



New BannerWeb Faculty Grade Entry Instructions

Accessing Grade Entry

Option 1—Via the Portal:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials.
2. On the Teaching and Advising tab, select **Final Grades—New Grade Entry Form**. This will open a new browser tab for the Faculty Grade Entry form.

Option 2—Via BannerWeb:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials, and select BannerWeb from the General Info tab.

OR

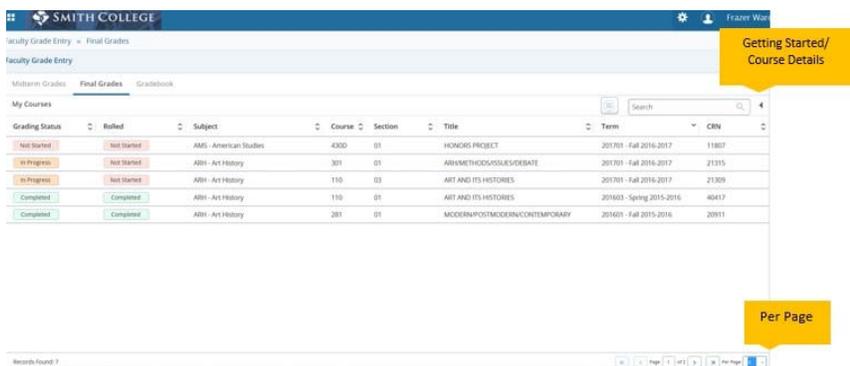
1. Access BannerWeb directly (www.smith.edu/bannerweb), and log in using your ID number and PIN.
2. Select Faculty Services from the main menu, or select the Faculty Services tab.
3. From the Faculty & Advisers Menu, select **Final Grades—New Grade Entry Form**. Note: Right click on **Final Grades—New Grade Entry Form** and select “Open in a new tab.” This will open a new browser tab for Faculty Grade Entry and allow you to return to the main BannerWeb menu if needed.

Navigating Grade Entry

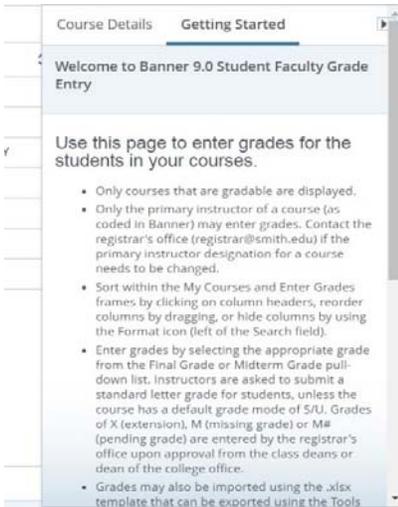
The Faculty Grade Entry form consists of three sections, or panels: My Courses, Getting Started/Course Details, and Enter Grades. Access to Getting Started/Course Details and Enter Grades is available once you click on a course in the MyCourses panel. You can also switch between Midterm Grades or Final Grades as appropriate. (Gradebook is not used by Smith.)

My Courses: This section provides information on your gradable courses, including color-coded Grading Status and Rolled Status indicator. (Non-graded sections such as 0-credit labs or discussions do not appear.)

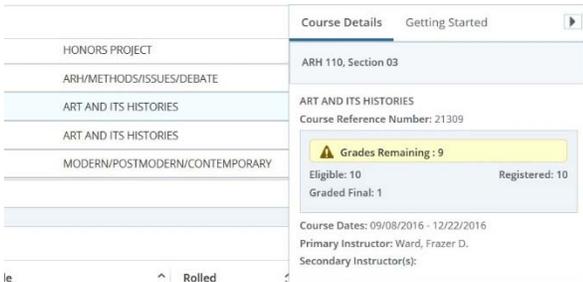
You can sort by clicking on the up-down arrow in the column headers or reorder columns by dragging. Click on the sort arrow in the term heading to sort in descending order (most recent term first). In order to view more courses, navigate to the next page or change the number of courses that display per page.



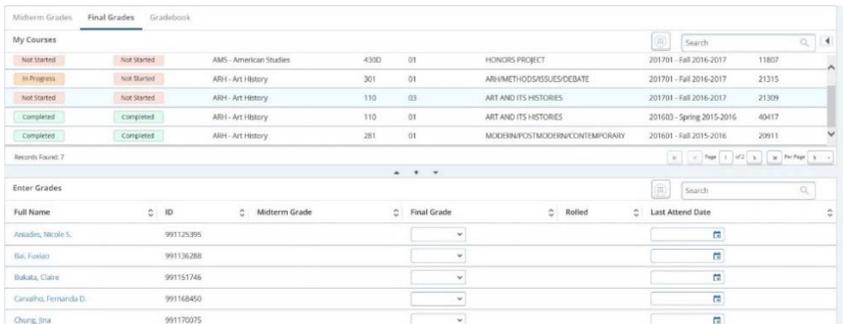
Getting Started and Course Details: The Getting Started/Course Details panel on the right can be opened (or closed) using the arrow icon to the right of the Search box. Review the information on grading found in the Getting Started tab.



After selecting a course in My Courses, the Getting Started panel will change to the Course Details tab; this displays course information such as remaining (missing) grades.



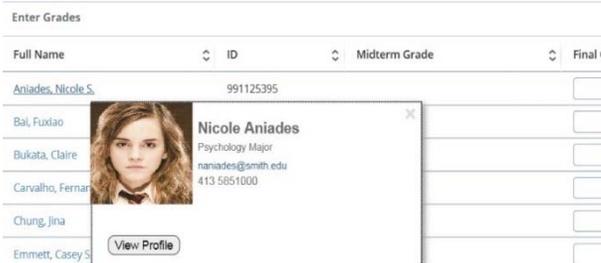
Enter Grades Panel: Click on a course in the My Courses section to open the grade roster (class list). By default, 25 students will be displayed for the selected course, but you can change the number of students displayed per page in the lower right-hand corner. Up to 100 students may be displayed in a single page. Use the right-hand scroll bar (or arrow keys) to move up and down the grade roster.



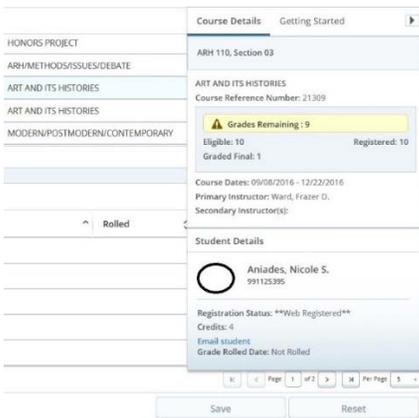
Student information may be accessed three different ways:

1. Hover over the student's name to access a photo and basic information.
2. Click on the student's row to view basic course and student information in the Course Details panel.
3. Click on the student's name to access the student's profile for more detailed information. (Note: This opens a new browser tab.)

View of option 1.



View of option 2.



View of option 3.



Entering Grades--Manual

1. To enter a grade, select the student and choose a grade from the dropdown list. Only eligible grades are displayed. Instructors are asked to submit a standard letter grade for students taking the course as S/U. Grades of X (extension) or M (missing grade) are entered by the registrar's office upon approval from the class deans or dean of the college office. As in the previous BannerWeb grade entry form, the last date attended should be left blank.

Full Name	ID	Midterm Grade	Final Grade
Anlades, Nicole S.	991125395		W1 A A- B+ B- C- C C+ S D- D D+ E U
Bai, Fuxiao	991136288		
Bukata, Claire	991151746		
Carvalho, Fernanda D.	991168450		
Chung, Jina	991170075		
Emmett, Casey S.	991199657		

2. Click the **Save** button in the lower right corner when complete. You do not need to save for each grade entry, but you **do need to save before moving to a different page (for multi-page rosters) or exiting the Grade Entry form.**

The **Reset** button, also in the lower right corner, resets all entries made since the last Save.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Anlades, Nicole S.	991125395				
Bai, Fuxiao	991136288				
Bukata, Claire	991151746				
Carvalho, Fernanda D.	991168450				
Chung, Jina	991170075				
Emmett, Casey S.	991199657				
Johnston, James A.	991181311				
Richardson, Courtney B.	991124985				
Skala, Carly H.	991187983				
Venkatesh, Sravya	991178820				

3. You can **modify saved grades** until they are rolled by the registrar's office. Once the grade is saved, the Save and Reset buttons will be gray instead of blue. If a grade is changed, the buttons will become blue indicating that you need to save the update.

Final Grade	Rolled	Last Attend Date
A		
A		

3a. A green check in the Rolled column indicates that a final grade has been rolled by the registrar's office and may no longer be changed via the Grade Entry form. Please contact the dean of the college office (szachary@smith.edu) or registrar's office (gherringer@smith.edu) for information on changes requested after final grades are rolled/posted.

Midterm Grades		Final Grades		Gradebook			
My Courses							
Grading Status	Completed	Completed	Subject	Course	Section	Title	T
	Completed	Completed	ARH - Art History	110	03	ART AND ITS HISTORIES	2
Enter Grades							
Full Name	ID	Midterm Grade	Final Grade	Rolled			
Aniades, Nicole S.	991125395		A	✓			
Bai, Fuxiao	991136288		A	✓			
Bukata, Claire	991151746		B	✓			
Carvalho, Fernanda D.	991168450		B+	✓			
Chung, Jina	991170075		S	✓			

4. After completing grade entry, **review the course's Grading Status** in the My Courses section above. If all eligible grades have been entered, the Grading Status will appear as Completed (green). Incomplete rosters will appear as In Progress (orange) or Not Started (red). The **Course Details** panel provides information on remaining (missing) grades.

The screenshot displays the BannerWeb interface. On the left, the 'My Courses' section shows a list of courses with their respective grading statuses: 'Not Started' (red), 'In Progress' (orange), and 'Completed' (green). Below this is the 'Enter Grades' table, which is identical to the one in the previous image. On the right, the 'Course Details' panel is open for 'ARH 110, Section 03'. It shows the course title 'ART AND ITS HISTORIES', course reference number '21309', and a warning that 'Grades Remaining: 9' and 'Graded Final: 1'. It also lists course dates, primary and secondary instructors, and student details for Nicole S. Aniades, including her registration status and credits.

5. Please be sure to sign out of the Faculty Grade Entry form and close (quit) ALL browser tabs in order to close the BannerWeb session.



Entering Grades—Excel Import

Rather than entering grades individually in the Enter Grades form, you can choose to upload an Excel spreadsheet of student grades. To upload grades, we recommend that you download the Export Grade template.

Exporting the Grade Template:

1. Click on the course in the My Courses section to highlight it. Select the Tool button in the upper right corner and choose **Export Template**.



2. Choose to the .xls or .xlsx format (depending on your version of MS Excel), then click **Export**.



3. Follow the prompts to open or save the roster template. The roster template will save to the Downloads folder; the file name will begin with the term, followed by the course subject, number and section (e.g., 201701_American Studies_430D_01).
4. Open the file, then add the eligible grades to the Final Grade column (H). Please leave the remaining columns blank (Last Date Attended, Incomplete Final Grade, Extension Date, etc.).

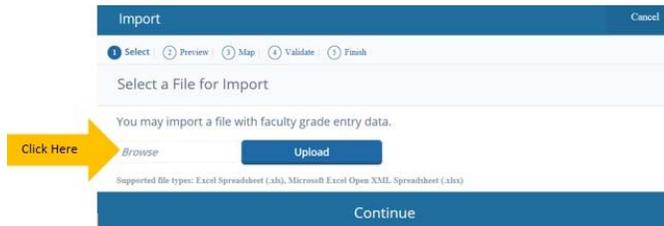
	A	B	C	D	E	F	G	H	I	J	K	L
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	201701	21309	Aniades, Nicole S.	991125395	No	No	Art History					Any date allowed
3	201701	21309	Bai, Fuxiao	991136288	No	No	Art History					Any date allowed
4	201701	21309	Bukata, Claire	991151746	No	No	Art History					Any date allowed
5	201701	21309	Carvalho, Fernanda D.	991168450	No	No	Art History					Any date allowed
6	201701	21309	Chung, Jina	991170075	No	No	Art History					Any date allowed

	A	B	C	D	E	F	G	H	I	J	K	L
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	201701	21309	Aniades, Nicole S.	991125395	No	No	Art History	A				Any date allowed
3	201701	21309	Bai, Fuxiao	991136288	No	No	Art History	A				Any date allowed
4	201701	21309	Bukata, Claire	991151746	No	No	Art History	B				Any date allowed
5	201701	21309	Carvalho, Fernanda D.	991168450	No	No	Art History	B+				Any date allowed
6	201701	21309	Chung, Jina	991170075	No	No	Art History	S				Any date allowed
7	201701	21309	Emmett, Casey S.	991199657	No	No	Art History					Any date allowed
8	201701	21309	Johnston, Jeneo A.	991181311	No	No	Art History					Any date allowed
9	201701	21309	Richardson, Courtney B.	991174985	No	No	Art History					Any date allowed
10	201701	21309	Sousa, Carly H.	991197963	No	No	Art History					Any date allowed
11	201701	21309	Venkatesh, Soumya	991174620	No	No	Art History					Any date allowed

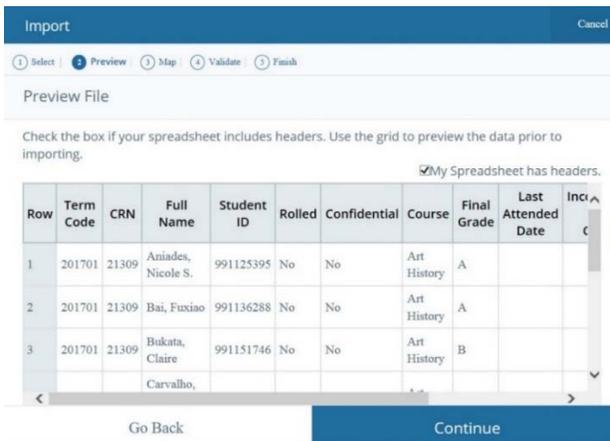
5. Save the file to your computer.

Importing the Grade Template:

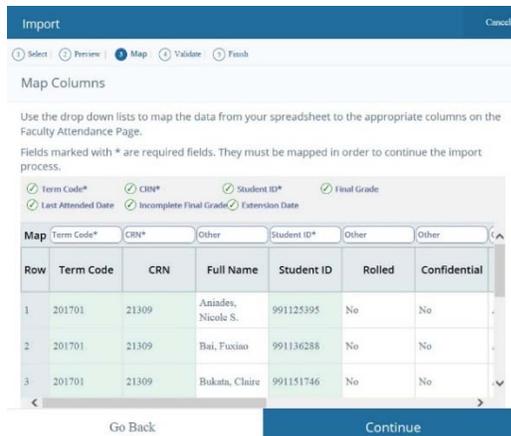
1. To upload the grade spreadsheet, click on the course in the My Courses section to highlight it. Select the Tool button in the upper right corner and choose **Import**. (Note: The course must be selected in order for the Import option to be available.)
2. Use the wizard to select and import your saved Excel worksheet. On the Select tab, click the Browse button to navigate to your spreadsheet.



2a. You can use the scroll bars to preview the file you have uploaded to insure that you have the correct file in the preview step.



2b. When using the template, the map step will automatically include all the columns needed for a successful upload of grades. Just click Continue.



Validation:

2c. The import wizard will validate your grades before loading them into BannerWeb. If there are no errors, you will be able to continue (and finish.)

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 4 records will be imported:
0 records containing errors will not be imported.
6 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	Incomplete Final Grade
1	201701	21309	Bai, Fuxiao	991136288	No	No	Art History	A		
2	201701	21309	Bukata, Claire	991151746	No	No	Art History	B		
3	201701	21309	Carvalho, Fernanda D.	991168450	No	No	Art History	B+		

Go Back Continue

Import

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

Import Complete

The import wizard is complete.

4 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

2d. Grade Validation Errors

If your uploaded template included unrecognizable (or ineligible) grades, the Import Wizard would include the numbers of errors in the Validate menu and ask you to download the **validation report**. Lower case grades will not cause errors; however, if there is a period or other mark before the grade it will need to be updated.

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 0 records will be imported:
2 records containing errors will not be imported.
8 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	Incomplete Final Grade
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Go Back Continue

Errors

Click to download

Follow the prompts to open or save the roster template. The roster template will save to the Downloads folder; the file name appear as the term, course subject, number, section, and that is a Validation Report.

Do you want to open or save 201701_Art History_110_03_Template.Validation_Report.xls (6.50 KB) from factest9.smith.edu?

Open Save Cancel

The Validation Report will be appear as No New Data (gray), Grade Not Valid (red), and No Errors (green).

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Error	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete	Final Grade	Extension C
2	No new data. Ignored	201701	21309	Aniades, Nicole S.	991125395	No	No	Art History	A				
3	No new data. Ignored	201701	21309	Bai, Fuxiao	991136288	No	No	Art History	A				
4	No new data. Ignored	201701	21309	Bukata, Claire	991151746	No	No	Art History	B				
5	No new data. Ignored	201701	21309	Carvalho, Fernanda D.	991168450	No	No	Art History	B+				
6	No new data. Ignored	201701	21309	Chung, Jina	991170075	No	No	Art History	S				
7	The Final Grade "A+" is not valid.	201701	21309	Emmett, Casey S.	991199657	No	No	Art History	A+				
8	The Final Grade "B" is not valid.	201701	21309	Johnston, Jenee A.	991181311	No	No	Art History	B				
9	No Errors	201701	21309	Richardson, Courtney B.	991174985	No	No	Art History	A				
10	No Errors	201701	21309	Sausa, Carly H.	991197983	No	No	Art History	S				
11	No new data. Ignored	201701	21309	Verikatesh, Soumya	991174820	No	No	Art History					
12													
13													

2e. Update the grades on the Validation Report, Save to your computer, and run the Import wizard again from the beginning.

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 2 records will be imported:
 0 records containing errors will not be imported.
 8 unchanged records will not be imported.

Download the validation report

1	Final Grade "A+" is not valid.	201701	21309	Emmett, Casey S.	991199657	No	No	Art History	A
2	The Final Grade "B" is not valid.	201701	21309	Johnston, Jenee A.	991181311	No	No	Art History	B

Go Back Continue

Import

1 Select 2 Preview 3 Map 4 Validate 5 Finish

Import Complete

The import wizard is complete.

2 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

3. Complete

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ARH - Art History	110	03	ART AND ITS HISTORIES	201701 - Fall 2016-2017	21309

Please be sure to sign out of the Faculty Grade Entry form and close (quit) ALL browser tabs in order to close the BannerWeb session.

Frazer Ward

Sign Out