

## QUICK GUIDE: FACULTY GRADE ENTRY – KEYED ENTRY AND FILE UPLOAD

### SUMMARY

Faculty Grade Entry provides a user-friendly experience for entering midterm and final grades in Banner. There are two ways to enter final grades in Faculty Grade Entry – keyed-in entry of grades or the file upload process. Step-by-step directions are provided in this quick guide.

### KEYED ENTRY

For keyed entry or manual entry of grades, click on the course to load the student roster, click on the grade box, and select a grade from the drop-down list of grades. You can also type the grade into the field.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	PAC - Physical Activity Courses	197	001	PICKLEBALL	202203 - Spring 2022	58700

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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Best Student, Eileen Star	933012345		<input type="text" value="F"/>		<input type="text" value=""/>

Records Found: 1

Save Reset

Grades can be typed in or selected from the drop-down menu.

Enter the last date of attendance for F grades, N (no pass) grades, I/N, and I/F grades. For the date, key in the following format with leading zeros: MM/DD/YYYY and within Monday of Week 1 and Friday of Finals Week of the term. Alternatively, use the calendar aid to select the last date of attendance.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Best Student, Eileen Star	933012345		<input type="text" value="F"/>		<input type="text" value=""/>

Records Found: 1

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

If there was no attendance/participation, enter the first day of class in the Last Attend Date field and 0 in the Hours Attended field.

**SAVING GRADE ENTRIES** Click on the Save button in the bottom right of the screen to save the final grades you have entered.

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Save Reset

Faculty Grade Entry displays notifications when grades are submitted successfully, grades do not save, or the Last Date of Attendance is missing.

Faculty Grade Entry • Final Grades

✔ Save Successful

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	PAC - Physical Activity Courses	197	001	PICKLEBALL	202203 - Spring 2022	58700

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Faculty Grade Entry • Final Grades

! A last attend date is required for this grade.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	PAC - Physical Activity Courses	197	001	PICKLEBALL	202203 - Spring 2022	58700

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Enter Grades Search eileen

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Best Student, Eileen Star	933012345		F		

## GRADE STATUS INDICATORS

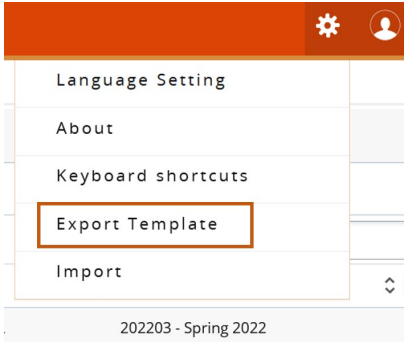
Each course in Faculty Grade Entry has a Grading Status Indicator. Final Grades have two indicators: Indicator "Grading Status" shows grade entry process status. Indicator "Rolled" shows if entered grades have rolled to academic history. The "Grading Status" indicator turns green when the grade entry is complete. The "Rolled" indicator remains gray until the submitted grades have fully rolled to academic history by the Office of the Registrar. Submitted grades can be changed until they have been rolled to academic history.

- Not Started
 Pink grade status indicates grading has not started for the course.
- In Progress
 Orange grade status indicates when any portion of the class roster has grades submitted.
- Complete
 Green grade status indicates when the entire class roster has grades submitted.

**FILE UPLOAD**

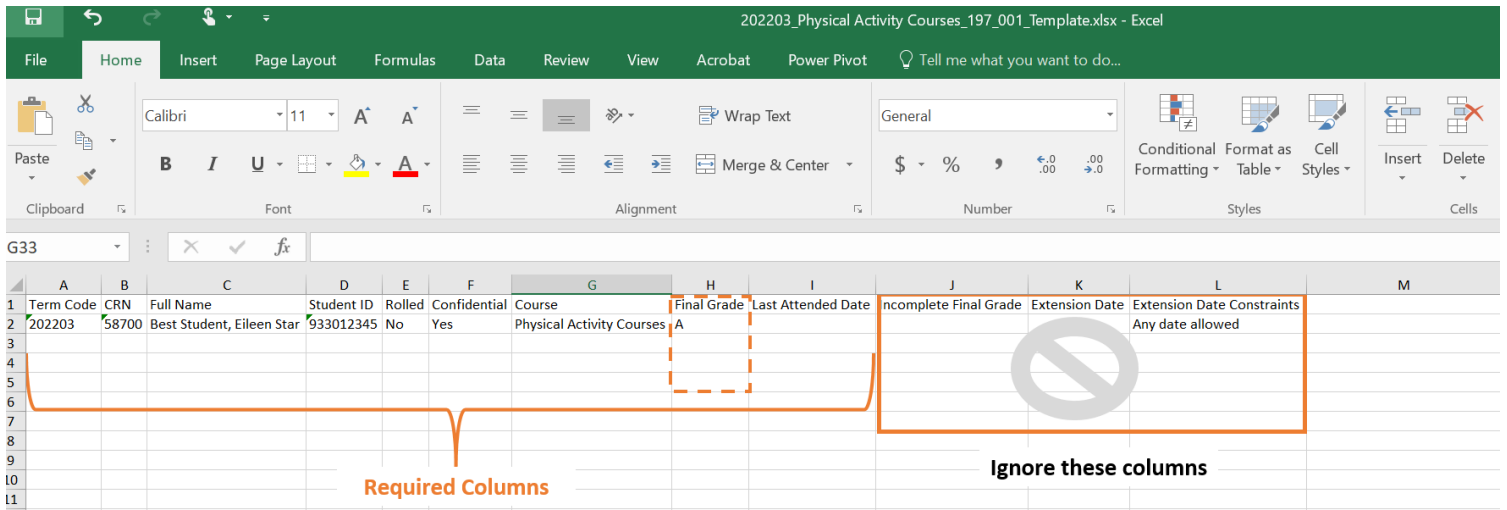
Grades can be entered by uploading an Excel file with the student roster and grades. It is highly recommended that the Export Template function be used to download the class roster from Faculty Grade Entry to prepare the grade file for entering grades.

Select the course in the course list and click the Gear icon on the top right corner of the page.

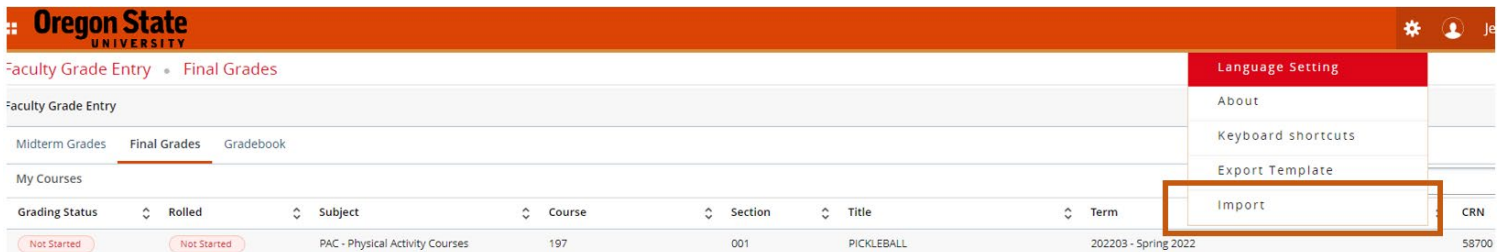


**SELECT EXPORT TEMPLATE** Open the exported file. The required fields (Student ID, CRN, and Term Code) are prefilled with your course information. Add your grades to the Final Grade column and the last date of attendance information – the other columns are optional. Save the file to your computer, then close it.

Preparing the grade file following these steps will reduce grade entry errors in the system and eliminate the step of mapping the file columns for the grade upload process as in step three below.

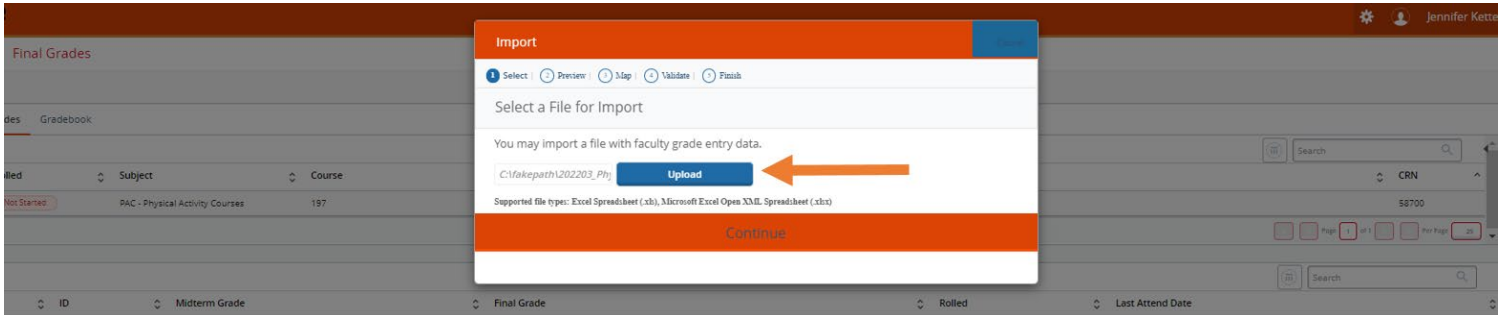


When you are ready to import the file to submit grades, click the Gear icon on the right corner of the screen next to the logout button, and select Import from the drop-down list.

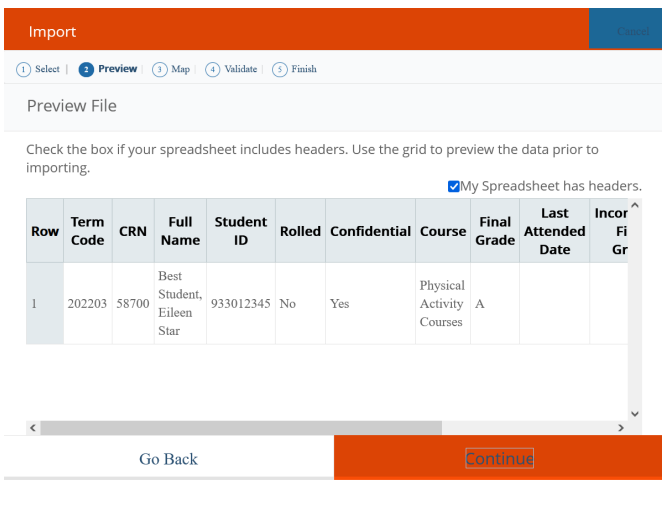


**Step 1.** The Grade Import Wizard will appear. Follow the prompts to upload and import your final grades.

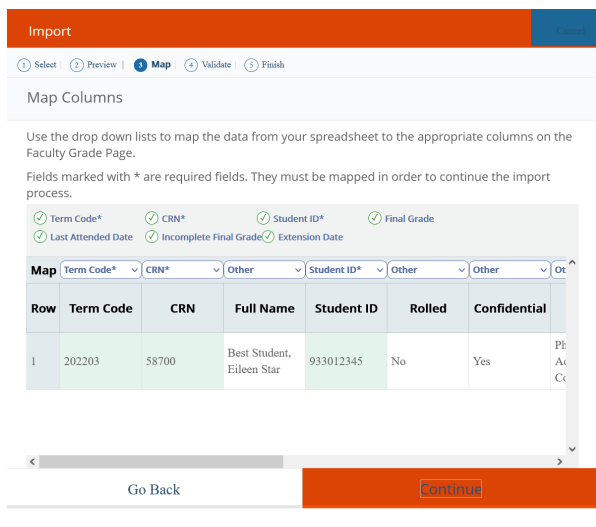
- Click the white box to the left of “Upload” and select your grade (Excel) file. Click Open to add the file name to the Browse box.
- Click Upload. A progress bar will show towards the bottom, then disappear. Click Continue.



**Step 2.** On the preview screen, verify that your data has been appropriately imported and visually correct. Click **Continue**.



**Step 3.** On the mapping screen, ensure your headers are mapped to the four required components: Term Code, CRN, Student ID, Final Grade, and Last Attended Date. If not, click the drop-down menu for the mismatched header and choose the correct component. Click Continue when green checkmarks appear next to each.



**Step 4.** If you received an error when importing the grades, you could download a validation report. Click Download the Validation Report. Open the report and view any errors under the Error title. If there are no issues, click **Continue**. Otherwise, correct the errors and start the process over at step one. If you need to resolve issues, click the Cancel button on the top right corner of the grade wizard before submitting grades.

Import

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 1 records will be imported:  
 0 records containing errors will not be imported.  
 0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incor Fi Gr
1	202203	58700	Best Student, Eileen Star	933012345	No	Yes	Physical Activity Courses	A		

Go Back Continue

**Step 5.** Click **Finish** to import the grades. Click on the course in the Faculty Grade Entry section to make sure the information was imported correctly.

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 **Finish**

Import Complete

The import wizard is complete.

1 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Finish

Until the grades are rolled to academic history, errors can be corrected within the Faculty Grade Entry platform.

## QUESTIONS?

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