

QUICK GUIDE: FACULTY GRADE ENTRY- NAVIGATION

SUMMARY

This quick reference guide provides an overview of the Faculty Grade Entry portal, which provides a user-friendly experience for entering final grades in Banner.

Faculty Grade Entry highlights are:

- Display all gradable courses as one list
- Easy navigation between multiple courses and rosters
- Multiple system notifications informing of errors in grade submission and the status of the grading for each course
- Improved Grade File Upload process
- Course Details Tab with pertinent information about the selected

Access Faculty Grade Entry through MyOregonState under the Resources and search for Faculty Grade Entry.

The screenshot shows the 'Employee Dashboard' with a navigation menu including 'Overview', 'Resources', and 'Training'. The 'Resources' section is active, displaying a search bar with 'faculty grade' entered. Below the search bar are various category filters like 'Academic', 'Employment', 'Financial', etc. A single result, 'Faculty Grade Entry', is listed below the search bar.

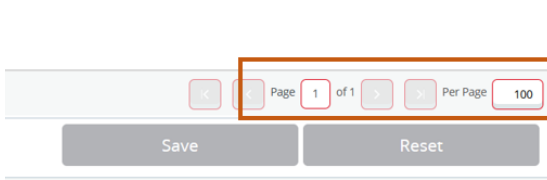
SEARCH BY COURSE OR STUDENT Courses assigned to you as the instructor of record will appear in the upper block of the platform. Search for a specific class using the CRN, Subject, Course, or Title in the Search window.

The screenshot shows the 'Faculty Grade Entry' interface. The 'Final Grades' tab is selected. Under 'My Courses', there is a search box with the text 'You can search for a specific course by using CRN, Subject, or Title.' An orange arrow points to the search box. Below the search box is a table with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. One course is listed: 'PAC - Physical Activity Courses' with CRN 58700. A 'Records Found: 1' indicator and pagination controls are at the bottom.

Click on one of the courses displayed to load the student roster.

The screenshot shows the 'Enter Grades' section. An orange arrow points to the course 'PAC - Physical Activity Courses' in the table above. Below, the 'Enter Grades' table is displayed with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. Three students are listed: Mohammed S M, Nate, and Trinity R.

CHANGE THE NUMBER OF RECORDS Change the number of courses or students listed in each block by adjusting the page indicator found in the lower right corner of the respective block.



SIDEBAR Hide and unhide the sidebar by toggling the wedge in the upper right corner of the Grade Entry pane.

COURSE DETAILS tab will provide more specific information about the course in context. The number of *Registered Students* in the course displays here, and the number of *Grades Remaining* to be submitted. *Course Dates* indicate the start and end date of the course. The *Primary Instructor* for the course shows along with the name of the *Secondary Instructor(s)*.

STUDENT DETAILS Double click on the student ID to display the registration status and number of credits the student is registered for. This information is helpful when the course is a variable hour course such as special topics, internships, seminars, or independent study.

GETTING STARTED tab contains grade entry and grading policy information for your convenience. Reminders and general information are always current to the grading term. Provided for your convenience are the Office of the Registrar link(s) to policy and instructions.

Course Details
Getting Started
▶

Welcome to Banner 9.0 Student Faculty Grade Entry

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 indicator 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.

If you have any Questions please email gradingquestions@oregonstate.edu.

Helpful Links: [LDA] (<http://oregonstate.edu/registrar/last-date-attendance-instructions>), [Grade Submission Video Tutorials] (<http://oregonstate.edu/registrar/node/93/#GradingVideos>), [Grading Information] (<http://oregonstate.edu/registrar/grade-submission>).

Please email us at gradingquestions@oregonstate.edu with grade submission-related questions. The grading team will be happy to assist you with your question.