

Self-Service Banner Final Grading – ***New Look!***

From TUportal → Faculty Tools tab → Self-Service Banner for Faculty channel:

SELF-SERVICE BANNER FOR FACULTY		
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Annotated page captures follow this text!

Summary of new/key features in Self-Service Banner Final Grading:

- **Classes for all terms presented on landing page**
 - All classes you have taught back through Summer 2011 are displayed in descending chronological order with most recent classes listed first
 - Use the Search box in the upper right of the page to isolate classes for a single term based on the term code (e.g., 201936 for Fall 2019)
- **Grading Status and Rolled indicators display for each class on your list**
 - Both indicators can take on the following values: Not Started, In Progress, Completed
 - Grading Status refers to **your** grading activity for the class. When you have saved grade entries for all students on the grade roster for the class, the Grading Status will show as Completed.
 - **With the addition of these status indicators, emails confirming grade entries will no longer be sent**
 - Rolled refers to the rolling of the saved grades to academic history for the students in the class. Rolling is a batch process that is scheduled by the Office of the University Registrar for undergraduate and graduate classes and by professional school Registrars for their classes. Typically, for undergraduate and graduate classes, rolling grades occurs nightly. When grades have been rolled for all students on the grade roster for the class, the Rolled status will show as Completed. Grades do not appear on a student's transcript until they are rolled to academic history.
- **Search/filter features:**
 - Search boxes exist on both the Final Grades **My Courses** page that displays your classes as well as on the **Enter Grades** page that lists the students in a class
 - The Search can be used effectively on the **My Courses** page to isolate classes:
 - for a specific term code
 - for a subject code or course number or section number or specific CRN
 - that share a Course Title keyword

- The Search can be used effectively on the **Enter Grades** page to locate a student by Name or TUID – even if that student does not appear on the page currently being displayed
- Clear the characters from the Search box to reset the display to all classes/students

- **Single column sorting:**
 - We have concatenated Subject, Course and Section Number into a single column to facilitate sorting.
 - Click on a column title (e.g., Subject Course Section) to sort the records based on the column you clicked.
 - Only single column sorting is available.
 - Note that CRN sorts as a text field and not as a number (i.e., 21111 will sort before 222 in an ascending sort)
 - If you click on a column and a ghost image of the column contents appears, click the same column title again to clear the ghost image. This is a known bug and we hope the vendor will be releasing a fix soon. This hovering image of the column should only appear when you are dragging the column to reorder it.

- **Column Reordering:**
 - Click on a column title (e.g., CRN) and drag the column to your preferred position on the page

- **Set preferred number of courses/students per page:**
 - Use the “Per Page” drop down in the lower right corner of the page to set the number of courses that appear on the My Courses page or the number of students that appear on the Enter Grades page. Optional increments are 5, 10, 25, 50, 100.

Final Grading – My Courses page - list of classes:

TEMPLE UNIVERSITY Instructor name appears here

Faculty Grade Entry • Final Grades

Faculty Grade Entry Click to open Help text → ? Help

Midterm Ratings **Final Grades**

My Courses Search

Grading Status	Rolled	Subject Course Section	Title	Term	CRN
Not Started	Not Started	SOC 1167, 001	Social Statistics	201936 - 2019	
In Progress	Not Started	BIOL 1011, 007	General Biology I	201936 - 2019	
Not Started	Not Started	JRN 1196		201936 - 2019 Fall	5707
In Progress	Not Started	ECE 4512, 001	Digital Communication Systems	201936 - 2019 Fall	464
Not Started	Not Started	MUED 3689, 003	Field Work in Mus Therapy	201936 - 2019 Fall	42117
Not Started	Not Started	ART 3896, 001	PDS Seminar	201936 - 2019 Fall	41050
Completed	Not Started		Business Society & Ethics	201936 - 2019 Fall	30905
Not Started	Not Started		Understanding Autism	201936 - 2019 Fall	30726
Not Started	Not Started		Cities	201936 - 2019 Fall	26008
Not Started	Not Started	CHEM 2921, 002	Honors Organic Chemistry I	201936 - 2019 Fall	
Not Started	Not Started	AAAS 0857, 001	Sport & Leisure in Amer Soc	201936 - 2019 Fall	21824
Not Started	Not Started	NURS 1001, 003	Introduction to Nursing	201936 - 2019 Fall	18785
Not Started	Not Started	ARTH 0808, 701	Arts of Western World	201920 - 2019 Summer I	8335
Completed	Completed	SOC 0825, 005	Quant Methods in Soc Sci	201903 - 2019 Spring	21427
Completed	Completed	POLS 0825, 003	Quant Methods in Soc Sci	201903 - 2019 Spring	
Completed	Completed	POLS 0825, 002	Quant Methods in Soc Sci	201903 - 2019 Spring	4155

Records Found: 22 Scroll through pages → K < Page 1 of 1 > |> Per Page 25

Use column sort arrows to organize courses

Click anywhere on the row to open the roster for that course and enter final grades

Up to the minute status for grades entered by the primary instructor and the rolling of those grades to academic history. See Help text for more information. Status values are Not Started, In Progress and Completed.

Use Search to filter on Term code, Course #, etc.

Set number of courses to be displayed per page

Faculty Grading – Help panel:

Faculty Grade Entry • Final Grades

Faculty Grade Entry Click to open Help panel [Help](#)

Midterm Ratings **Final Grades**

My Courses

Grading Status	Rolled	Subject Course Section	Title
In Progress	In Progress	SOC 1167, 001	Social Statistics
In Progress	Not Started	ECE 4512, 001	Digital Communication
Not Started	Not Started	MUED 3689, 003	Field Work in Mus Thera
Not Started	Not Started	ART 3896, 001	PDS Seminar
Completed	Not Started	BA 3102, 731	Business Society & Ethic
Not Started	Not Started	ABA 3301, 001	Understanding Autism
Not Started	Not Started	GUS 2001, 001	Cities
Not Started	Not Started	CHEM 2921, 002	Honors Organic Chemis
Not Started	Not Started	AAAS 0857, 001	Sport & Leisure in Amer
Not Started	Not Started	NURS 1001, 003	Introduction to Nursing

Records Found: 22

Course Details **Getting Started**

Welcome to Banner 9.x Faculty Grade Entry

Click right arrow to close Help panel

Final Grading

Select the appropriate grade for each student from the menu. If assigning a grade of "F", please indicate the student's last date of attendance/participation in the course.

Entered grades typically roll to academic history on a daily basis by 5:30 a.m., at which point they are visible to the student.

For questions, please contact your [grading liaison](#) or ssbgrading@temple.edu.

Midterm Progress Ratings

As defined by [policy 02.10.15](#), midterm progress ratings of academic performance are to be entered for all undergraduate courses.

Midterm Ratings Codes

- S - Satisfactory
- U - Unsatisfactory (combined with one or more of the following reasons)

Final Grading – Enter Grades page - grading roster:

The screenshot displays the Temple University Faculty Grade Entry interface. At the top, the Temple University logo is on the left, and a box on the right states "Instructor name appears here". Below the header, the page title is "Faculty Grade Entry • Final Grades".

The main interface is divided into two sections: "My Courses" and "Enter Grades".

My Courses Section:

- Buttons for "Midterm Ratings" and "Final Grades" are visible.
- A search bar is present.
- Filters for "Grading Status" (Rolled) and "Subject Course Section" (SOC 1167, 001) are shown.
- A table lists course sections: "Social Statistics" for the term "2019".
- Annotations: A red box points to the up/down arrows and middle dot of the "Subject Course Section" dropdown, stating "Use the up/down arrows and middle dot to focus your display on the course list, grade roster or both". Another red box points to the search bar, stating "Use Search to find a student in this course section by TUID or Name - even if not on this page".

Enter Grades Section:

- A search bar is present.
- Columns include: "Full Name", "ID", "Midterm Ratings", "Final Grade", "Rolled", and "Last Attend Date".
- Annotations: A blue box points to the "Full Name" column, stating "The student's preferred name is displayed". Another blue box points to a green checkmark in the "Rolled" column, stating "Grades rolled to academic history have a green check here".

<<snip>>

Final Grading – Enter Grades page - grading roster (continued):

The screenshot shows a web interface for entering grades. At the top, there are two rows of student information, each with a dropdown menu. Below this, a status bar indicates "Records Found: 11" and includes pagination controls: "Page 1 of 1" and "Page 25". At the bottom of the interface are two buttons: a blue "Save" button and a white "Reset" button. Two red callout boxes with arrows point to these buttons. The first callout box, pointing to the "Save" button, contains the text: "Save your final grade entries! The Save button becomes active as soon as you enter your first grade." The second callout box, pointing to the "Reset" button, contains the text: "Reset will clear to blank all unsaved grade entries on this page".