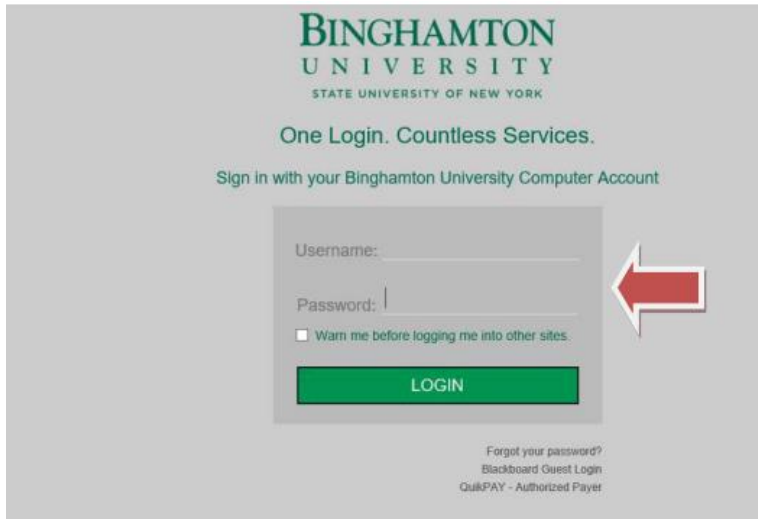


Log in to my.Binghamton.edu



BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

One Login. Countless Services.

Sign in with your Binghamton University Computer Account

Username: _____

Password: _____

Warn me before logging me into other sites.

LOGIN

[Forgot your password?](#)
[Blackboard Guest Login](#)
[QuickPAY - Authorized Payer](#)

A red arrow points to the password field.

Navigate to the BU Brain



The screenshot shows the Binghamton University dashboard. At the top, there is a navigation bar with icons for BU Brain, Blackboard, and QuickPay. A red arrow points to the BU Brain icon. Below the navigation bar, there is a "My Dashboard" section with various widgets. The "MY FAVORITES" widget is on the left, and the "UNIVERSAL SEARCH" widget is in the center. The "PHOTO OF THE DAY" widget is at the bottom.

Navigation bar: BU Brain, Blackboard, QuickPay

Navigation menu: NEWS, CAMPUS LIFE, NEWS / EVENTS, TOOLS, CS&M, OTHER

My Dashboard

MY FAVORITES

UNIVERSAL SEARCH

PHOTO OF THE DAY

Wishmakers & P&E Present 3rd Annual Letters to Santa Thank

Click on the Faculty & Staff tab



Click Faculty Grading

Faculty Tools

Only Faculty members with assigned courses and students will be able to view data using these tools. Faculty advisors, professional advisors, and other staff members who need access to all student records will use the Records & Access tool.

Faculty CRN (Course Number) Selection

Select the course you wish to work with using the course request number (CRN). Banner will assume this CRN, as opposed to repeatedly asking for one.

Faculty DARS Access

Run Faculty DARS reports for students or advisors.

DARS will be unavailable to Faculty and Students beginning Tuesday, December 13th at 4 p.m. and will be turned back on at 9:00 a.m. on Tuesday, January 3, 2017.

Degree Works

Run and review Degree Works audits for students and advisors. Degree Works will only display audits for students admitted in the summer of 2013 or later.

Please see [Banner Support or Profits](#) when running Degree Works audits. We are currently experiencing issues with Google Chrome.

Faculty Summary Class List

View summary information for your worked students.

Faculty Detail Class List

Access your class rosters in detail, including student majors and academic programs.

Faculty Grades

Faculty grading tools, including Discovery Program online mid-term assessments.

Sort Class List by Term

1. Click the up arrow to the right of Term. If most recent courses do not appear, click the arrow again.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rollod	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - ACCT - Accounting	212	01	Managerial Accounting	202290 - Fall 2022	12133
Not Started	Not Started	ACCT - ACCT - Accounting	476	02	Entity Taxation	202290 - Fall 2022	21421
Completed	Completed	EDUC - EDUC - Education	410	01	Issues in Education	202220 - Spring 2022	30083
Completed	Completed	EDUC - EDUC - Education	101	01	So You Want To Be An Educator	202220 - Spring 2022	31099

Records Found: 4

Page 1 of 1 Per Page 10

2. You can also search for the current term by typing the term in the search box. This will display all courses for that term.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Not Started	Not Started	ACCT - ACCT - Accounting	212	01	Managerial Accounting	202290 - Fall 2022
Not Started	Not Started	ACCT - ACCT - Accounting	476	02	Entity Taxation	202290 - Fall 2022

Records Found: 2

Page 1 of 1 Per Page 10

OPTION 1 Enter Grades Individually

1. Click **Final Grades** under Faculty Grade Entry

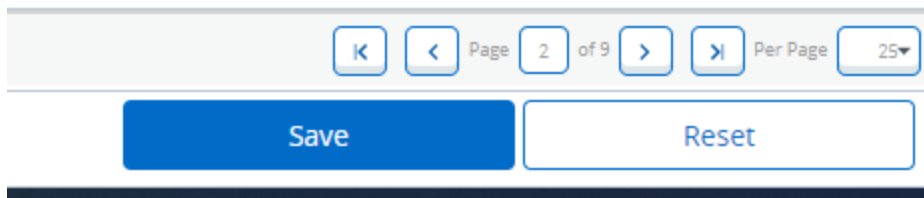
Faculty Grade Entry • Final Grades

Faculty Grade Entry

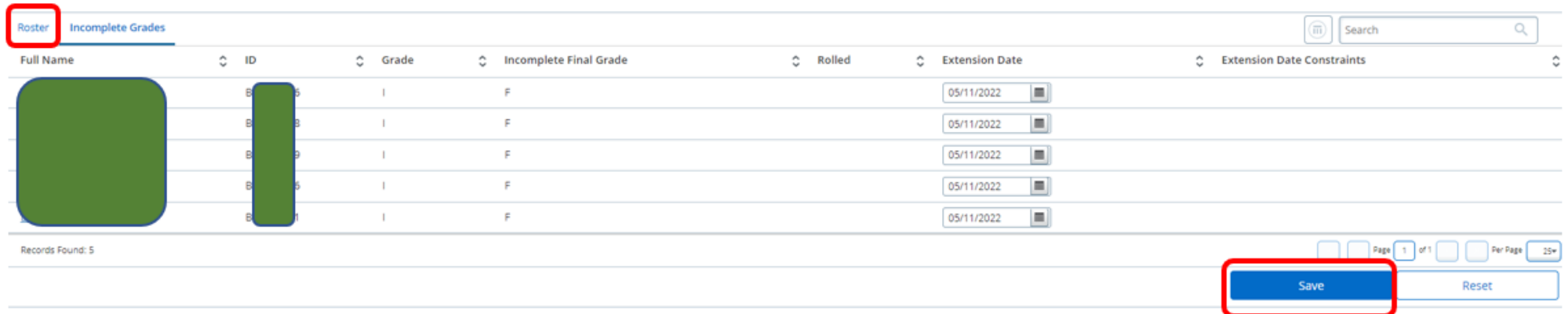
Midterm Grades **Final Grades** Gradebook

My Courses

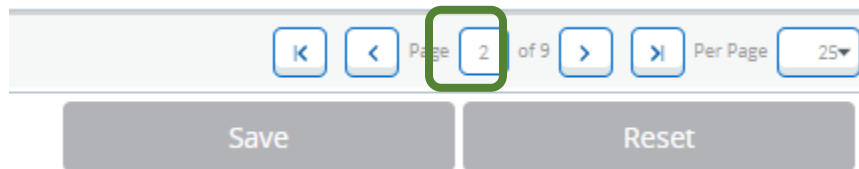
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies	202220 - Spring 2022	10003
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology	202220 - Spring 2022	10471
Not Started	Not Started	ANTH - ANTH - Anthropology	125	A 0	Buried Cities & Lost Tribes	202220 - Spring 2022	20550



If a grade of I is assigned, the Incomplete Grades screen will appear. Click **Save** then **Roster** to continue through the grade submission process.



5. Once saved, the SAVE button will turn grey.
6. Navigate to the **next page** by clicking the right arrow button.



OPTION 2 Import Grades via Spreadsheet

Follow these steps to import grades from an Excel spreadsheet. Note that if the system detects you are using a mobile device, the import and export options will not be available from the Tools menu. Additionally, the Excel import for grading is limited to screen resolutions of 1024x768 and higher. If the import is not working for you, check that your screen resolution is meeting the requirement.

1. Click the **Tools** icon (shaped like a wheel) from the top green bar in the upper right corner, then select Export Template. If importing a previously created Excel file and not using the template, skip to Step 5.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology
In Progress	In Progress	ANTH - ANTH - Anthropology	125	A 0	Buried Cities & Lost Tribes

Records Found: 3

Enter Grades

- Language Setting
- About
- Keyboard shortcuts
- Extensibility
 - Edit Extensions
 - Upload Properties
 - Theme Editor
- Other
 - Export Template
 - Import

2. Select the Excel version (.xls or .xlsx) then click Export

Export Template

Cancel

Export files as

Excel spreadsheet(.xls)

Excel spreadsheet(.xlsx)

Export

3. Open the downloaded file
4. Enable editing of the file (found in the yellow bar at the top of the Excel file), enter the final grades, and save the file to your computer. **It is not necessary to the Last Attended Date, Incomplete Final Grade, or Extension Date.**

202220_PSYC - Psychology_111_01_Temp

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

5. Click **Tools** in the upper right corner, then select **Import** and follow the instructions in the Import Wizard.

- a. Click the **Browse** button to locate the file on your computer. Once located click **Upload**.

The screenshot shows the 'Import' dialog box with a blue header and a 'Cancel' button. Below the header is a progress bar with five steps: 1 Select, 2 Preview, 3 Map, 4 Validate, and 5 Finish. The main heading is 'Select a File for Import'. Below this, it says 'You may import a file with faculty grade entry data.' There are two buttons: 'Browse' (highlighted with a red box) and 'Upload'. At the bottom, it lists supported file types: 'Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. A large blue 'Continue' button is at the very bottom.

- b. Click **Continue** at each step to advance. The Map Column step will recognize the correct columns with no action needed if the template is used. If you did not use the template, map your columns to the required field. Required fields that must be mapped in the spreadsheet are indicated with a green checkmark

The screenshot shows the 'Import' dialog box at the 'Map Columns' step. The progress bar shows '3 Map' as the active step. Below the heading 'Map Columns', there is instructional text: 'Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page. Fields marked with * are required fields. They must be mapped in order to continue the import process.' A list of required fields with green checkmarks is shown: Term Code*, CRN*, Student ID*, Final Grade, Last Attended Date, Incomplete Final Grade, and Extension Date. Below this is a 'Map' section with a table of dropdown menus. The table below has columns for 'Row', 'Term Code', 'CRN', 'Full Name', 'Student ID', 'Rolled', and 'Confidential'. The first three rows of data are visible, with the 'Full Name' and 'Student ID' columns highlighted in green. At the bottom, there are 'Go Back' and 'Continue' buttons.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential
1	202220	10471			No	No
2	202220	10471			No	No
3	202220	10471			No	No

6. In step 4, Validate, review any errors. See instructions to correct errors below.

Import Cancel

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 14 records will be imported:
3 records containing errors will not be imported.
274 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
1	202220	10471	[Redacted]	[Redacted]	No	No	PSYC - Psychology	B	
2	202220	10471	[Redacted]	[Redacted]	No	No	PSYC - Psychology	C	
3	202220	10471	[Redacted]	[Redacted]	No	No	PSYC -		

Go Back Continue

7. Click **Continue**

8. Click **Finish**

Import Cancel

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

Import Complete

The import wizard is complete.

8 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

9. Confirm the grades are submitted successfully by selecting the course from My Courses. The imported grades can be viewed in the Final Grade column. Grades that have been made viewable to the student will display a green checkmark in the Rolled column.

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology
In Progress	In Progress	ANTH - ANTH - Anthropology	125	A 0	Buried Cities & Lost Tribes

Records Found: 3

Full Name	ID	Midterm Grade	Final Grade	Rolled
[Redacted]	B00	[Redacted]	A	✓
[Redacted]	B00	[Redacted]	B	✓
[Redacted]	B00	[Redacted]	C	✓
[Redacted]	B00	[Redacted]	D	✓
[Redacted]	B00	[Redacted]	F	✓
[Redacted]	B00	[Redacted]	A	✓
[Redacted]	B00	[Redacted]	A-	✓

Correcting Errors in Grade Submission

If errors are found, please choose one of the following steps to resolve the errors.

Import Cancel

Select | Preview | Map | **Validate** | 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.
269 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
-----	-----------	-----	-----------	------------	--------	--------------	--------	-------------	--------------------	------------------------

Go Back Continue

- Download the validation report by clicking **Download the validation report**

Import Cancel

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 8 records will be imported:
5 records containing errors will not be imported.
278 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
1	202220	10471			No	No	PSYC - Psychology	A	
2	202220	10471			No	No	PSYC - Psychology	B	
3	202220	10471			No	No	PSYC - Psychology	C	

Go Back Continue

- Open the file
- Click Enable Editing in the yellow bar at the top of the sheet

202220_PSYC - Psychology_111_01_Temp

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

- The errors appear in red. In the example below a grade of P was submitted. The P is not applicable when the student has opted for the letter grade option.

2	No new data. Ignored.	202220	10471		No	No	PSYC - Psychology	P
3	The Final Grade "P" is not valid	202220	10471		No	No	PSYC - Psychology	P
4	No new data. Ignored.	202220	10471		No	No	PSYC - Psychology	
5	The Final Grade "P" is not valid	202220	10471		No	No	PSYC - Psychology	P

- Update the grade as needed

	No new data. Ignored.	202220	10471		No	No	PSYC - Psychology	P
	The Final Grade "P" is not valid	202220	10471		No	No	PSYC - Psychology	C
	No new data. Ignored.	202220	10471		No	No	PSYC - Psychology	
	The Final Grade "P" is not valid	202220	10471		No	No	PSYC - Psychology	C+

- Save the file to your computer
- Click Cancel in the BU Brain

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 8 records will be imported:
 5 records containing errors will not be imported.
 278 unchanged records will not be imported.

[Download the validation report](#)

Cancel

- Repeat the steps to import the file (Step 5 of **OPTION 2 Import Grades via Spreadsheet**)