Faculty Web Grading Instructions for Banner 9

1) Log into UAOnline
2) If you use your UA ID and pin, you will need to enter your UA username/ID and network/Gmail/Blackboard password before you can access the Banner 9 Web Grading pages.
3) If you use the Log in with UA Password option, you will not need to do any additional login when going to faculty web grading.

Check your grades from :
1. Download the "Ellucian Go" app:
   - iOS: appstore.com/ellucian
   - Android: play.google.com
2. Launch "Ellucian GO"
3. Select University of Alaska
4. Log in with your UA username
Note: You do not need to
Welcome, Crystal A. Goula, to UAOnline!
Last web access on Nov 30, 2014 at 12:45 pm

Student Services and Account Information
Apply for Admission, Register, View your academic records

Financial Aid
Check overall status of financial aid; review messages, ou

Employee Services
Time sheets, time off, benefits, leave or job data, paystul

Faculty Services
Enter Grades and Registration Overrides, View Class Lists :

Personal Information
View or update your address(es) & phone number(s). View
5) Click on Enter Grades option on the Faculty & Advisors Menu

6) If you logged in with your UAOnline pin, you will be prompted here with this screen to log in with your UA Username or ID and your Gmail/network/Blackboard password.
This is the intro screen for Banner 9 Web Grading.

The headers, Grading Status, Rolled, Subject, Course, Section, Title, Term and CRN are all sortable columns. Click on the column header to sort by ascending, click on same column again, and it will be sorted descending.

Use the Midterm Grades tab for Freshman Midterm grading.

Use the Final Grades tab for Final Grading for your classes.

Additional information is available under the Getting Started tab. You will only see courses that list you as the instructor, and only if grading is open for those courses.

Email registrar@uaf.edu if you have any questions.

If you have a small monitor or are using an iPad, use the vertical and horizontal scroll bars to view all row and column information.
14) Under Tools, you can export or import your class roster with grades.
15) These instructions will cover both manually entering grades through the Banner 9 interface (page 5) and how to do an export/import process (page 9).

Manually entering grades

1) Click on the desired class to highlight it.
2) Student information will display in the lower half of the screen. Overall class information like total registered and number of students graded will display in the right hand side of the window.
3) NOTE: If you are not the primary instructor, you will NOT be able to enter grades for the class. You can export the list of students to Excel, but you cannot enter individual grades or import the grade Excel file.
4) Students who withdrew from or audited your course will already have the appropriate grade entered. You do not need to do anything on your roster for these students.
5) The Rolled status means that the grade has been rolled to academic history. Once a grade is rolled, the student will be able to see the grade through UAOnline. Until then, a student will not be able to see a grade that you have entered here.
6) If the grade status shows Rolled, you cannot change it. You will need to contact the Registrar’s Office for assistance on doing a Change of Grade form.
7) Highlight a student, click on the Final Grade column, and select the drop down.
8) The only grades displayed are the grades available for the class, and are the only grades an instructor can assign to a student in that class.

9) After clicking Save, the rows that were changed successfully will highlight in green, and a “Save Successful” message will show in the upper right hand corner of the screen.
10) It is a good idea to save every so often when entering grades as any network connectivity issues could cause your work to be lost unless you have saved it.
11) If you have tried to enter an invalid grade, for example manually typing an A for a Pass/Fail graded class, you will get an error message. To prevent this, always use the drop down for grades.

12) The student with the incorrect grade will be highlighted in red.

13) If there is an error message, the Notifications box at the top right hand part of the screen will have a number in front of it. This tells you how many errors you have in your grade roster for this class.

14) Look for the red ! to the left of the student name to locate the record with the issue.

15) You will not be able to save your roster until the errors have been corrected.
Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell.

For students who never attended your course, regardless of whether you assign an F or NB, you need to enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column and enter a zero in the Attend Hours column.

Click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance or attend hours. If you do not click save, your grades will not be submitted.

When you save, always make sure you have a Save Successful message and not an error with a red !.

If you have entered last attendance dates for students, you will get a warning message letting you know the student has not withdrawn from the class. This is not a critical error. Your changes have been successfully saved.

As you enter and save grades for a class, you will see there is a progress bar next to the class. The progress bar will also show you how many of your posted grades have been rolled to history.
22) Clicking on a class and looking in the right hand part of the screen will show you how many students are registered and how many have been graded, plus how many grades remain.

How to Export and Import Grades

1) Highlight the class that you want to export to Excel.

2) Click on Tools in the upper right hand corner and select Export Grade template.

3) Note: If Import is grayed out, you will not be able to import the file. This is most likely due to you being a secondary instructor for the class. Only the primary instructor can post grades.

4) If you are using an old version of Excel, use the .xls format. Excel 2007 and forward you can use either, but recommend that you choose the .xlsx version.

5) Click Export
6) After clicking Export, a window will open that looks similar to this screen shot.

7) Click either Open or Save. If you do the Save option now, or when you save the Excel file after entering grades, please consider where you save the document. Shared drives where faculty, staff and students have access should not be used for grade rosters. This is a FERPA violation.

8) When you open the file you may have a message at the top that says Protected View. You MUST click Enable Editing if you want to edit grades in this template.

9) You can delete columns if you do not need them, however, leave ID there for the process to match the record. Leaving Name field will probably be helpful to you to make sure you are posting to the correct student.

10) Try not to change any header titles. You can manually match them during the import process if you do change them, but if you don’t, the system will automatically match for you.
11) Edit grades in Excel
12) Watch data entry closely as Excel will not limit the grade values to only those available in Banner.
13) For Incomplete grades, use I N – That’s I <space> N.
14) Note: This example has some “bad” grades for the sample class.
15) Once you are done with entering grades, you will need to save the Excel file in order to do the import.
16) You can continue to work with this file and import in stages into Banner. The process will realize if there are changes to the data during the import process.
17) When you are ready to import the file back into Banner, highlight the correct class. This is very important as this is the matching process for the class.

18) Once the correct class is highlighted, select Tools Import

19) Click on Browse and find the Excel file you saved.

20) Click Next at the bottom of the screen.

21) If Next is grayed out, it’s most likely because you haven’t selected a file yet.

22) You should now see your file information displayed below the headers. Leave the check box marked and click Next at the bottom of the screen.
On the next screen, you can map the columns of data if you changed any header verbiage.

Any that say ignore, you can just leave alone.

Make sure the columns are correctly matched with the titles displayed in the drop down boxes.

Click Next to go to the next step.

The next screen will have critical information on if your import will load correctly.

In this example, 0 records are being imported.

At the bottom of the screen, there is a Download the validation report option. Click this link to see what the error messages are.
30) This is the validation report from the 0 records loaded screen. *Registration not found* means you tried to load Class A’s roster to Class B on your list of classes.

31) It’s very important to make sure the correct class is highlighted when importing.

32) In this example, the correct class has been selected and 9 records are being imported. You will see the record information for the 9 rows displayed on the screen below the headers.

33) There are still some errors, so you will want to look at the validation report.
34) The validation report shows some incorrect grades were entered in the spreadsheet.
35) You can go back to Excel to correct these records, or you can just manually correct them after completing the load.
36) Once you click Import on the Import tab, you will see a screen with the summary of the data. In this example, 9 records were updated successfully, 40 records were not touched by this process, and 3 records have errors that still need to be corrected.

37) Click Finished, and you will return to the class list page. You do not need to save anything from the import as the process did save the grade changes.