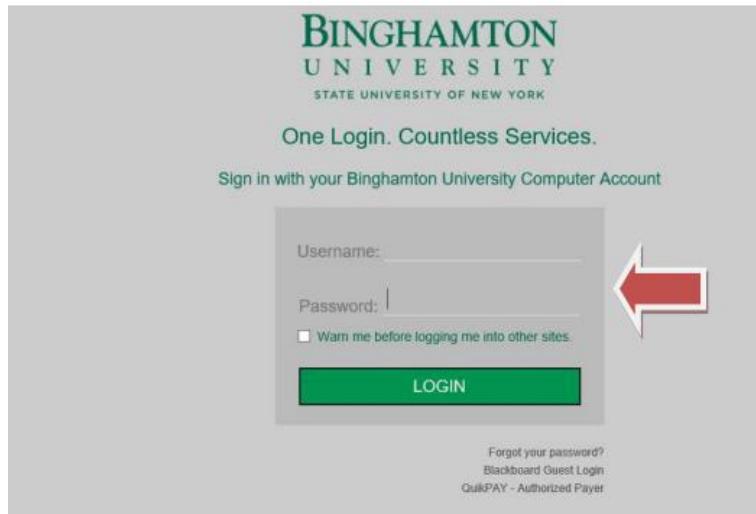
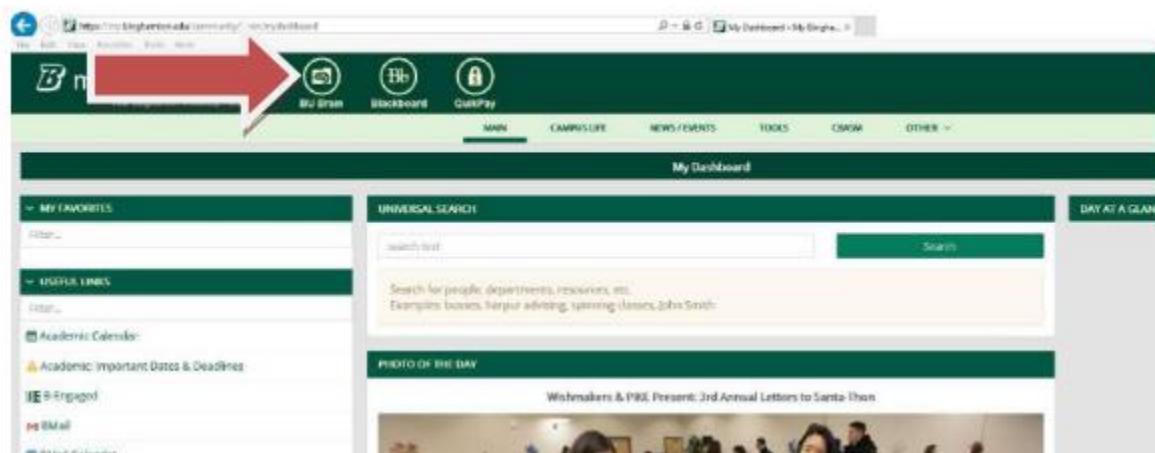


Log in to my.Binghamton.edu



Navigate to the BU Brain



Click on the Faculty & Staff tab



Faculty and Staff Menu

Schedule of Classes

**Term selection**  
Select the term you are working with for this session. Banner will assume this term, as opposed to repeatedly asking for it.

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 A

##### 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 use Internet Explorer or Firefox when running Degree Works audits. We are currently experiencing issues with Google Chrome.

##### Faculty Summary Class List

View summary information for your assigned students.

##### Faculty Detail Class List

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

##### Faculty Grade

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					
Grading Status	Rolled	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



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

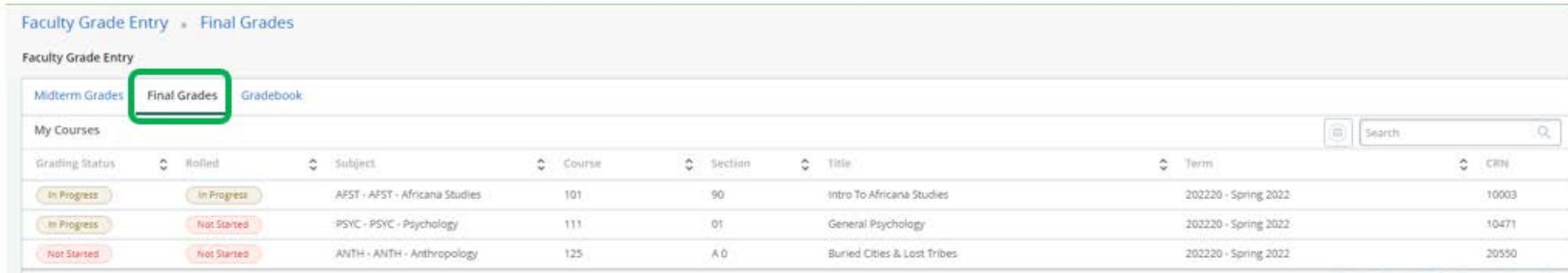
## Faculty Grade Entry

Midterm Grades	Final Grades	Gradebook				
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



## 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 Rollid 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	A0	Burned Cities & Lost Tribes	202220 - Spring 2022	20550

2. Select a class by clicking on the class row from the “My Courses” list, and the roster will display below. If you do not immediately see your grading roster, scroll down on the page.

3. Use the grade pull-down boxes to select the appropriate grade for each student. Please note that only grades applicable to the student grade mode (letter grade or pass/fail) will be displayed. In addition, students who have withdrawn from the course will appear as "Not Gradable".

To indicate a student failed due to lack of attending, please choose a grade of NSF (No Show F)

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

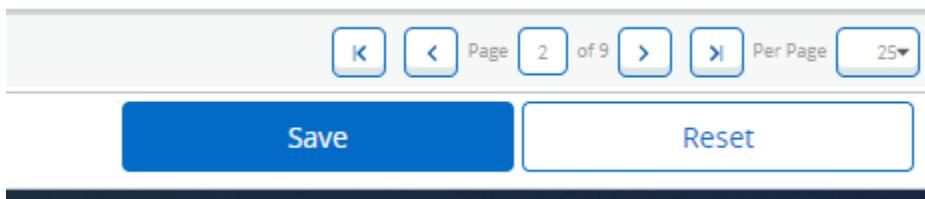
Grading Status	Rolled	Subject	Course	Section	Title
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology
Not Started	Not Started	ANTH - ANTH - Anthropology	125	A 0	Buried Cities & Lost Tribes

Records Found: 3

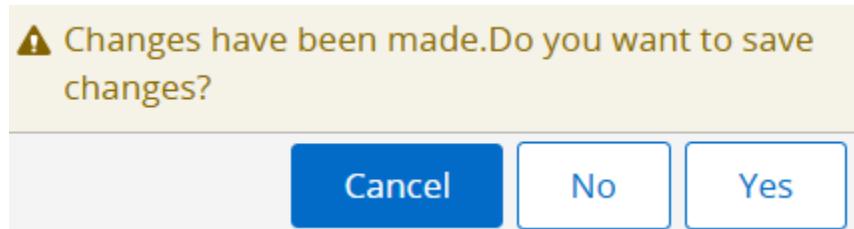
Enter Grades

Full Name	ID	Midterm Grade	Final Grade
		800	A
		800	A-
		800	B+
		800	B
		800	B-
		800	C+
		800	C
		800	C-
		800	D
		800	F
		800	NSP

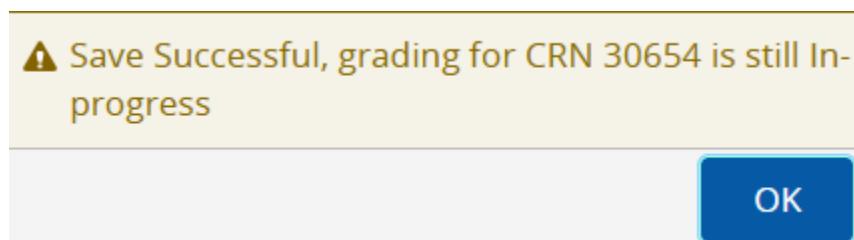
4. Click **SAVE** in the lower right corner often after assigning grades



If you do not click Save between moving pages, you will receive a prompt to Save. Click Yes if you wish to Save your inputted grades before continuing.



You will receive this message when grades are saved successfully.



## Submit an Incomplete Grade

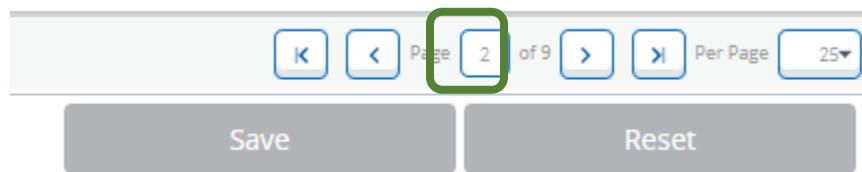
If a grade of I is assigned, the Incomplete Grades screen will appear. Click **Save** then **Roster** to continue through the grade submission process.



The screenshot shows a table with columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. All rows show a grade of 'I' and an incomplete final grade of 'F'. The 'Extension Date' column contains the date '05/11/2022' for each row. The 'Save' button at the bottom is highlighted with a red box. The 'Roster' tab is also highlighted with a red box.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
B6 6	6	I	F		05/11/2022	
B6 8	8	I	F		05/11/2022	
B6 9	9	I	F		05/11/2022	
B6 5	5	I	F		05/11/2022	
B6 1	1	I	F		05/11/2022	

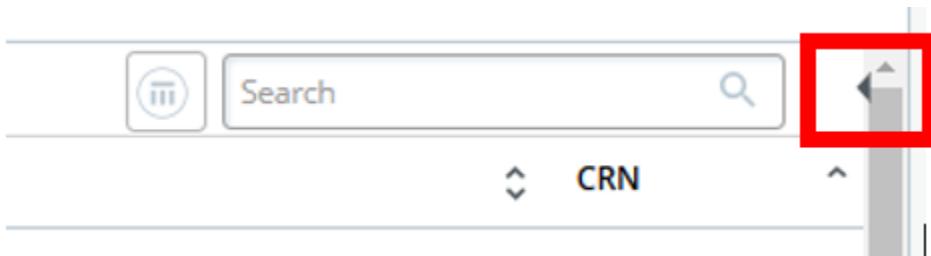
5. Once saved, the **SAVE** button will turn grey.
6. Navigate to the **next page** by clicking the right arrow button.



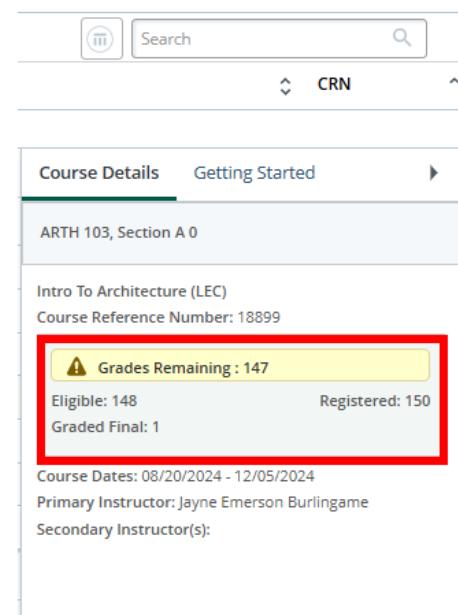
The navigation bar shows 'Page 2 of 9'. The 'Page' button is highlighted with a green box. Below the navigation bar are two buttons: 'Save' and 'Reset'.

## View Grading Course Details

From the course grading Roster, click the arrow to the right of the Search bar.



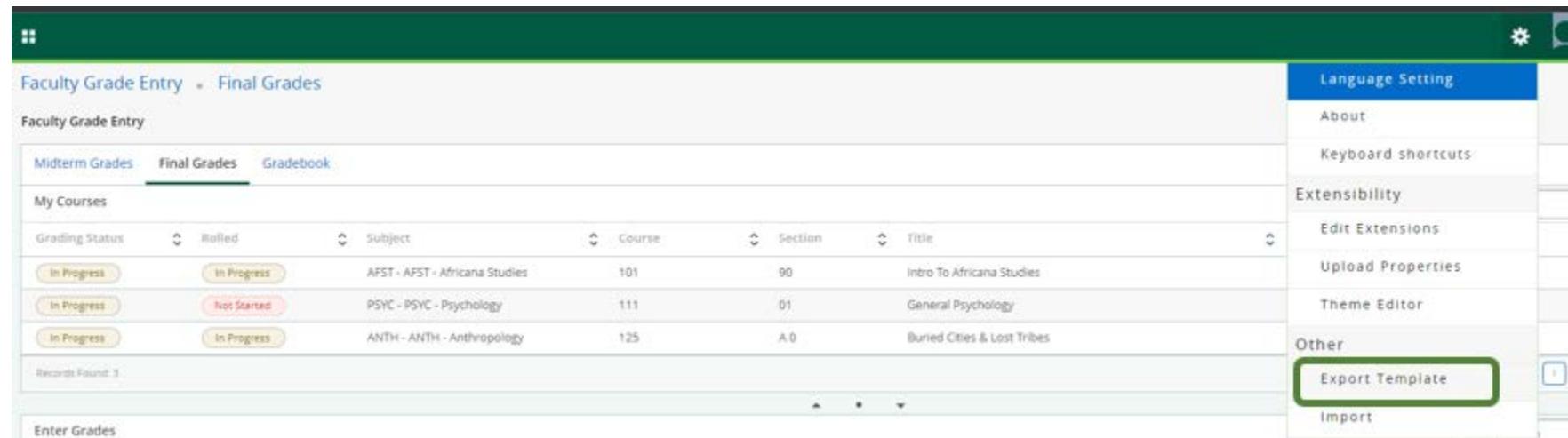
A popout will display grading status information and how many grades are remaining.

A screenshot of a course details page. At the top, there is a navigation bar with 'Course Details' and 'Getting Started' tabs, where 'Course Details' is underlined. Below the navigation bar, the course information is listed: 'ARTH 103, Section A 0' and 'Intro To Architecture (LEC) Course Reference Number: 18899'. A yellow box with a red border highlights a message '⚠️ Grades Remaining : 147'. Below this message, the statistics 'Eligible: 148' and 'Registered: 150' are shown, along with 'Graded Final: 1'. At the bottom of the page, the course dates '08/20/2024 - 12/05/2024', the primary instructor 'Jayne Emerson Burlingame', and the secondary instructor(s) are listed.

## 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.

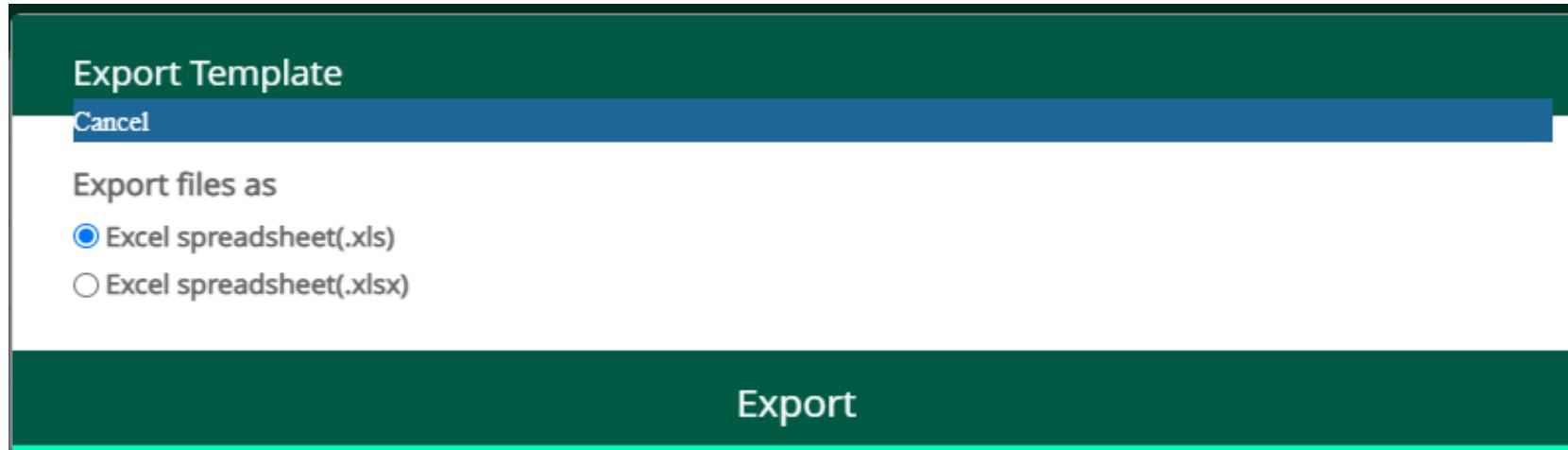
1. Click the **Tools** icon (shaped like a wheel) from the top green bar in the upper right corner, then select Export Template. If importing a previously created Excel file and not using the template, skip to Step 5.



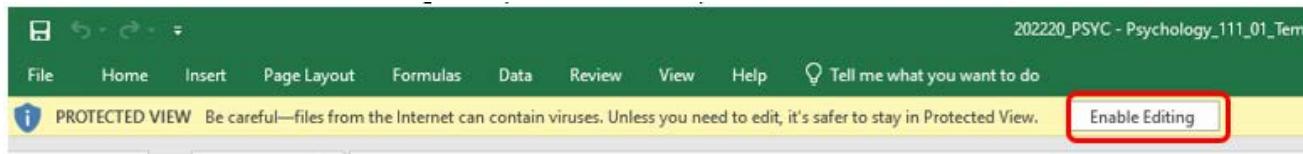
The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. On the right, a 'Tools' menu is open, showing various options like 'Language Setting', 'About', 'Keyboard shortcuts', 'Extensibility', 'Edit Extensions', 'Upload Properties', 'Theme Editor', and 'Other'. The 'Export Template' option under the 'Other' section is highlighted with a green box. The main table displays three courses: AFST - Africana Studies, PSYC - Psychology, and ANTH - Anthropology, with their respective section numbers and titles.

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

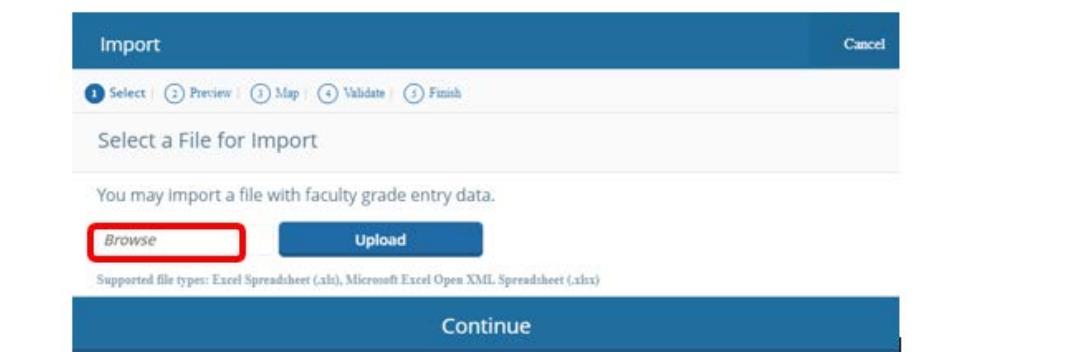
2. Select the Excel version (.xls or .xlsx) then click Export



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.**



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



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

Import

Cancel

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

### Map Columns

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.

Map

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

Go Back

Continue

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.

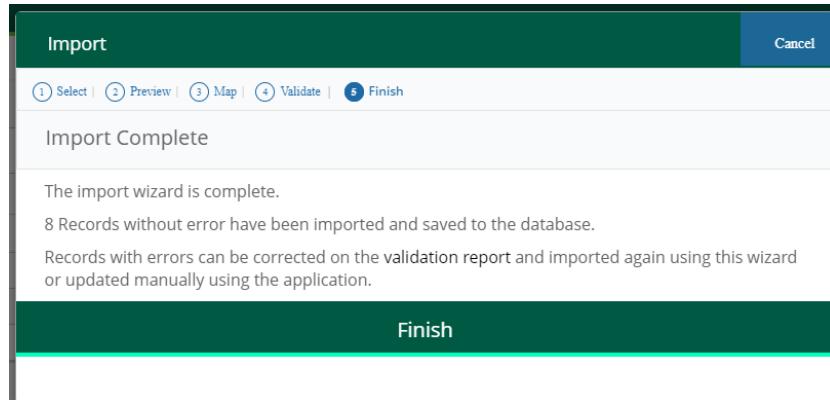
274 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202220	10471	REDACTED		No	No	PSYC - Psychology	B	
2	202220	10471	REDACTED		No	No	PSYC - Psychology	C	
3	202220	10471	REDACTED		NT	NT	PSYC -	NT	NT

[Go Back](#) Continue

7. Click **Continue**
8. Click **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.

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	In Progress	AFST - APST - 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

Full Name	ID	Midterm Grade	Final Grade	Rolled
	800		A	<input checked="" type="checkbox"/>
	800		B	<input checked="" type="checkbox"/>
	800		C	<input checked="" type="checkbox"/>
	800		D	<input checked="" type="checkbox"/>
	800		F	<input checked="" type="checkbox"/>
	800		A	<input checked="" type="checkbox"/>
	800		A+	<input checked="" type="checkbox"/>

## Correcting Errors in Grade Submission

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

### Option A

Complete the import process and update the remaining grades manually (grades that did not import due to the error)

- Select the course previously imported

Grading Status	Rolled	Subject	Course
In Progress	In Progress	AFST - AFST - Africana Studies	101
In Progress	Not Started	PSYC - PSYC - Psychology	111
In Progress	In Progress	ANTH - ANTH - Anthropology	125

- Use the pull-down box to manually enter the grades not imported (the grade will be blank on the roster)

Full Name	ID	Midterm Grade	Final Grade
			A
			A
			B
			C
			D
			F
			NGP
			C
			B+
			D
			E
			A
			A-
			B+
			B
			B-
			C+
			C
			D
			E
			NGP

- Click **SAVE** at the bottom of the screen

**OR**

- 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	
4	202220	10471			No	No	PSYC - Psychology	D	
5	202220	10471			No	No	PSYC - Psychology	E	
6	202220	10471			No	No	PSYC - Psychology	F	
7	202220	10471			No	No	PSYC - Psychology	G	
8	202220	10471			No	No	PSYC - Psychology	H	

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.



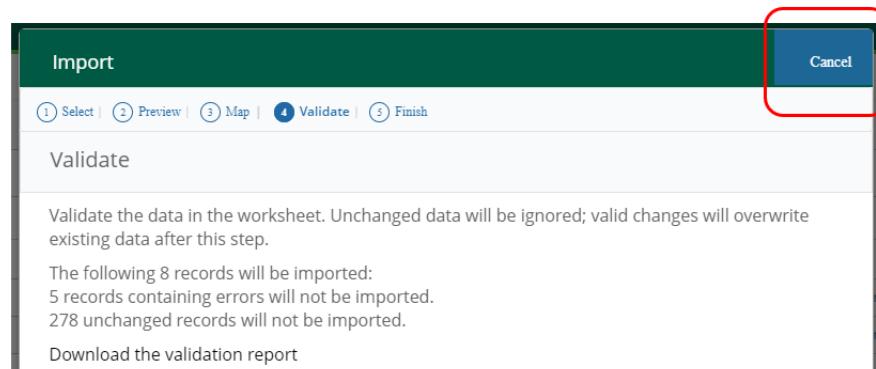
2	No new data. Ignored.	202220	10471					PSYC - Psychology	
3	The Final Grade, 'P', is not valid	202220	10471					PSYC - Psychology	P
4	No new data. Ignored.	202220	10471					PSYC - Psychology	
5	The Final Grade, '' is not valid	202220	10471					PSYC - Psychology	P

- Update the grade as needed



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

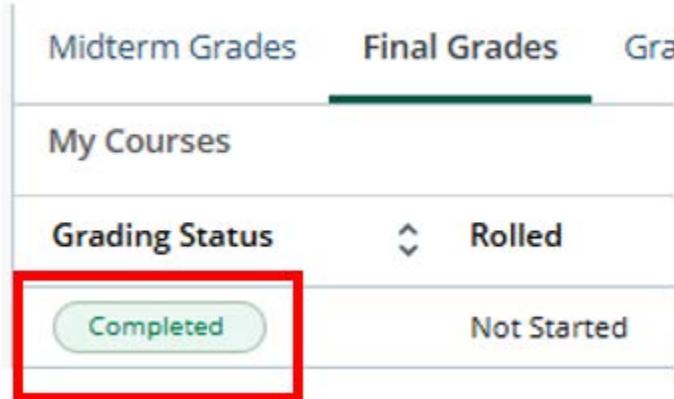
- Save the file to your computer
- Click Cancel in the BU Brain



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

## Grading Complete

Once grading for a course is complete, the Grading Status will update to Completed.



Midterm Grades   Final Grades   Gra

My Courses

Grading Status   ▼   Rolled

Completed   Not Started

The Rolled status will update per the grade roll schedule.