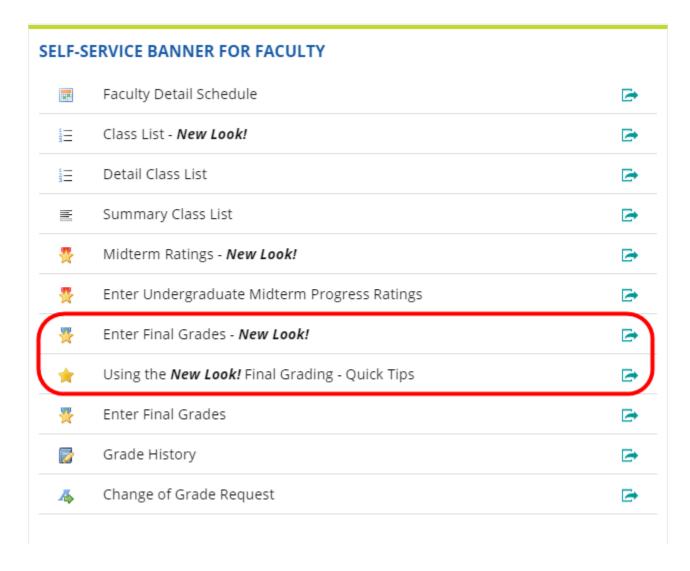# Self-Service Banner Final Grading – *New Look!*

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

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: <u>Not Started</u>, <u>In Progress</u>, <u>Completed</u>
    - <u>Grading Status</u> 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***
    - <u>Rolled</u> 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

- o 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
  - o Clear the characters from the Search box to reset the display to all classes/students
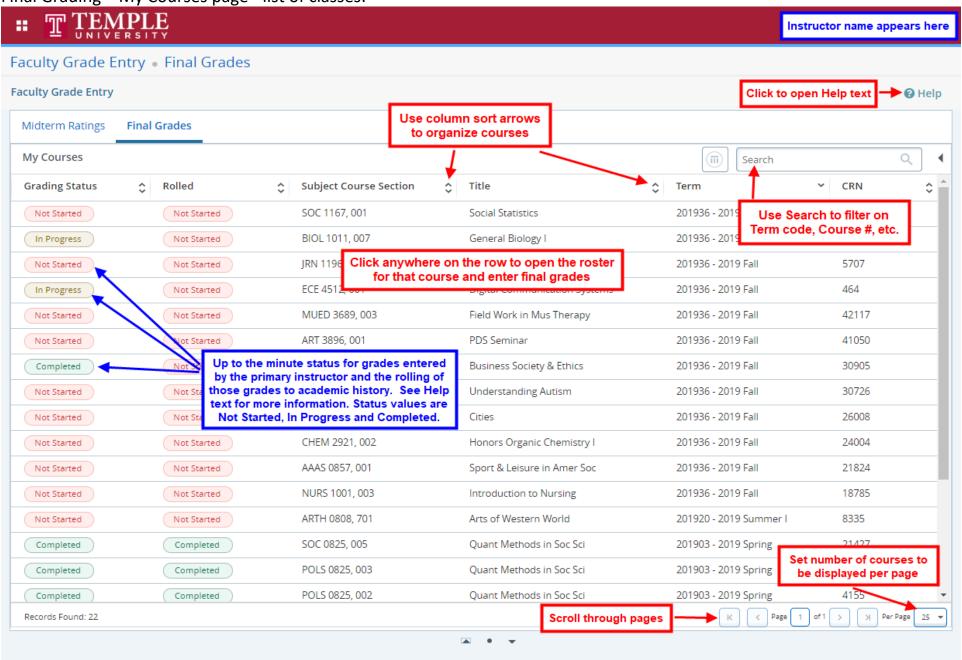
- **Single column sorting:**
  - o We have concatenated Subject, Course and Section Number into a single column to facilitate sorting.
  - o Click on a column title (e.g., Subject Course Section) to sort the records based on the column you clicked.
  - o Only single column sorting is available.
  - o Note that CRN sorts as a text field and not as a number (i.e., 21111 will sort before 222 in an ascending sort)
  - o 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:**
  - o Click on a column title (e.g., CRN) and drag the column to your preferred position on the page

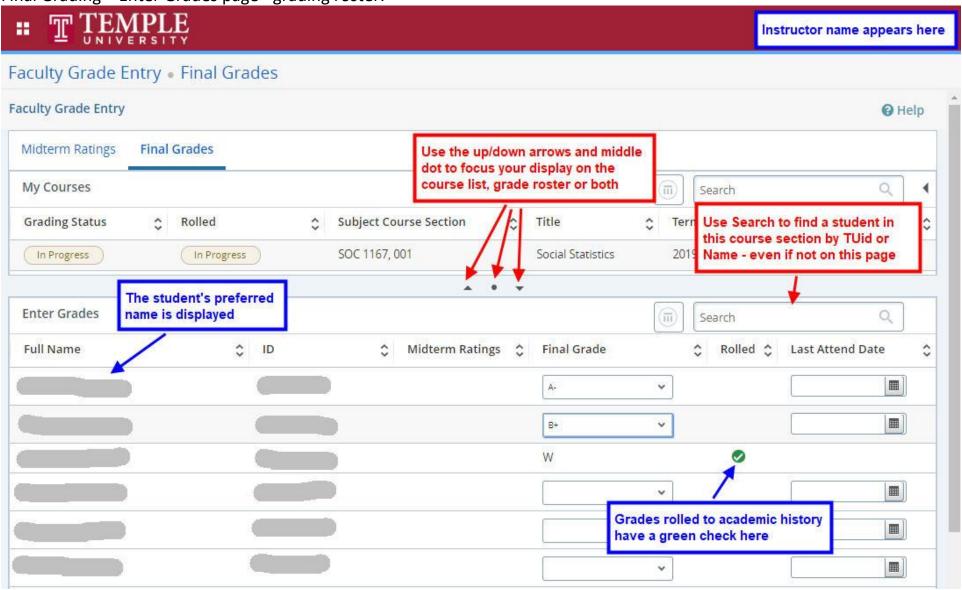- **Set preferred number of courses/students per page:**
  - o Use the "Per Page" drop down in the lower right corner of the page to set the number of courses that appear on the My Courses page or the number of students that appear on the Enter Grades page. Optional increments are 5, 10, 25, 50, 100.

Final Grading – My Courses page - list of classes:

Faculty Grading – Help panel:

Faculty Grade Entry • Final Grades

Faculty Grade Entry

? Help

Midterm Ratings	**Final Grades**

My Courses

| Course Details | **Getting Started** | ▶ |

Welcome to Banner 9.x Faculty Grade Entry

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 Ther
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

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)

Records Found: 22

▲ • ▼

Final Grading – Enter Grades page - grading roster:

<<snip>>

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

Reset will clear to blank all unsaved grade entries on this page

Records Found: 11

Page 1 of 1   Per Page 25

Save your final grade entries! The Save button becomes active as soon as you enter your first grade.

Save

Reset