

Utica University – Banner 9 Faculty Grade Entry

1. Go to Banner web home page at: https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage
2. Sign in to the secure area.
3. Click on “**Faculty Services**”.
4. Click on “**Enter Grades**”.
5. Click on “**Midterm Grades**” or “**Final Grades**” as applicable. Your selection will be **underlined**.

Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACC - Accounting	202	Z1	Managerial Accounting	202050 - Summer 2020	6334
In Progress	In Progress	ACC - Accounting	201	A	Financial Accounting	202080 - Fall 2020	8001
Not Started	Not Started	FLM - Film	310	A	The Motion Picture	202080 - Fall 2020	8418
Not Started	Not Started	PHI - Philosophy	108	Z4	Professional Ethics	202080 - Fall 2020	9027
Not Started	Not Started	MAT - Mathematics	112	Z3	Basic Statistics	202080 - Fall 2020	9263

Records Found: 5

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You will see a list of your courses that are available for grading (Grading Status).

- **Not Started:** indicates that no grades for this section of the course have been submitted.
- **In Progress:** indicates that some, but not all grades for this section of the course have been submitted.
- **Completed:** indicates that all grades for this section of the course have been submitted.

(Please Note: The Gradebook function is currently unavailable.)

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

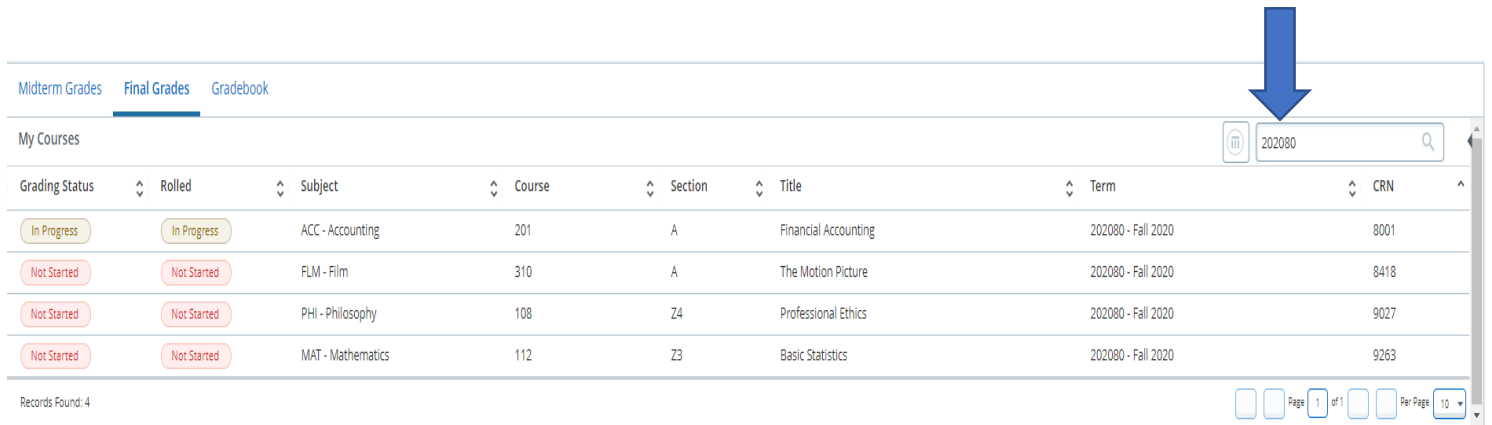
My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACC - Accounting	202	Z1	Managerial Accounting	202050 - Summer 2020	6334
In Progress	In Progress	ACC - Accounting	201	A	Financial Accounting	202080 - Fall 2020	8001
Not Started	Not Started	FLM - Film	310	A	The Motion Picture	202080 - Fall 2020	8418
Not Started	Not Started	PHI - Philosophy	108	Z4	Professional Ethics	202080 - Fall 2020	9027
Not Started	Not Started	MAT - Mathematics	112	Z3	Basic Statistics	202080 - Fall 2020	9263

Records Found: 5

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6. You can hide courses from other terms by using the “search” function and entering the term you want displayed. For example, if entering grades for the fall 2020, you can type “fall 2020 or 202080”.

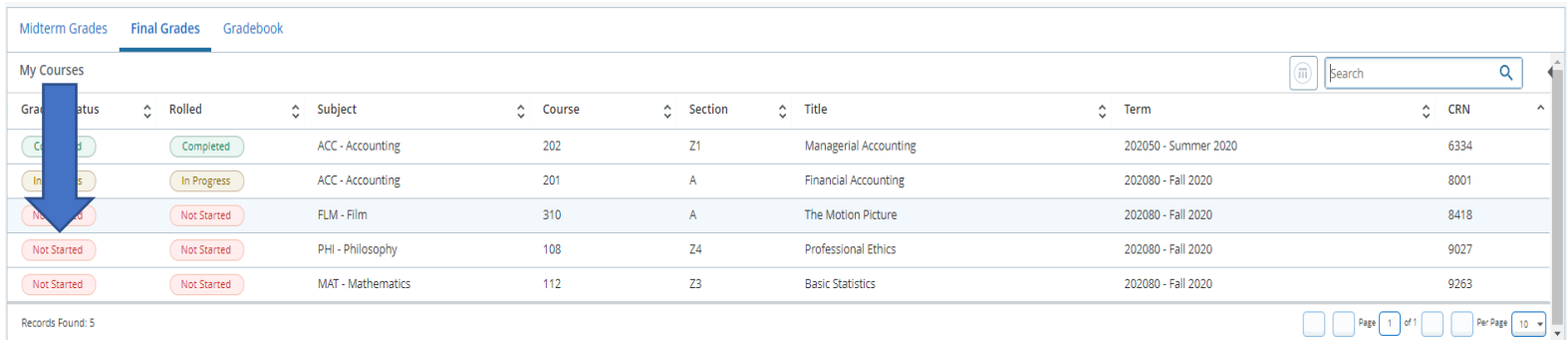


The screenshot shows the 'My Courses' interface with a search bar in the top right corner containing the text '202080'. A blue arrow points to the search bar. The table below shows the following data:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ACC - Accounting	201	A	Financial Accounting	202080 - Fall 2020	8001
Not Started	Not Started	FLM - Film	310	A	The Motion Picture	202080 - Fall 2020	8418
Not Started	Not Started	PHI - Philosophy	108	Z4	Professional Ethics	202080 - Fall 2020	9027
Not Started	Not Started	MAT - Mathematics	112	Z3	Basic Statistics	202080 - Fall 2020	9263

Records Found: 4

7. Select the course you want to enter grades in. (Click “Grading Status” button for the course you are going to grade)



The screenshot shows the 'My Courses' interface with a search bar in the top right corner containing the text 'Search'. A blue arrow points to the 'Grading Status' button for the course 'ACC - Accounting'. The table below shows the following data:

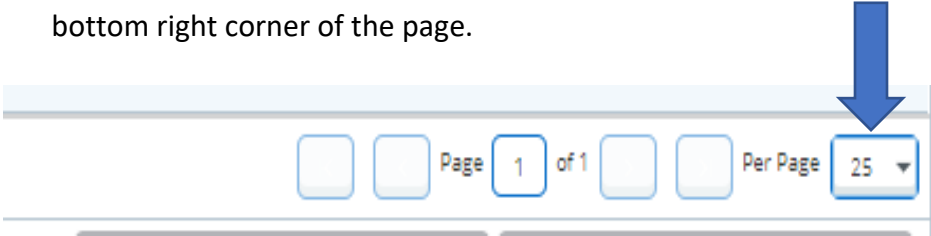
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACC - Accounting	202	Z1	Managerial Accounting	202050 - Summer 2020	6334
In Progress	In Progress	ACC - Accounting	201	A	Financial Accounting	202080 - Fall 2020	8001
Not Started	Not Started	FLM - Film	310	A	The Motion Picture	202080 - Fall 2020	8418
Not Started	Not Started	PHI - Philosophy	108	Z4	Professional Ethics	202080 - Fall 2020	9027
Not Started	Not Started	MAT - Mathematics	112	Z3	Basic Statistics	202080 - Fall 2020	9263

Records Found: 5

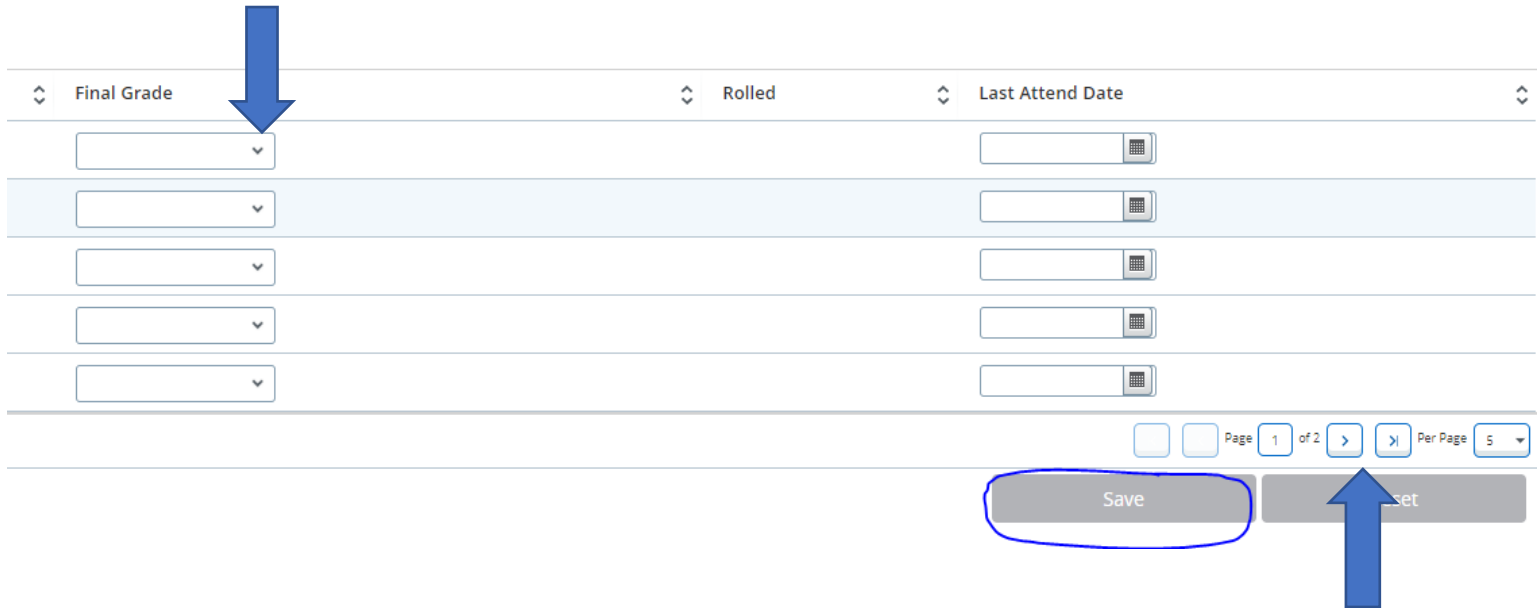
Course will be highlighted in blue. Student names will appear below the course list. **(Please note: In the screen shots below, student names and ID #s have been removed for security reasons).**

The screenshot displays a web-based gradebook interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades' (which is selected), and 'Gradebook'. Below the tabs is a 'My Courses' section with a search bar. A table lists five courses with columns for Grading Status, Rolloff, Subject, Course, Section, Title, Term, and CRN. The second course, 'Financial Accounting', is highlighted in blue. Below the table, it says 'Records Found: 5'. The bottom section is titled 'Enter Grades' and has a search bar. It contains a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rolloff, and Last Attend Date. The 'Full Name' and 'ID' columns are obscured by blue rectangles. The 'Final Grade' column has dropdown menus, and the 'Last Attend Date' column has date pickers. At the bottom right, it says 'Records Found: 6' and 'Per Page: 25'. There are 'Save' and 'Reset' buttons at the very bottom.

8. You can adjust the number of students on the page by adjusting the “Per Page” number. This is located on the bottom right corner of the page.

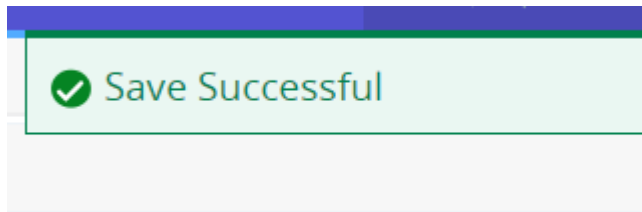


9. **Enter Grades** (Select the grade from the drop-down menu. Once all grades have been entered on the page, click “Save”. If you have more students to grade in the course, click the “Next Page” button, located at the bottom right corner of page.



The screenshot shows a table with three columns: 'Final Grade', 'Rolled', and 'Last Attend Date'. Each row has a dropdown menu for the grade and a date input field. At the bottom right, there is a pagination control showing 'Page 1 of 2' and 'Per Page 5'. Below the pagination, there are two buttons: 'Save' and 'Reset'. The 'Save' button is circled in blue, and the 'Reset' button has a blue arrow pointing to it from below.

Please Note: when you click the “Save” button, you will get this message at the top, right hand corner.



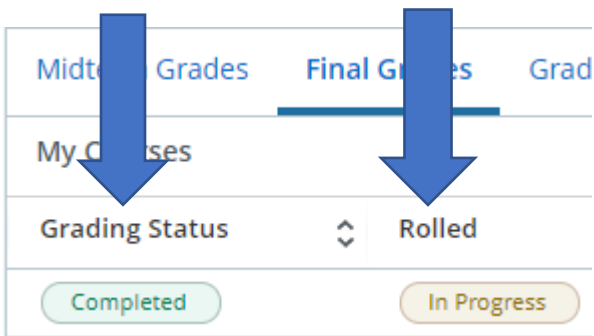
The **RESET** button, resets all entries made from the last SAVE.



The screenshot shows the 'Save' and 'Reset' buttons at the bottom of the page. The 'Reset' button has a blue arrow pointing to it from below.

TIP: SAVE frequently to ensure grades are officially recorded. The Save button must be clicked on each page or grades will not be recorded.

10. Once you have submitted all grades and saved, the “**Grading Status**” button of the course will show “**Completed**”. The “**Rolled**” button will show “**In Progress**” until the courses have rolled. You can still make changes to the grades until they have rolled.



11. Once grades have rolled, the green checkbox will appear on every student in the “Rolled” column. You will not be able to adjust grades through this form. You will need to submit a “Grade Change” form, which you can find by selecting this link. <https://www.utica.edu/academic/registrar/gradechange.cfm>

A screenshot of a student grade table. The table has columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', and 'Rolled'. The 'Full Name' and 'ID' columns are obscured by blue boxes. The 'Midterm Grade' column contains 'MS' for two rows. The 'Final Grade' column contains 'A' for two rows and 'I' for one row. The 'Rolled' column contains green checkmarks for all three rows. A large blue arrow points down to the 'Rolled' column.

Full Name	ID	Midterm Grade	Final Grade	Rolled
		MS	A	<input checked="" type="checkbox"/>
		MS	A	<input checked="" type="checkbox"/>
			A	<input checked="" type="checkbox"/>
			I	<input checked="" type="checkbox"/>
			A	<input checked="" type="checkbox"/>

12. Additional things to remember:

- **Last Date of Attendance (LDA)** is only entered if a student has earned a grade of “F”. The LDA must fall in between the official dates of the start and end of the course.

(Please note: Attendance Tracking may have updated the last date of attendance from a previous session. If the student earned a grade of “F”, please ensure that the Last Date of Attendance is updated to reflect the most recent date of attendance.)

- **Incompletes (For Undergraduate courses only)**

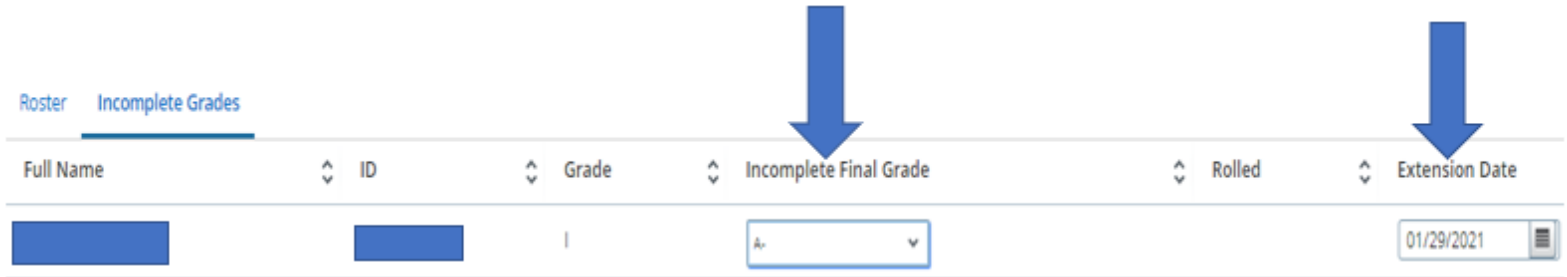
If you have determined that a student is eligible for a grade of incomplete, you must:

1. Complete an Incomplete Contract ([Incomplete Contract Form](#))
2. Send a completed copy of the contract to your Academic School Office. Both you and the student should keep a copy of the signed contract for your records.
3. Enter the grade of “I” via Banner Web.
4. **When you submit the “I” grade, you will be brought to the “Incomplete Grades” page to enter the default grade and deadline date to complete the course.**



Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[REDACTED]	[REDACTED]	I	F		01/29/2021	

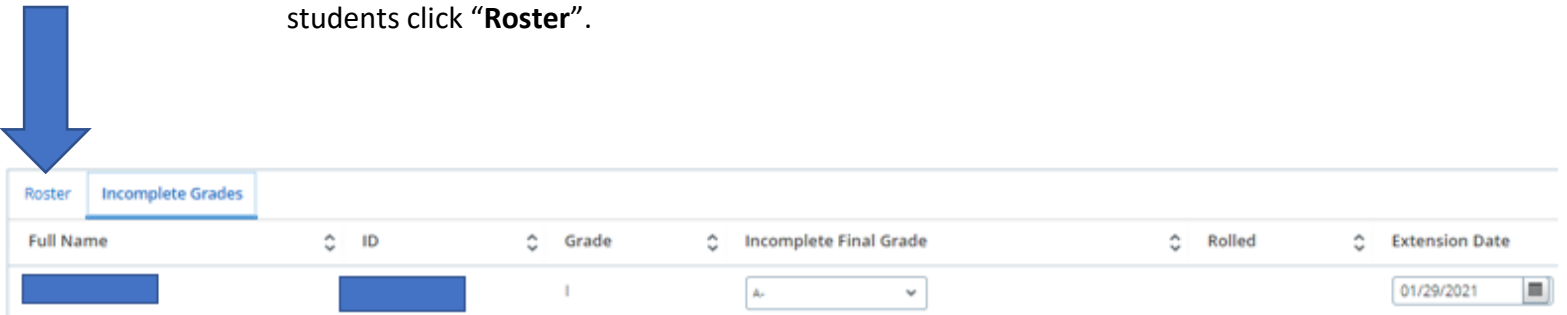
5. The default grade you enter on this page is the grade that the student will get if they **Do Not** complete the incomplete. This grade will show on their transcript automatically once the extension date has passed.
6. The default extension date is six weeks after the end of the term. You may enter a different extension date if you wish.



The screenshot shows the 'Incomplete Grades' page with a table. The 'Incomplete Final Grade' column has a dropdown menu set to 'A-'. The 'Extension Date' column has a date field set to '01/29/2021'. Two blue arrows point to these fields.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date
[REDACTED]	[REDACTED]	I	A-		01/29/2021

7. After you save the default grade and extension date, to get back to grading your remaining students click "**Roster**".



The screenshot shows the 'Roster' page with the 'Roster' tab selected. The table is identical to the previous screenshot, but the 'Incomplete Grades' tab is now inactive. A blue arrow points to the 'Roster' tab.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date
[REDACTED]	[REDACTED]	I	A-		01/29/2021

8. When the student has completed the work and you are ready to submit a final grade, you will need to complete the online [Grade Change Form](#). You must be logged in to your Utica University Google account to access this form.

➤ **Incompletes (For Graduate courses only)**

If you have determined that a student is eligible for a grade of incomplete, you must:

1. Complete the Graduate Incomplete Contract ([Graduate Incomplete Contract Form](#))
2. Send the form to the Office of Graduate & Professional Studies (OGS@utica.edu). Both you and the student should keep a copy of the signed contract for your records.
3. When the student has completed the work and you are ready to submit a final grade, you will need to complete the online [Grade Change Form](#). You must be logged in to your Utica University Google account to access this form.

*****Please be advised, effective Spring 2021, graduate incomplete grades are entered into Banner**

by the Office of Graduate Studies & Professional Studies at the direction of the faculty member***