p> <ul style="list-style-type: none"> <li>• The gradebook is open for the faculty member to grade the students.</li> <li>• A subcomponent exists for the selected component.</li> </ul>

Fields	Descriptions
Save	<p>Button used to save changes.</p> <p>Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.</p> <p>Saving updates the SHRMRKS table in Banner and redisplay the page with the assigned grades in the <b>Grade</b> field.</p> <p>The button is enabled only when:</p> <ul style="list-style-type: none"> <li>• The gradebook is open for the faculty member to grade the students.</li> <li>• A subcomponent exists for the selected component.</li> </ul>

### Student Details tab

The following fields are in the Student Details tab for gradebook processing.

Fields	Descriptions
Student Heading	Full name of student.
Registration Status	Student's registration status.
Credits	Number of credits for which the student is registered for the course.
Photos	Student photo is displayed if this option is active (PHOTOS rule on GTVSDAX is set to Y), a photo of the student exists, and it is configured properly in the institution's file system.
Email Link	Link to the preferred email for the student.
Confidential and/or Deceased Indicator	<i>Confidential</i> and/or <i>Deceased</i> messages are displayed for the student.
Grade Rolled Date	Date on which grades were rolled to Academic History. If grades are not rolled, the field displays <i>Not Rolled</i> .  <i>This is not displayed for the Composite Grades data.</i>
Current Grade Change Reason	Displays the grade change reason code and description.  <i>This is not displayed for the Composite Grades data.</i>
Graded By	Name of the faculty member who entered the most recent score or grade.  <i>This is not displayed for the Composite Grades data.</i>

## Enter Component Grades for reassessment fields

The following fields are in the Enter Component Grades for reassessment section of the page.

Fields	Descriptions
Reassessment Only	Displays the student roster with a list of student records whose grades have been rolled to Academic History. Choices are <i>Assessment, Reassessment Only</i> .
Search by Full Name or ID	Search for student by name or ID.
Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's ID.
Score	Score or mark the student earned for this component. This is a required field.
Out of	Total number of points available for this component.
Percent	Percentage calculated by dividing the value in the <b>Out of</b> field by the value in the <b>Score</b> field.
Grade	Displays the list of all the grades defined for the grade scale on SHAGSCH. This is a required field.
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Submission Date	Date on which the grade or score/mark is being submitted. If no date is entered, the value defaults to the due date. This is a required field.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Grade Change Reason	Used to indicate the reason for the grade/score entry. This is a required field.
Comment	Comment associated with the student's final grade for the CRN.
Update Composite Score	Check box that indicates whether the composite grade and Academic History final grade is to be recalculated when a change is made to the component grade. The default is <i>Y</i> .
Subcomponents	Button used to display the Subcomponents section for a record selected in the Components section.  The button is enabled only when the subcomponent exists for the selected component.

Fields	Descriptions
Reset	<p>Button used to reset all entries to the values that were initially displayed when this section of the page was last accessed or saved. All entries are cleared since the last save, and data is reverted back to that point.</p> <p>The button is enabled only when:</p> <ul style="list-style-type: none"> <li>• The gradebook is open for the faculty member to grade the students</li> <li>• A subcomponent exists for the selected component</li> </ul>
Save	<p>Button used to save changes.</p> <p>Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.</p> <p>Saving updates the SHRMRKS table in Banner and redisplay the page with the assigned grades in the <b>Grade</b> field.</p> <p>The button is enabled only when:</p> <ul style="list-style-type: none"> <li>• The gradebook is open for the faculty member to grade the students</li> <li>• A subcomponent exists for the selected component</li> </ul>

## Subcomponents fields

The following fields are in the Select a Course section of the page for subcomponents information.

Fields	Descriptions
<i>The following fields are displayed above the Subcomponents information.</i>	
Selected Course	<p><b>Change</b> link used to select a different course from the Select a Course display in the Gradebook tab.</p> <p>The original course selection detail is displayed below the link.</p>
Subject	Subject code and description of the course.
Course	Course number.
Title	Course title.
Term	Course term code and description.
CRN	Course reference number.

Fields	Descriptions
Selected Component	<b>Change</b> link used to select a different component from the Component information.  The original component selection detail is displayed below the link.
Name	Name of the component.
Weight	Component's weight or percentage of the CRN's total weight out of 100.
Due Date	Date the work associated with the component is due.  The value comes from the <b>Due Date</b> field on SHAGCOM.

*The following fields are displayed in the Subcomponents information.*

Name	Name of the subcomponent.
Description	Description of the subcomponent.
Weight	Subcomponent's weight or percentage of the CRN's total weight out of 100.
Grade Scale	Grade scale code assigned to the subcomponent.
Must Pass	Indicates whether the student must earn a passing grade for the subcomponent to pass the class. If the <b>Must Pass</b> check box on SHAGCOM is selected, <b>Yes</b> is displayed on this field. If not, <b>No</b> is displayed.
Grades Remaining	Number of students for whom grades have not yet been entered or calculated for this subcomponent.
Due Date	Date the work associated with the subcomponent is due.  The value comes from the <b>Due Date</b> field on SHAGCOM.

## Enter Subcomponent Grades for assessment fields

The following fields are in the Enter Subcomponent Grades for assessment section of the page.

Fields	Descriptions
Assessment	Displays the student roster with the complete list of students registered for the course. Choices are <b>Assessment</b> , <b>Reassessment Only</b> .
Search by Full Name or ID	Search for student by name or ID.
Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.

Fields	Descriptions
ID	Student's ID.
Score	Score or mark the student earned for this component. This is a required field.
Out of	Total number of points available for this component.
Percent	Percentage calculated by dividing the value in the <b>Out of</b> field by the value in the <b>Score</b> field.
Grade	Displays the list of all the grades defined for the grade scale on SHAGSCH. This is a required field.
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Submission Date	Date on which the grade or score/mark is being submitted. If no date is entered, the value defaults to the due date. This is a required field.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Grade Change Reason	Used to indicate the reason for the grade/score entry. This is a required field.
Comment	Comment associated with the student's final grade.
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was last accessed or saved. All entries are cleared since the last save, and data is reverted back to that point.
Save	<p>Button used to save changes.</p> <p>Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.</p> <p>Saving updates the SHRSMRK table in Banner and redisplay the page with the assigned grades in the <b>Grade</b> field.</p>

## Enter Subcomponent Grades for reassessment fields

The following fields are in the Enter Subcomponent Grades for reassessment section of the page.

Fields	Descriptions
Reassessment Only	Displays the student roster with list of student records whose grades have been rolled to Academic History. Choices are <code>Assessment</code> , <code>Reassessment Only</code> .

Fields	Descriptions
Search by Full Name or ID	Search for student by name or ID.
Name	Student's name, in the following format: last name prefix (if applicable), last name, followed by first name and middle initial.
ID	Student's ID.
Score	Score or mark the student earned for this component. This is a required field.
Out of	Total number of points available for this component.
Percent	Percentage calculated by dividing the value in the <b>Out of</b> field by the value in the <b>Score</b> field.
Grade	Displays the list of all the grades defined for the grade scale on SHAGSCH. This is a required field.
Rolled	Check mark that indicates the grade has been rolled to Academic History. No indicator is displayed for unrolled grades.
Submission Date	Date on which the grade or score/mark is being submitted. If no date is entered, the value defaults to the due date. This is a required field.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Grade Change Reason	Used to indicate the reason for the grade/score entry. This is a required field.
Comment	Comment associated with the student's final grade.
Update Component Score	Check box that indicates whether the composite grade and Academic History final grade is to be recalculated when a change has been made to the component grade. The default is $\surd$ .
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was last accessed or saved. All entries are cleared since the last save, and data is reverted back to that point.
Save	<p>Button used to save changes.</p> <p>Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.</p> <p>Saving updates the SHRSMRK table in Banner and redisplay the page with the assigned grades on the <b>Grade</b> field.</p>



## Composite Grades fields

The following fields are in the Composite Grades section of the page.

Fields	Descriptions
<i>The following fields are displayed above the Composite Grades information.</i>	
Selected Course	<b>Change</b> link used to select a different course from the Select a Course display in the Gradebook tab.  The original course selection detail is displayed below the link.
Subject	Subject code and description of the course.
Course	Course number.
Title	Course title.
Term	Course term code and description.
CRN	Course reference number.
<i>The following fields are displayed in the Composite Grades information.</i>	
Assessment	Displays the student roster with a list of student records whose grades have been rolled to Academic History. Choices are Assessment, Reassessment Only.
Student ID	Student's ID.
Student Name	Name associated with the student's ID.
Registration Status	Student's CRN registration status.
Roll Date	Date on which the grades were rolled to Academic History. If grades have not been rolled, the field is null.
Final Percentage	Composite calculation of the student's final composite percentage for the CRN. Displays all the individual scores of components that were considered for the calculation.
Final Grade	Student's final composite grade for the CRN.
Final Reason	Grade change code recorded with the last update to the final composite grade and percentage.  Grade change codes are defined in the Grade Change Code Validation Page (STVGCHG).
Final Activity Date	Date of the last change to the final composite grade record.
Comment	Comment entered for the student for the final grade for the CRN.
Grade in Academic History	Final grade recorded in Academic History for the student in the SHRTCKG table (and viewable on the SHATCKN page). This field is blank for student/term/CRN combinations that have not been rolled to Academic History.

Fields	Descriptions
Reason in Academic History	Final grade change code recorded in Academic History for the student in the SHRTCKG table (and viewable on the SHATCKN page). This field is blank for student/term/CRN combinations that have not yet been rolled to Academic History.
Comment in Academic History	Final grade comment recorded in Academic History for the student in the SHRTCKG table (and viewable on the SHATCKN page). This field is blank for student/term/CRN combinations that have not yet been rolled to Academic History.
Reset	Button used to reset all entries to the values that were initially displayed when this section of the page was last accessed or saved. All entries are cleared since the last save, and data is reverted back to that point.
Save	<p>Button used to save changes.</p> <p>Records without errors are saved. Records with errors are presented, and appropriate error message are displayed. Records with errors can be corrected and saved.</p> <p>Saving updates the SHRSMRK table in Banner and redisplay the page with the assigned grades on the <b>Grade</b> field.</p>

# "How to" tasks

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This chapter contains step by step tasks for using Faculty Grade Entry.

## Enter midterm or final grades

---

Use the following steps to enter midterm or final grades.

1. Access the Faculty Grade Entry page.
2. Review information in the Getting Started tab on the right.
3. Select the Midterm Grades or Final Grades tab.
4. Select a course from the list of gradable courses.
5. Review information in the Course Details tab on the right.
6. Select a student from the Enter Grades section of the page.
7. Review information in the Student Details tab on the right.
8. Enter a grade.
9. Enter a last date of attendance.

This step is optional.

10. Enter attendance hours if the field is displayed.

This step is optional.

The **Hours Attended** field is displayed based on the setting of the ATTENDHRS GTVSDAX rule.

11. Continue to select students and enter grades and any other information.

Save frequently to avoid losing data.

When large numbers of records exist, the records are displayed in multiple pages. Use the page data at the bottom of the page to see the number of records returned. If unsaved changes exist, you will be prompted to save prior to leaving the page.

12. Save the changes.
13. Correct any errors.
14. Save again.

## Enter incomplete final grades

---

Use the following steps to enter incomplete final grades. (This assumes rules have been defined on SHAINCG.)

1. Access the Faculty Grade Entry page.
2. Select the Final Grades tab.
3. Select a course from the list of gradable courses.
4. Select a student from the Enter Grades section of the page.
5. Enter a final grade that has been designated as incomplete on SHAGRDE.
6. The Incomplete Grades section of the page is displayed.
7. Confirm or modify the final grade and the extension date as appropriate, based on the rules defined in baseline Banner.
8. Save the changes.

## View components

---

Use the following steps to view components in the Gradebook tab:

1. Access the Faculty Grade Entry page.  
You can review information in the Getting Started tab on the right.
2. Click the Gradebook tab.
3. Select a course from the list of gradable courses.



**Note:** You can review the course information in the Course Details tab on the right.

4. Click **Components**.  
The Components section with the list of components is displayed.
5. (Optional) To select another course, click the **Change** link.

## Enter assessment grades by component

---

Use the following steps to enter assessment grades or marks/scores by component:

1. Follow the steps for how to view a component.
2. Select a component record.

3. In the Enter Component Grades section **Assessment** field, select *Assessment*.



**Note:** *Assessment* is the default value.

4. Select a student from the Enter Component Grades section of the page.

You can review the student information in the Student Details tab on the right.



**Note:** The Enter Component Grades section is the component roster where the faculty can grade the student for the component.

If a component has associated subcomponents, the Enter Component Grades section will be display only, and you will have to grade the student for the subcomponent. For information on how to grade a student for the subcomponent, see the "Enter assessment grades by subcomponent" topic.

5. Enter a grade or a score.



**Note:** When both a score and grade are entered, the score takes higher precedence.

6. Select the appropriate grade change reason code from the **Grade Change Reason** field list.

7. Click **Save**.



**Note:** This functionality is only available with Banner Student Academic History 9.0 is installed.

## Enter reassessment grades by component

---

Use the following steps to enter reassessment grades or marks/score by component:



**Note:** Faculty members can reassess only those student grades that have been rolled to Academic History.

1. Follow the steps for how to view a component.
2. Select a component record.
3. In the Enter Component Grades section **Assessment** field, select *Reassessment Only*.
4. Select a student from the Enter Component Grades section of the page.

You can review the student information in the Student Details tab on the right.



**Note:** If a component has subcomponents, the Enter Component Grades section will be display only, and you will have to grade the student for the subcomponent. For information on how to grade a student for the subcomponent, see the "Enter assessment grades by subcomponent" topic.

5. Enter the reassessed grade or a score.



**Note:** When both score and grade are entered, the score takes higher precedence.

6. Select the appropriate grade change reason code from the **Grade Change Reason** field list.
7. Select the **Update Composite Score** check box, if it is not checked.

This indicator is checked by default.



**Note:** If you uncheck the **Update Composite Score** check box, the composite score or mark for the CRN will not be updated.

8. Click **Save**.



**Note:** This functionality is only available with Banner Student Academic History 9.0 is installed.

## View subcomponents

---

Use the following steps to view subcomponents in the Gradebook tab:

1. Access the Faculty Grade Entry page.  
You can review the information in the **Getting Started** tab on the right.
2. Click the Gradebook tab.
3. Select a course from the list of gradable courses.  
You can review course information in the Course Details tab on the right.
4. Click **Components**.
5. (Optional) To select another course, click the **Change** link next to **Selected Course**.
6. In the Components section, select a component.



**Note:** If the component has subcomponents, the **Subcomponent** button is enabled.

7. Click **Subcomponents**.

8. The Subcomponents section is displayed.
9. (Optional) To select another component, click the **Change** link next to **Selected Component**.

## Enter assessment grades by subcomponent

---

Use the following steps to enter assessment grades or marks/score by subcomponent:



**Note:** The Enter Subcomponent Grades section is the subcomponent roster where the faculty member can grade the student for the subcomponent.

1. Follow the steps for how to view a subcomponent.
2. Select a subcomponent record.
3. In the Enter Subcomponent Grades section, select a student.

You can review the student information in the Student Details tab on the right.



**Note:** **Assessment** is the default value in the **Assessment** field.

4. Enter a grade or a score.



**Note:** When both a score and grade are entered, the score takes higher precedence.

5. Select the appropriate grade change reason code from the **Grade Change Reason** field list.
6. Click **Save**.



**Note:** This functionality is only available with Banner Student Academic History 9.0 is installed.

## Enter reassessment grades by subcomponent

---

Use the following steps to enter reassessment grades or marks/scores by component:



**Note:** Faculty members can reassess only those student grades that have been rolled to Academic History.

1. Follow the steps for how to view a subcomponent.

2. Select a subcomponent record.
3. In the Enter Subcomponent Grades section **Assessment** field, select `Reassessment Only`.
4. From the Enter Subcomponent Grades section, select a student.  
You can review the student information in the Student Details tab on the right.
5. Enter the reassessed grade or a score.



**Note:** When both a score and grade are entered, the score takes higher precedence.

6. Select the appropriate grade change reason code from the **Grade Change Reason** field list.
7. Select the **Update Composite Score** check box.



**Note:** If you uncheck the **Update Composite Score** check box, the composite score or mark for the CRN will not be updated.

8. Click **Save**.



**Note:** This functionality is only available with Banner Student Academic History 9.0 is installed.

## View composite grades and enter comments for assessment

---

The composite level is where you can view the breakdown score or mark entered for each component and the final grade computed for the CRN. In the Composite Grades section, you can only select a comment that will be included in data submitted to the board (that is, will be copied to SFAALST and SHATCKN). A composite comment is associated with a composite grade record and associated with the registration record for use in the grade review and the grade roll process.

Use the following steps to select assessment composite comments:

1. Access the Faculty Grade Entry page.
2. Click the Gradebook tab.
3. Select a course from the list of gradable courses.  
You can review the course information in the **Course Details** tab on the right.
4. Click **Composite Grades**.
5. In the Composite Grades section, view the final computed grade, and then select the appropriate comment.



6. Click **Save**.
7. (Optional) Produce a formatted version of the composite grade roster and either save the file or send it to a printer.
8. Click the **Change** link to navigate back to the Gradebook tab.



**Note:** The functionality used to change comments is only available with Banner Student Academic History 9.0 is installed.

## Enter comments for reassessment

---

Use the following steps to select the composite comments for the reassessed score/mark or grade:

1. Access the Faculty Grade Entry page.
2. Click the Gradebook tab.
3. Select a course from the list of gradable courses.
4. Click **Composite Grades**.



**Note:** If all the components and subcomponents are graded, the **Composite Grades** button will be enabled.

5. In the **Composite Grades** section **Assessment** field, select **Reassessment Only**.
6. View the final computed grade, and then select the appropriate comment.
7. Click **Save**.



**Note:** This functionality is only available with Banner Student Academic History 9.0 is installed.

# Import and Export Grades

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This chapter contains instructions for performing the following tasks:

- exporting grades from the Faculty Grade Entry page into a spreadsheet
- importing grades from a recognized file type into the Faculty Grade Entry page

## Export grades

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Grades for the class roster, component roster, and subcomponent roster can be exported from Faculty Grade Entry using the options on the Tools Menu. A wizard is provided to step you through the process.

Exported files are contained in spreadsheets that use the `.xls` or `.xlsx` format. Files are display only but can be saved and renamed for edit. You can export a blank roster to use as a grading sheet that can then be uploaded/imported. You can also export graded courses for faculty records. On the Gradebook tab, the export is enabled only when the component or subcomponent record is selected.

You can use the export wizard to export grades from the midterm, final, component, and subcomponent rosters. After you have navigated to the specific roster, you can export the required class roster to an Excel spreadsheet.

- For the section: The existing export functionality is applied.
- For the component: All the columns on the component roster will be exported along with the component information.
- For the subcomponent: All the columns on the subcomponent roster will be exported along with the subcomponent information.

Use the following steps to export class roster grades into an Excel spreadsheet:

1. Access the Midterm, Final, Component, or Subcomponent tabs.
2. Select a course so the class roster is displayed in the Enter Grades section.
3. Select the `Export Grade Template` option from the Tools menu.
4. Follow the steps for the Export Grades wizard.
  - 4.1. Select the export file type as `Excel spreadsheet (.xls)` or `Excel spreadsheet (.xlsx)`.
  - 4.2. Select the **Export** button.
  - 4.3. Open the file in the default application, `Microsoft Office Excel`.

- The default file name for midterm and final grades uses the term code, subject, course number, section number, and "\_\_Template". For example, 203020\_Computer Science CIS\_316\_0\_Template.xls.
- The default file name for component grades uses the term code, CRN, section number, and component name. For example, 203020\_100\_1\_Exam.xls.
- The default file name for subcomponent grades uses the term code, CRN, section number, and subcomponent name. For example, 203020\_100\_1\_Question.xls.

You can save the file and download it to your desktop.

**4.4.** Click **OK**.

**4.5.** Review the data in the exported spreadsheet.

- The file is display only. You can use **Save As** function and rename the file to create an editable copy.
- You can change the full name of the student in the spreadsheet, but you should not change the ID.
- You cannot change the component and subcomponent ID, as it will result in an error during the import process.
- Any name changes made in the spreadsheet will *not* change the student's record in Banner.

## Import grades

---

Grades for the class roster, component roster, and subcomponent roster can be imported to Faculty Grade Entry using the options on the Tools Menu. A wizard is provided to step you through the process, including mapping columns. The data can be uploaded to the page using a recognized file type.

Data is handled as follows:

- The student's Banner ID and additional fields are required to correctly map data during the import process. The additional fields vary depending on the type of roster being imported.
- Alternate student IDs cannot be used.
- Blank data in the spreadsheet will not be imported.
- Imported grade data (only valid data) will overwrite existing grade data that has not been rolled.
- In Midterm and Final Grades, the values for the grade, last date of attendance, and attendance hours can be updated.
- In Gradebook, the values for the grade, submission date, grade change reason, and comments can be updated.

- In Midterm and Final Grade, null or incorrect data (data with errors) is not imported. It can be reviewed in a validation report, corrected, and reimported.
- In Gradebook, a null value overrides the existing value when it is imported.
- Incomplete grades can be imported.
- Data that is exported from the application and not changed in the spreadsheet will not be imported, as it is an exact match of existing data. The message *No new data. Ignored.* is displayed.
- The import is enabled only when the corresponding roster is editable.

*It is recommended that you use the export process to export a template prior to importing grades.*

This will set up formatting that matches the import wizard. If you attempt to import data without doing this, the system will try to logically map the data for you, but may not produce the results you desire.



**Note:** When the imported data contains many records, the import process may take some time to complete. When the process is working, the import wizard page turns dark, and a white spinning icon is displayed. Wait for the import process to finish, as clicking buttons may interrupt the process. You can use the **Cancel** button to stop the import process.

The speed of the import is related to the number of rows in the spreadsheet and not the number of rows that will trigger an update upon import. If there is a significant number of rows that are unchanged, you can remove these from the spreadsheet before starting the import. All rows in the spreadsheet are examined and validated, even those that do not result in an update.

You can use the import wizard to import the midterm, final, component, and subcomponent rosters. After you have navigated to the roster, you can import the required class roster to an Excel spreadsheet.

- For the section: The existing import functionality is applied.
- For the component: Select the component for which the faculty member wants to import the grading data. Use the term, CRN and component ID to map the grading data with the correct component associated with a CRN.
- For the subcomponent: Select the subcomponent for which the faculty member wants to import the grading data. Use the term, CRN, component ID and subcomponent ID to map the grading data with the correct subcomponent associated with a component of a CRN.



**Note:** Import ability is enabled only when grading is open for the midterm grades, final grades, component, and subcomponent roster being displayed. If grading is closed, the link is disabled.

Use the following steps to import the class roster grades from an Excel spreadsheet:

1. Access the Midterm, Final, Component, or Subcomponent tab.
2. Select a course, component, and/or subcomponent so the class roster is displayed.
3. Select the **Import** option from the Tools menu.
4. Follow the steps for the Import Grades wizard.

There are five parts to the wizard: Select, Preview, Map, Import, and Finished.

### *Select File for Import*

- 4.1. Browse for a file to import.
- 4.2. Select the file.
- 4.3. Select **Open**.
- 4.4. Select **Next**.

### *Preview File*

- 4.5. Select the appropriate page of the spreadsheet to import, and check the **My spreadsheet has headers** indicator if needed.



**Note:** When you perform the import, the **My spreadsheet has headers** check box is selected by default.

- When multiple worksheets exist, choose the one for import.
- The **My spreadsheet has headers** indicator is checked as the default.
- You can sort on the columns using the arrows in the headers.
- Use the **Go Back** button to choose a different file.
- Use the **Cancel** button to stop the process.

- 4.6. Select **Next**.

### *Map Columns*

- 4.7. Use the pulldown lists to map the spreadsheet columns to the application columns.
  - The required fields must be mapped to activate the **Next** button.
  - A green check mark is displayed at the top of the wizard for each column that has been mapped.
  - Leave a column set to **Ignore** to not include it in the import.
  - Use the **Go Back** button to choose a different file.
  - Use the **Cancel** button to stop the process.
  - The following fields are required.

Midterm grades	student ID, term, CRN, one other field
Final grades	student ID, term, CRN, one other field
Component grades	student ID, component ID, one other field
Subcomponent grades	student ID, component ID, subcomponent ID, one other field

**4.8. Select **Next**.**

### *Import*

**4.9. Review the data summary to see the data that will be imported.**

- The summary lists the number of records that will be imported, the number of unchanged records that will be ignored, and the number of errors for records that will not be imported.
- Use the **Go Back** button to remap the columns or view the import summary.

**4.10. Use the **Download the validation report** link to view an Excel spreadsheet with the error details by record.**

- For midterm and final grades, the default title for the validation report spreadsheet uses the term code, subject, course number, section number, and “\_Validation\_Report” in the file name. For example, `203010_English_ENGL_100_0_Template_Validation_Report.xls`.
- For gradebook components, the default title for the validation report spreadsheet uses the term code, CRN, section number, component name, and “\_Validation\_Report”. For example, `201440_35002_01_Exam_Validation_Report.xls`.
- For gradebook subcomponents, the default title for the validation report spreadsheet uses term code, CRN, section number, subcomponent name, and “\_Validation\_Report”. For example, `201440_35002_01_Quiz_Validation_Report.xls`.

You can save the validation report and download it to your desktop. You can correct errors, save the document, and start the import process again using your corrected validation report. Or, you could make the changes in your original spreadsheet and begin the import process over.

**4.11. Select the **Import** button.**

The Notification Center displays the number of records imported successfully and saved, the number of unchanged records, and the number of records with errors that were not imported.

### *Finished - Import Complete*

**4.12. Select the **Finished** button to view the saved data that has been imported to the Enter Grades section of the page.**

## Import error examples

The following are examples of errors that can occur during the import of grades using the Midterm Grades and Final Grades tabs.

### Invalid grade and missing last date of attendance

On the Grade Code Maintenance Page (SHAGRDE), the grade code of W1 for the level of UG has the **Last Attendance Date Ind** checked for the rule.

On the spreadsheet used to import grades, there are four records with final grades of W1, A, B-, and XYZ.

The Import step of the Import Grades wizard shows that the records for A and B- will be imported without error. The two records for W1 and XYZ will not be imported due to errors.

The validation report shows that the final grade of W1 requires a last date of attendance for the grade, and the final grade of XYZ is not a valid grade.

The Finished step of the Import Grades wizard shows that two records were imported and saved successfully. The two records that contained errors were not imported.

The Enter Grades Roster shows final grades for the two successfully imported records (A and B-).

### Internet Explorer script error on large import

When at the Map step of the import wizard and importing a large spreadsheet of grades, a Windows Internet Explorer warning may be displayed asking the following:

*Stop running this script?*

*A script on this page is causing your web browser to run slowly. If it continues to run, your computer might become unresponsive.*

*Yes, No*

Click *No* so the process will continue.

### Internal server error on large import

When at the Import step of the import wizard and importing a large spreadsheet of grades, such as 900 records, you may receive the following message:

*A server call failed with an error code 'Internal Server Error'. You may need to reload the page to continue.*

*Reload, Continue*

There is no recovery from this error. You may want to break the spreadsheet into smaller pieces and upload each one separately to prevent this error.

This error is related (as is the previous example for large import) to the number of rows in the spreadsheet, not the number of rows that will trigger an update upon import. If there is a significant number of rows that are unchanged, you may want to remove these from the spreadsheet before starting the import. All rows in the spreadsheet are examined and validated, even those that do not result in an update.

## Gradebook error messages

The following are examples of error messages that can occur during the import of grades using the Gradebook tab.

- *Component cannot be graded if Subcomponents exist.*
- *Component ID column is missing in the Excel spreadsheet.*
- *Subcomponent ID column is missing in the Excel spreadsheet.*
- *Component ID in the Excel spreadsheet does not match the selected component.*
- *Subcomponent ID in the Excel spreadsheet does not match the selected subcomponent.*
- *Submission Date "{0}" is not valid.*
- *Extension Date "{0}" is not valid.*
- *Grade Comment "{0}" is not valid.*
- *Grade Change Reason Code "{0}" is not valid.*
- *Grade code "{0}" is not valid.*
- *Submission Date is required.*
- *Invalid Score. Enter a valid number.*
- *Submission Date cannot be greater than current date.*



# Student Academic Review

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Student academic review processing in Faculty Grade Entry allows an institution's administrators and faculty members to evaluate a student's academic performance for a selected term and view and change his/her rolled grades in Academic History.

## Overview

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You can use student academic review processing to perform the following tasks.

- Search for more than one student using a combination of available search fields such as student ID (can be multiple), student name, CRN, program within a term, and so on.
- Search for only those students who are registered to the classes with which a faculty member is associated.
- Select a student and review his/her academic performance for the selected term.
- View and edit any or all the CRNs and the associated component/sub-component grades information for the student.

When the administrator is also a faculty member, he/she is taken to the Final Grades tab (as per the default tab configuration) and can access the Student Academic Review page through the Faculty and Advisor Self-Service menu.

## Roles

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This section discusses the roles/personas used with processing and the associated access.

See the *Banner General User Guide* and the *Banner Web Tailor User Guide* for more information on setting up roles and using the Third Party Access Audit Page (GOATPAD).

## Administrator access

The Administrator role used for student academic review is defined in Web Tailor. This user can do the following.

- Navigate to the Student Academic Review page directly from the Faculty Grade Entry application.
- View all terms in the **Term** field on the Search for Students page.

- View all terms and edit grades without restriction, as well as view open or cutoff dates during which grades can be edited.
- Search for any student and view and edit his/her grades information (final and component/sub-component) within a selected term.



**Note:** When the administrator is also a faculty member, he/she is taken to the Final Grades tab (as per the default tab configuration) and can access the Student Academic Review page through the Faculty and Advisor Self-Service menu.

## Faculty access

A user with a Faculty role has the **Status** set to AC (Active) and the **Faculty** indicator checked on the Faculty/Advisor Information Form (SIAINST). This user can access the student academic review pages by logging into Faculty Grade Entry and then using the menu path to navigate to the Search for Students page. (Select the Banner Self-Service menu, then the Faculty and Advisors menu, and then the Student Academic Review menu.)

An institution can set up dates for faculty member and advisor access on the Term Control Page (SOATERM).

- When dates have been entered for a term, the faculty access date must be within the start and end dates defined on SOATERM.
- When the access date is not in the range of the defined start and end dates, the faculty member will not be able to search for students in the student academic review pages.
- When no dates have been entered for faculty and advisor access, access is allowed.

The rules on the Faculty/Advisor Process Rules Page (SOAFACS) for ENTERGRADES or DISPLAYGRADES must be enabled for the faculty member. If the rules do not allow access, the terms will not be available. The faculty member has access to only those terms that are assigned on the Schedule Page (SSASECT).

Searches can only be performed for those students who are assigned to the class where the faculty member is an instructor. Once a particular student's review page has been accessed, the faculty member can view only the class or CRNs with which he/she is associated.

The open dates and cut-off dates configured for the term, part of term, and section level are applicable to the faculty members. If the faculty login is not within the grading period defined on the SHAEGBC page, the Student Academic Review page is displayed as read-only.



**Note:** Faculty members cannot view records for students who are not in the class being taught. Only an administrator can view all classes for a student.

## Error messages

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Here is a list of the most prominent error messages displayed when using student academic review processing.

- *At least two search criteria are required.*
- *Student Name must have a minimum of two characters.*
- *Grade Change Reason "{0}" cannot be used more than once. Select another reason to record the change.*
- *Select a new Grade to save the Grade Change Reason or Comment.*
- *Submission Date cannot be greater than current date.*
- *Term is required.*
- *No students found.*

## Student academic review pages

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The following Self-Service pages are used with student academic review processing.

- Search for Students
- Student Results
- Student Academic Review

### Search for Students page

Faculty members and administrators can use the Search for Students page to search for students by term and other criteria. When a set of search criteria is used, the students returned match all the criteria entered.

A user with Faculty and Administrator roles can search for any student. A search performed by a user with a Faculty role only, returns students registered in a class for which the faculty member is the instructor.



**Note:** Only one program and one CRN can be selected on the Student Search page. However, you can have multiple student IDs. Student name is also single entry and can be partially entered with a minimum of two characters.

Search results are as follows:

- When a search is performed and multiple student records are returned, the records are listed on the Student Results page.

- When a search is performed and a single student record is returned, you are taken to the Student Academic Review page.

## Search for Students fields

The following fields are available on the Search for Students page.

Fields	Descriptions
Term	<p>Term code.</p> <p>The term is a mandatory search criteria item. At least one other search criteria item is required to initiate a search.</p> <p>Terms displayed for selection are dependent on the access allowed by the Faculty and Administrator roles.</p>
Student ID	<p>Verified Banner student ID.</p> <p>Multiple IDs can be entered with a maximum of ten.</p>
Student Name	<p>Student's name.</p> <p>You can search for a student in one of three ways, by either first name or last name or middle name. Do not enter a full name.</p> <p>Partial student names can be entered with a minimum of two characters.</p> <p>Do not use comma separated values such as "last name, first name".</p>
Program	<p>Program name.</p> <p>This field lists all the programs from the Program Definitions Rules Page (SMAPRLE) as defined by the institution.</p>
CRN	<p>Course reference number. Only one CRN value can be entered in the <b>CRN</b> field.</p>
Clear	<p>Button used to clear all the entries in the page.</p>
Search	<p>Button used to search for the records based on the given search criteria.</p>

## Student Results page

Use the Student Results page to review the student records returned from the search entered on the Search for Students page. The search criteria used, such as term and CRN, is listed above the Students section of the page. Records are displayed in ascending order by student ID but can be resorted. When multiple pages of records are returned, the default number of records displayed by page of results is 25.

When reviewing the search results, you can cancel unneeded search options to refine the results and use the remaining criteria for the search. When any or all of the search options are canceled, you are returned to the Search for Students page. Only the selected term is retained.

Use the **Search By Name or ID** field to refine the search results and search on a student name or student ID. You can also search using a partial student name. Use the **Search Again** button return to the Search for Students page, retain the existing search criteria, and perform another search.

You can hover over the student name to open the student contact card when the card is enabled. (However, users cannot view the student card on a tablet at this time.) Use the **View Profile** button in the contact card to access the Student Profile page in Banner Student Advising Student Profile. When the student name is displayed as a link, you can click on the link to access the Student Profile page.

You can click on a student's name to access the Student Academic Review page and enter grades for the student.

## Student Results fields

The following fields are available on the Student Results page.

Fields	Descriptions
Term	Term code used for the search.
Fields for other search criteria	Other criteria used for the search.
Search Again	Button used to return to the Search for Students page and retain the existing search criteria.
Search by Name or ID	Used to refine search results for a specific student name or ID.
Student Name	Student's name.
Student ID	Student's ID.

## Student Academic Review page

Use the Student Academic Review page to view information for the student selected from the Student Results page. This page displays final grades for the courses and program information, and information for grade components.

You can hover over the student name to open the student contact card. (However, users cannot view the student card on a tablet at this time.) Use the **View Profile** button in the contact card to access the Student Profile page in Banner Student Advising Student Profile. When the student name is displayed as a link, you can click on the link to access the Student Profile page.

Courses are grouped by program and are based on the associated study path. Each program is displayed in a separate tab. The CRNs and sections that are not associated with a study path are displayed in a separate tab (CRNs not associated with Study Path). This tab is displayed only when the student has registered for CRNs which are not associated to the study path. When the same program is associated with two different study paths, the Student Academic Review page is displayed with two tabs with the same program name. The study path and campus information displayed is associated with the program/curriculum information.

The reassessment dates (open and cutoff) in the Term or Part of Term or Section configuration sections on the SHAEGBC page must be defined to allow a faculty member to edit grades. An administrator can edit grades at any time and is not restricted by the dates configured on the SHAEGBC page.

When the faculty member has the SOAFACS rules enabled for `ENTERGRADES` or `DISPLAYGRADES`, this setting takes precedence for security level access at the CRN level. If the faculty member does not have any rules access, then the terms will not be available for review. If the faculty member logs in to use student academic review processing on a date that is not within the defined reassessment open and cutoff dates, then the Student Academic Review page is displayed as read-only.

In the CRN section of the page, the **Grade**, **Reason**, and **Comment** fields are editable. Any grade change requires a grade change reason in order to save the changes. Grades cannot be Null. You can edit grades for multiple CRNs and save the changes. For component grades, you can either enter the score or the grade. If you enter both values, the score value takes precedence.

You can edit grades for multiple component and sub-component records for a CRN and save the changes. When you select a particular CRN record, the components associated with the selected CRN are displayed in the section below. If the selected CRN does not have a component, then the message *No Components found* is displayed in the Component Roster.

The **Score**, **Grade**, **Submission Date**, **Extension Date**, **Reason**, **Comment**, and **Update Composite/Component Score** fields are editable for components. The **Update Composite/Component Score** check box is checked by default. This check box is used to indicate whether you want to calculate and update the composite CRN score/ components score.

Click the **Right Arrow** button to view the subcomponents as nested records that are associated with the selected component of the CRN.

## Student Academic Review fields

The following fields are available in the Student Academic Review page.

Fields	Descriptions
Back to search results	Button used to go back to the Student Results page. The button is hidden if the student search results have only one student records.

Fields	Descriptions
Search Again	Button used to go back to the Search for Students page.
Student information	Displays student photo, if available, as well as student name as link, student ID, term, student status, enrollment status, study path, and campus.
<i>The following fields are in the Final CRN Grades section.</i>	
Program name	Program name that the student is enrolled in for a term. Each program is displayed in a separate tab.
CRNs not associated with Study Path	Tab used to view CRNs that are not associated with the study path.  This tab is displayed only when the student is registered for CRNs that are not associated with the study path.
CRN	CRNs in which the student is registered for a term.
Course	Course for the CRN/section.
Subject	Subject for the CRN/section.
Part of Term	Part of the term in which the student is registered for the CRN.
Registration Status	Student's course registration status.
Grade	Student's grade for the CRN. This is a required field.
Reason	Grade change reason.
Comment	Grade comment, if any.
<i>The following fields are in the Component Grades section.</i>	
Component	Component and subcomponent name associated with the selected CRN.  Use the <b>Right Arrow</b> button to expand the component and view subcomponents.  Use the <b>Down Arrow</b> button to close the subcomponent details.
Weight	Component's weight or percentage of the CRN's total weight out of a total of 100.  For example, if there are two components that equally share the CRN's weight, the value for both would be 50, which represents 50 percent of 100.  Alternatively, if there is one component that accounts for one half of the CRN's weight, and two components that each account for one quarter of the CRN's weight, the value for the first component would be 50, while the value for the other two components would be 25.
Score	Score or mark of the student earned for this component. This is a required field.

Fields	Descriptions
Out of	Total number of points available for this component.
Percentage	Percentage calculated by dividing the value in the <b>Out of</b> field by the value in the <b>Score</b> field.
Stage	Indicates whether the component is included for midterm or final grading, as defined in the SHAGCOM page.
Grade	Lists grades defined for the grade scale in the SHAGSCH page. This is a required field.  You can either enter the score or grade. If both are entered the score takes precedence.
Submission Date	Date on which the grade or score/mark is being submitted. If no date is entered, the value defaults to the due date. This is a required field.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Reason	Indicates the reason for the grade/score entry. This is a required field.
Comment	Comment associated with the component/subcomponent grade. These codes come from the GTVSDAX page.
Update Composite/Component Score	Check box used to indicate whether you want to calculate and update the composite CRN mark/components score/mark.
Reset	Resets all entries to the values that were initially displayed when the SAR page was last accessed or saved. All entries since the last save are cleared, and the data reverts to the previous point.
Save	Saves the changes made.

## Student contact card

Contact cards for students are available in Self-Service. They are accessed by hovering over the student's name. The cards display student contact information such as name, major, program, email address, phone number, and address, as well as a photo if one is provided. You can choose to not display the student card. In this case, hovering over the student's name will not display the card.



**Note:** When the student card is configured, and card display is permitted in multiple Banner 9.x applications, be sure each application is configured consistently for the role.



The contact card contains the following information:

<b>Fields</b>	<b>Descriptions</b>
Student Photo	Displays a photo of the student, if available.
Confidential	Lock icon indicates that the student's record is confidential.
View Profile	Link to the Student Profile page.
Name	Name of the student.
Major	Name of the major associated with the primary learner curriculum.
Program	Program of the primary learner curriculum for the selected term.
E-mail	Student's preferred e-mail address based on the information on the E-mail Address Page (GOAEMAL) with a link to the user's email application.
Telephone	Student's phone number according to the directory priority assigned on the Directory Options Rules Page (GOADIRO) for the campus telephone (TELE_CP).
Address	Student's mailing address according to the directory priority assigned on the Directory Options Rules Page (GOADIRO) for the campus address (ADDR_CP).

## Access student profile

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The Student Profile page in Banner Student Advising Student Profile is used to view detailed information about a specific student. This page displays the following types of information:

- Summary information
- Bio Information
- General Information
- Graduation Information
- Advisors Information
- Primary Curriculum
- Secondary Curriculum
- Hours and GPA
- Registered Courses
- Prior Education and Testing

- Links to additional student information

The Student Profile page is available for faculty members, advisors, and students. When the page is used with student academic review processing, all student names are displayed as links.

- Faculty members can view the Student Profile page when they have an association with the student. When the association does not exist for the selected student, the *Not authorized* error message is displayed.
- Similarly, the student academic review administrator who is also a faculty member can view the Student Profile page when they have an association with the student.
- A user who is only a student academic review administrator cannot view the Student Profile page, as the student names are not displayed as links.

Refer to *Banner Student Advising Student Profile Handbook* for detailed information on the Student Profile page.

## "How to" tasks

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This section contains step by step information for setting up and using student academic review processing in Faculty Grade Entry.

### Create Faculty role

Use the following steps to create a user with a Faculty role.

1. Set up a user ID on the Third Party Access Audit Page (GOATPAD).
2. Access the Faculty/Advisor Information Page (SIAINST).
3. Enter an ID and term.
4. Go to next block.
5. In the Faculty Member Details block, select the **Faculty** check box to assign the faculty role to the selected user ID.
6. From the **Status** drop-down list, select **AC** to make the faculty member active.
7. Save the record.
8. The selected faculty role is assigned to the user ID.

### Create Administrator role

Use the following steps to create a user with an Administrator role.

1. Set up a user ID on the Third Party Access Audit Page (GOATPAD).

2. Access the Banner Self-Service application.
3. Enter a valid user ID and password.



**Note:** This user ID should have Web Tailor administrator access.

4. Click **Login**.
5. Select the WebTailor Administration tab.
6. On the Web Tailor menu page, click **User Roles**.
7. On the **Update User Roles** page, enter the user ID that was created on the Third Party Access Audit Page (GOATPAD).
8. Click **Submit**.
9. Select the **Student Academic Review Administrator** check box.
10. Click **Submit Changes**.

## Access student academic review pages

To help ensure that only authorized users can access Banner, you must log in with a valid username (user ID) and a password. Before logging in, it is important to note the following:

- If you are an administrator, when you log in to the Faculty Grade Entry application, you will be taken directly to the Search for Students page used with student academic review.
- If you are a faculty member, when you log in to the Faculty Grade Entry application, you must navigate to the Student Academic Review page through the menu.
- When a faculty member who is also an administrator logs in to the Faculty Grade Entry application, he/she is taken to the Final Grades page and can access the Student Academic Review page from the menu.

To sign in and access student academic review processing, perform the following steps:

1. Access and sign in to the Faculty Grade Entry application.

The Main Menu page allows you to select the product, module, and page moving from left to right.

2. Select Banner, then Faculty and Advisors, then Student Academic Review to access student academic review processing.

The Search for Students page is displayed where you can search for student academic records.

## Search for student records to grade

Use the following steps to search for student records for grading. You can search for student records by selecting a term and one more criteria from the available fields on the Search for Students page.

1. Access the Search for Students page.
2. Select a term (required) and additional search options (student ID, student name, program, or CRN) for which you want to search for records.



**Note:** At least two search options must be entered.

3. To search by student ID, enter the student ID in the **Student ID** field (maximum of ten IDs allowed).
4. To search by student name, enter a student name in the **Student Name** field.
5. Select the program from the **Program** drop-down list with which the student is associated.
6. Enter the course reference number in the **CRN** field.
7. Click the **Search** button.
8. View the results on the Student Results page.
9. If you want to reset your search options and search again, click **Search Again** which will take you back to the Search for Students page.

## Edit final grades for a CRN

Use the following steps to enter final grades for a selected CRN. You can also select multiple CRNs and edit final grades for CRNs associated with the program.

1. Access the Search for Students page.
2. Select a term (required) and additional search options (student ID, student name, program, or CRN) for which you want to search for records.



**Note:** At least two search options must be entered.

3. Click the **Search** button.
4. View the Student Results page with the returned records.
5. Select a student to access the Student Academic Review page.
6. Click the program tab to view and edit CRNs associated with that program.

The student's courses are grouped by program. This relationship is established by using study paths. If the student has more than one program within the selected term, each program is displayed as a separate program tab.



**Note:** Click the CRNs not associated with the Study Path tab to view the CRNs that are not associated with the study path.

7. Select a CRN that is associated with a program and select the grade from the **Grade** drop-down list.
8. Select the grade change reason from the **Reason** column drop-down list.
9. (Optional) Select the comment from the **Comments** column drop-down list.
10. Click **Save** to save the grades entered for the CRNs.

## Edit component/subcomponent grades for a CRN

Use the following steps to enter/edit component and subcomponent grades for a CRN.

1. Access the Search for Students page.
2. Select a term (required) and additional search options (student ID, student name, program, or CRN) for which you want to search for records.



**Note:** At least two search options must be entered.

3. Click the **Search** button.
4. On the Student Results page, select a student record for which you want to edit the component/subcomponent grade of a CRN.
5. In the Final CRN Grades section, select the CRN to view the component/subcomponent grades.
6. Click the **Right Arrow** button on the component record to view the subcomponent information.
7. Edit the score for the selected component/subcomponent in the **Score** field.
8. Select the grade from the **Grade** drop-down list.

You can enter either the grade or the score. If you enter both values, the score takes precedence.

- When the score is used, the settings in the SHAGSCH page are used to calculate the grade.
- When the grade is used, the settings in the SHAGSCH page are used to calculate the score.

The grade is displayed automatically when only the score is present, and the score is displayed automatically when the grade is displayed.

9. Edit the submission and extension dates.

When the due date is defined on SHAGCOM for the component or subcomponent, the system checks whether due date is later than the current date. If it is later, the current date is defaulted into the **Submission Date** field. If it is not later, the due date is displayed in the **Submission Date** field.



**Note:** The submission date cannot be greater than the current date, and you cannot enter a future date as the submission date.

10. Select the grade change reason from the **Reason** drop-down list.
11. (Optional) Select the comment from the **Comments** drop-down list.
12. Select the **Update Composite/Components Score** check box if you want to calculate and update the composite CRN mark/components score.
  - When this indicator is checked for a component, the CRN final grade is updated to reflect the composite calculation.
  - When this indicator is checked for a sub-component, the component score/mark is updated to reflect the composite calculation.



**Note:** By default, the **Update Composite/Component Score** check box is displayed as checked.

13. Click **Save** to save the grade details.
14. If you want to reset changes made before saving, click **Reset** to enter the grades.

## Calculate and update composite/ component score

You can grade a course at the component level, subcomponent level, or CRN level where grades are calculated automatically. When the **Update Composite/Component Score** check box is selected, the composite calculation is triggered automatically when the score/grades are updated at individual levels. If this check box is not selected, the scores are calculated at individual levels.

When both the **Update Composite** and **Update Component** indicators are checked and the score/grade for the CRN has unsaved changes for the component and subcomponent levels, saving the changes updates the CRN, component, and subcomponent records. It also triggers a composite calculation for the CRN and component records.

## Set up student card

Use the following steps to set up to ensure contact information displays on the student card.

1. Verify that the student has a person record on the General Person Identification Page (SPAIDEN).
2. Verify that the student is not designated as confidential or deceased on the General Person Page (SPAPERS).
3. Verify that the student has a general student record on the General Student Page (SGASTDN) and therefore a curriculum record as well.

4. Set up the email address information on the E-mail Address Page (GOAEMAL) and indicate that the email is the preferred address, is active, and should be displayed on the Web.
5. Verify that campus address and campus phone directory item codes exist on the Directory Item Validation Page (GTVDIRO).
  - 5.1. Verify that the directory item code of ADDR\_CP for campus address exists in the GTVDIRO page.
  - 5.1. Verify that the directory item code of TELE\_CP for campus telephone exists in the GTVDIRO page.
6. Verify that the student has an address record in the SPAIDEN page.
7. Verify that the student has a telephone record in the SPAIDEN page.
8. Set up the campus address display options using directory rules on the Directory Options Rules Page (GOADIRO).
  - 8.1. Verify that the directory item code of ADDR\_CP exists on GOADIRO.
  - 8.2. Set up the campus address type and priority using directory rules on GOADIRO under the directory item code of ADDR\_CP.
  - 8.3. Set the address type on SPAIDEN equal to the address type for the ADDR\_CP rule on GOADIRO.
9. Set up the campus phone display options using directory rules on the Directory Options Rules Page (GOADIRO).
  - 9.1. Verify that the directory item code of TELE\_CP exists on GOADIRO.
  - 9.2. Set up the campus phone number type and priority using directory rules on GOADIRO under the directory item code of TELE\_CP.
  - 9.3. Set the telephone type on SPAIDEN equal to the telephone type for the TELE\_CP rule on GOADIRO.
10. Configure the display of the card information in the StudentFacultyGradeEntry\_configuration.groovy file for name, curriculum (program or major), address, phone number, and email address.
11. Configure the display of student photos.

The image folder location must be specified in the banner\_configuration file for the banner.picturesPath. A default image is delivered and should be placed in this folder for use when a student image is not available for display.

You can also use the banner.defaultPhoto property to point at a photo you want use and where you want to use it.



**Note:** The stand alone administrator who is not a faculty member cannot view the student contact card details.

## Enable student name link

Use the following steps to enable the student name link when the user is a faculty member.

1. Access the Faculty/Advisor Process Rules Page (SOAFACS).
2. Select the `DISPLAYPROFILE` process code from the **Process** drop-down list.
3. Select `Faculty` from the **Faculty or Advisor** drop-down list.
4. Check the **Process available on Self-Service** check box to indicate whether the process rule is active for the faculty member in Self-Service.
5. Save the record.



**Note:** Faculty members can click on the **View Profile** button on the student contact card and access the Student Profile page only when the **Process available on Self-Service** indicator is checked to allow access for the `DISPLAYPROFILE` process code.

When the indicator is unchecked, faculty members cannot access the Student Profile page, as the student names are not displayed as links.

## View student contact card

Use the following steps to view contact information for a student when the user is a faculty member.

1. Access the Search for Students page.
2. Select a term (required) and additional search options (student ID, student name, program, or CRN) for which you want to search for records.



**Note:** At least two search options must be entered.

3. Click the **Search** button.
4. On the Search Results page, you can view the student names listed as links.  
Hover over the student name link to view the student contact card in a popup display.

## View student profile information

Use the following steps to access the Student Profile page on Banner Student Advising Student Profile when the user is a faculty member.

1. Access the Search for Students page.



2. Select a term (required) and additional search options (student ID, student name, program, or CRN) for which you want to search for records.



**Note:** At least two search options must be entered.

3. Click the **Search** button.
4. On the Search Results page, you can view the student names listed as links.  
Hover over the student name link to view the student contact card in a popup display.
5. Click the **View Profile** button in the contact card to access the Student Profile page and view the student's information.

- OR -

6. Click on a student name in the Students Results page.  
This opens the Student Academic Review page and opens the Student Profile page in a new tab.

# Migrate from 8.x

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Here is some information for institutions that are migrating from the 8.x European Solution Center (ESC) Electronic Gradebook to Banner Faculty Grade Entry 9.4 and Academic History 9.1.

## Migrate from 8.x Electronic Gradebook to Faculty Grade Entry 9.4 / Academic History 9.1

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Use the following steps to migrate from the 8.x ESC Electronic Gradebook to Banner Student Faculty Grade Entry 9.4 and Banner Student Academic History 9.1.

### Institutions with Banner Student database version prior to 8.7

1. Run the `gurdmod_insert_script.sql` script before installing Banner Student 8.7.

This script prevents some of the scripts from being run in Student 8.7 so there is no conflict with the ESC Electronic Gradebook.

2. Install Banner Student 8.7.
3. Install the `pcr-000125232_egb8010004` patch.
4. Install Banner Student 8.8.
5. Install the `pcr-000135789_egb8010006` patch.

The database migration is complete and you can now install Faculty Grade Entry 9.4 and Academic History 9.1 application.

### Institutions with Banner Student database version 8.7 and 8.1.0.4 patch

1. Install Banner Student 8.8.
2. Install the `pcr-000135789_egb8010006` patch.

The database migration is complete and you can now install Faculty Grade Entry 9.4 and Academic History 9.1 application.

## Institutions with Banner Student 8.8

Install the `pcr-000135789_egb8010006` patch. The database migration is complete and you can now install Faculty Grade Entry 9.4 and Academic History 9.1 application.

## List of database objects modified for Faculty Grade Entry 9.4 migration

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This section lists the objects that were changed for the institutions using the ESC version of Electronic Gradebook and are now moving to Faculty Grade Entry 9.4 / Academic History 9.1.

- SHKEGRB
- SHKROLS
- SHKGC0M
- ST\_SHRCMRK\_POSTINSERT\_ROW
- ST\_SHRSMRK\_PREINSERT\_ROW
- ST\_SHRCMRK\_POSTUPDATE\_ROW
- sb\_term
- sb\_term\_rules
- dml\_sobterm
- sb\_section
- sb\_section\_rules
- dml\_ssbsect

## Database package/table details

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It is important that institutions are aware of the following database package and table column details that are used for the migration.

- The 8.x ESC Electronic Gradebook uses the SHKEGBW package, and Faculty Grade Entry 9.4 and Academic History 9.1 use the SHKEGBH package.
- The 8.x ESC Electronic Gradebook and Faculty Grade Entry 9.4 / Academic History 9.1 use different sets of columns to store dates. See the following table for a comparison of the date columns used by Electronic Gradebook and Banner 9.x.

Columns used by ESC EGB	Columns used by FGE 9.4 / AH 9.1	Column Description
SHBGCTL_REAS_SCORE_ CUTOFF_DATE	SHBGCTL_REAS_SCORE_CTOF_DATE	Reassessment Score Cutoff Date
SOBTERM_REAS_DET_GRDE_ PUB_DATE	SOBTERM_REAS_DET_GRD_PB_DATE	Reassessment Detail Grade Publication Date
SSBSECT_REAS_SCORE_ CUTOFF_DATE	SSBSECT_REAS_SCORE_CTOF_DATE	Reassessment Score Cutoff Date

- The pcr-000125232\_egb8010004 patch will migrate data from the ESC Electronic Gradebook columns to the Faculty Grade Entry 9.4 and Academic History 9.1 columns.

## MDUU rule/process name change

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Faculty Grade Entry uses the MDUU rule name and process name pattern, such as EGB\_REG\_CLOSED\_BYPASS, while the ESC Electronic Gradebook uses the rule name with the prefix “ESC”, such as ESC\_EGB\_REG\_CLOSED\_BYPASS.

Therefore, the rule name should be configured as per the Faculty Grade Entry usage to ensure the existing rules will work. For example, for Faculty Grade Entry, the MDUU rule for Apply Late Resit rule should be configured with the EGB\_REAS\_APPLYLATE rule name.

# Appendix - Extensibility in Faculty Grade Entry

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Extensibility is one of the key features of Banner 9.x. It uses tools, techniques, documentation, and source code to make Banner easier to tailor for existing and changing business requirements.

The following extensibility tools are delivered for Banner Student Faculty Grade Entry:

- Configure Page Components
- Domain Extension Tool

## Configure Page Components

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You can use this tool to customize delivered user interface common components and add new common components to the Faculty Grade Entry pages. You can hide fields that are not required, change the field type of delivered fields (within the bounds of the database functionality), and change the behavior of fields. For more information, refer to the *Banner Customize Page Components Tool for Self-Service Pages for Developers*.

Tool	Version	Availability
Configure Page Components - Administrative Applications	9.0	Embedded

## Domain Extension Tool

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You can use this tool to make changes to the domains without modifying the source code. It is recommended that this tool is used by experienced developers who are familiar with the nomenclatures and concepts used in Banner 9.x development. For more information, refer to the *Domain Extension Tool for Developers Handbook 9.0*.

Tool	Version	Availability
Domain Extension Tool	9.0	Using Client Git Repository

Use the following steps to access extensibility tools user documentation on the Ellucian Support Center:

1. Go to the Ellucian Client Support web site:

<http://www.ellucian.com/Solutions/Ellucian-Client-Support>.

2. Click **Ellucian Hub** to log in to the Ellucian Hub.
3. Choose the Ellucian Download Center application.  
or
4. Choose the Ellucian Support Center application.

## Limitations of page customization

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Here is a list of Configure Page Components tool known issues for Faculty Grade Entry.

- On the Enter Grades page, when tabs are reordered, data is hidden in the parent and child records that use those tabs.
- On the Enter Grades page, when the Json editor is used to resize the page, the following error is displayed in the browser console: *Cannot read property 'nodeName' of undefined*.
- When in the Component or Subcomponent Roster, if you remove a column, the column header is hidden, but the column values are still displayed.
- You cannot change placeholder text in the backbone.grid custom components such as a select box or an input box.
- You cannot change placeholder text in the backbone.grid custom component for the searchTextBox.

## Available domains

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The following domains are included in the Faculty Grade Entry application. You can use the Domain Extension Tool to extend a domain if you need to capture additional data.

Faculty Grade Entry Page	Domain Class Name	Associated Table or View
Midterm Course Listing	net.hedtech.banner.student.faculty. FacultyAdvisorCourseAssignmentView	SVQ_CRN_ASSIGN
Final Grade Course Listing	net.hedtech.banner.student.faculty. FacultyAdvisorCourseAssignmentView	SVQ_CRN_ASSIGN

<b>Faculty Grade Entry Page</b>	<b>Domain Class Name</b>	<b>Associated Table or View</b>
Final Grade Course Listing	net.hedtech.banner.student.registration.RegistrationStudentGradingView	SVQ_SFRSTCR_GRADE
Gradebook CRN Listing	net.hedtech.banner.student.faculty.FacultyAdvisorCourseWithGradeComponentView	SVQ_CRN_WITH_COMPONENT_ASSIGN
Gradebook Component Listing	net.hedtech.banner.student.history.HistoryGradeComponent	SHRGC0M
Gradebook Component Roster Listing	net.hedtech.banner.student.history.HistoryGradeComponentRosterView	SVQ_COMPONENT_ROSTER
Gradebook Subcomponent Listing	net.hedtech.banner.student.history.HistoryGradeSubComponent	SHRSC0M
Gradebook Subcomponent Roster Listing	net.hedtech.banner.student.history.HistoryGradeSubComponentRosterView	SVQ_SUBCOMPONENT_ROSTER
Gradebook Composite Grade Listing	net.hedtech.banner.student.history.HistoryCompositeGrade	SVQ_COMPOSITE_GRADE
Student Academic Review Search Page	net.hedtech.banner.general.system.Term	STVTERM
Student Academic Review Search Page	net.hedtech.banner.student.history.HistoryFacultyTermsView	SVQ_FACULTY_TERMS
Student Academic Review Search Page	net.hedtech.banner.student.capp.ProgramRule	SMRPRLE
Student Academic Review Search Page	net.hedtech.banner.student.history.HistorySectionGradeDetailView	SVQ_SECTION_GRADE_DETAIL
Student Academic Review Search Page	net.hedtech.banner.student.history.HistoryFacultySectionGradeDetailView	SVQ_FAC_SECTION_GRADE_DETAIL
Student Search Result Page	net.hedtech.banner.student.history.HistorySectionGradeDetailView	SVQ_SECTION_GRADE_DETAIL
Student Search Result Page	net.hedtech.banner.student.history.HistoryFacultySectionGradeDetailView	SVQ_FAC_SECTION_GRADE_DETAIL
Student Details Page	net.hedtech.banner.student.generalstudent.StudentBase	SV_SGBSTDN
Student Details Page	net.hedtech.banner.student.registration.RegistrationStudentRegistration	SV_SFBETRM
Student Details Page	net.hedtech.banner.student.history.HistorySectionGradeDetailView	SVQ_SECTION_GRADE_DETAIL
Student Details Page	net.hedtech.banner.student.history.HistoryFacultySectionGradeDetailView	SVQ_FAC_SECTION_GRADE_DETAIL
Student Details Page CRN Section	net.hedtech.banner.student.history.HistoryGradeCodeWithGradingModeView	SVQ_GRADE_WITH_MODE

<b>Faculty Grade Entry Page</b>	<b>Domain Class Name</b>	<b>Associated Table or View</b>
Student Details Page CRN Section	net.hedtech.banner.student.history .HistorySectionGradeDetailView	SVQ_SECTION_GRADE_DETAIL
Student Details Page CRN Section	net.hedtech.banner.student.history .HistoryFacultySectionGradeDetailView	SVQ_FAC_SECTION_GRADE_DETAIL
Student Details Page Component Section	net.hedtech.banner.student.history .HistoryComponentGradeDetailView	SVQ_COMPONENT_GRADE_DETAIL