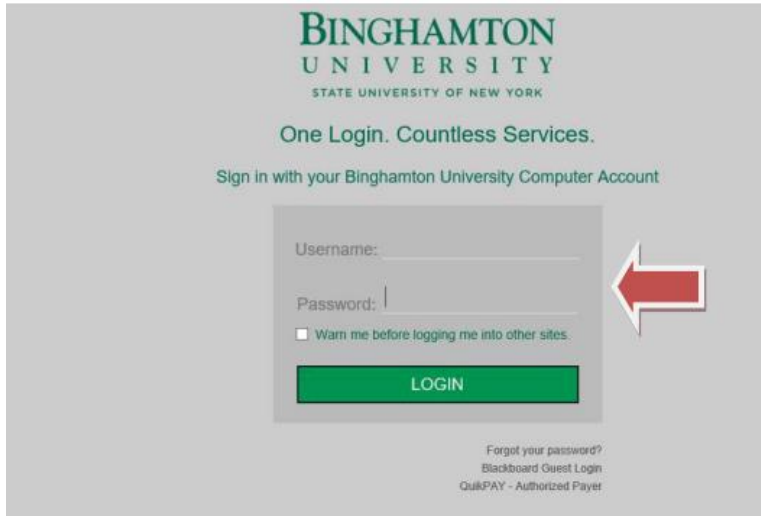


Log in to my.Binghamton.edu



Navigate to the BU Brain



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 &

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 worked students.

Faculty Detail Class List

Access your class rosters in detail. Includes 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

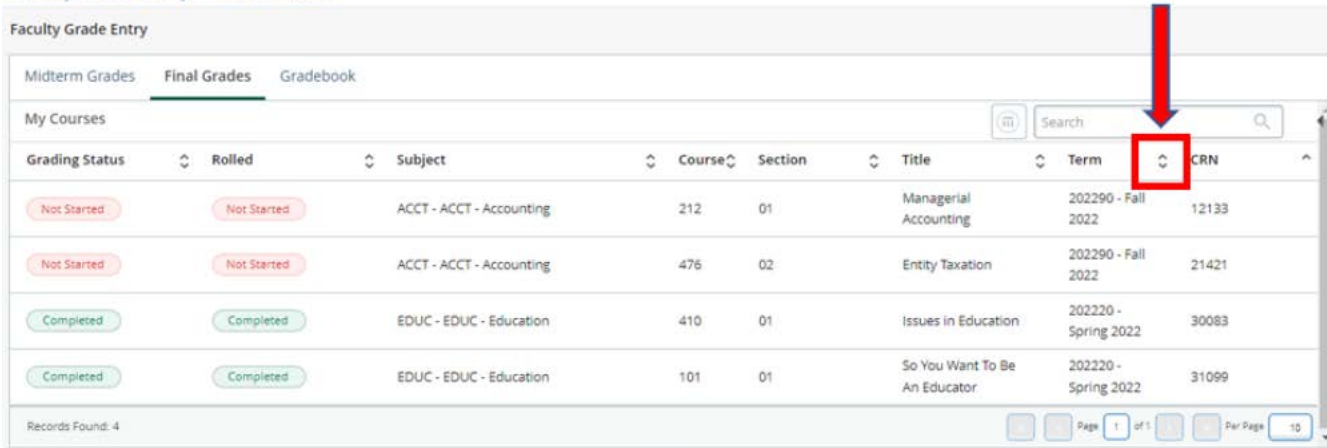
Midterm Grades Final Grades Gradebook

My Courses

Grading Status	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

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

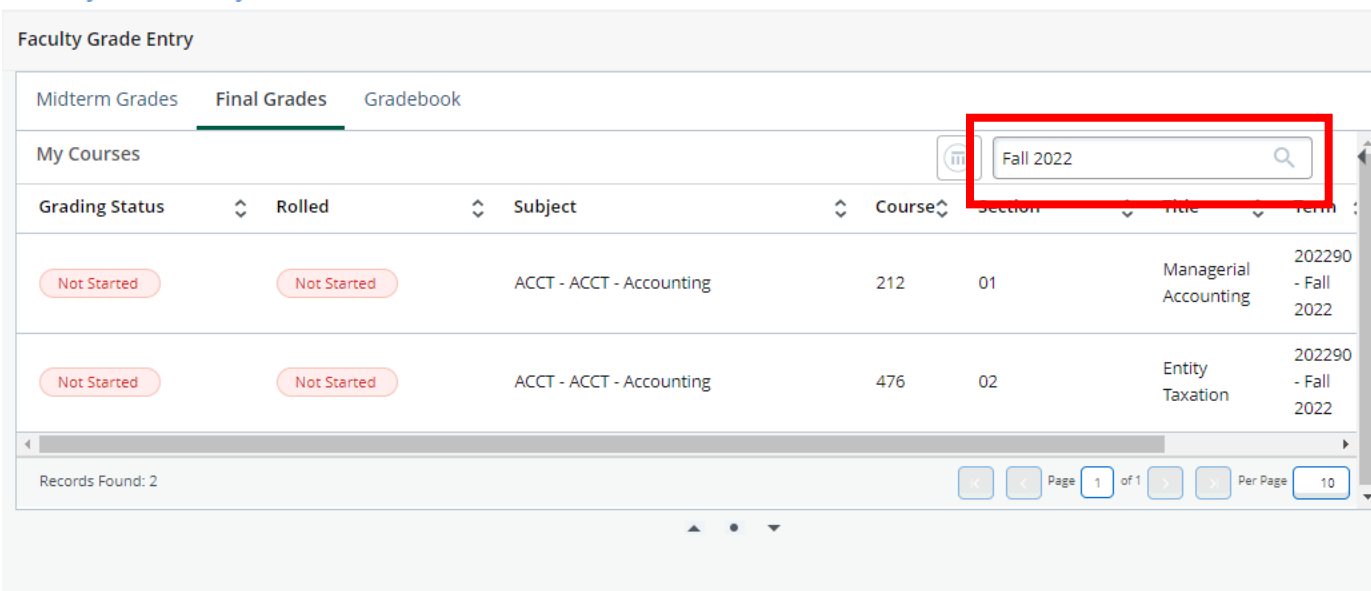
Midterm Grades Final Grades Gradebook

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

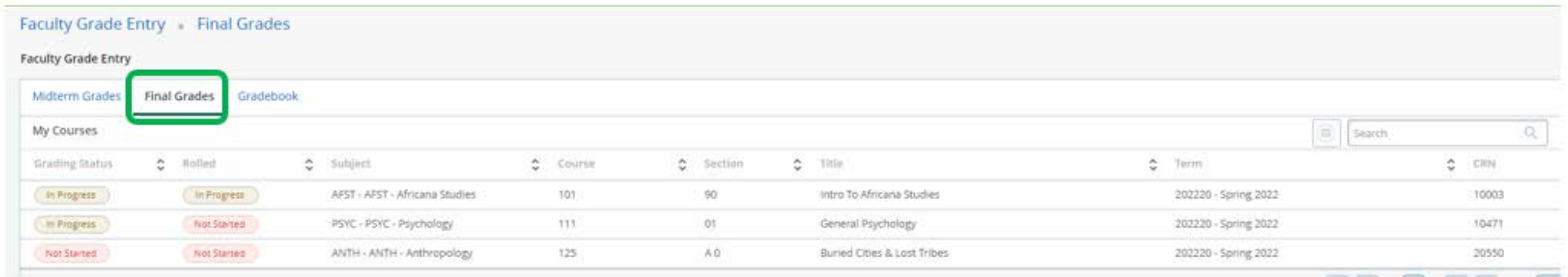
Records Found: 2

Page 1 of 1 Per Page 10



OPTION 1 Enter Grades Individually

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

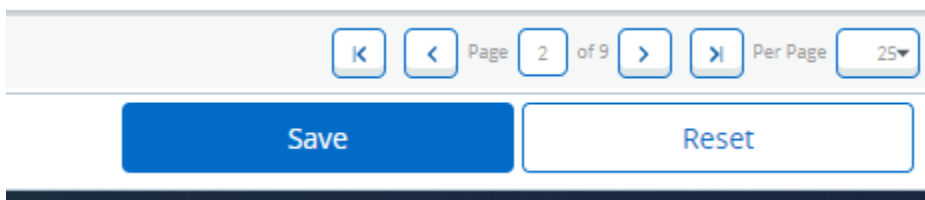


The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades' (which is highlighted with a green box), and 'Gradebook'. Below the tabs is a 'My Courses' section with a search bar. A table lists three courses with columns for Grading Status, Rofled, Subject, Course, Section, Title, Term, and CRN.

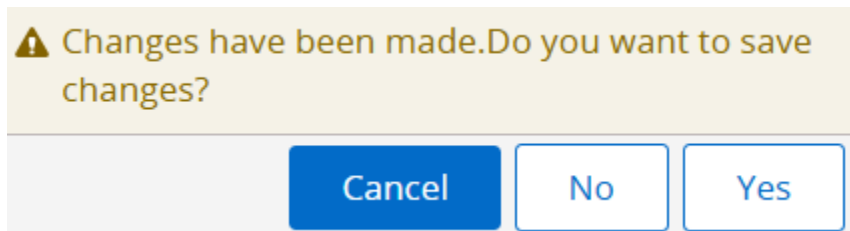
Grading Status	Rofled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies	202220 - Spring 2022	10003
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology	202220 - Spring 2022	10471
Not Started	Not Started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

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.

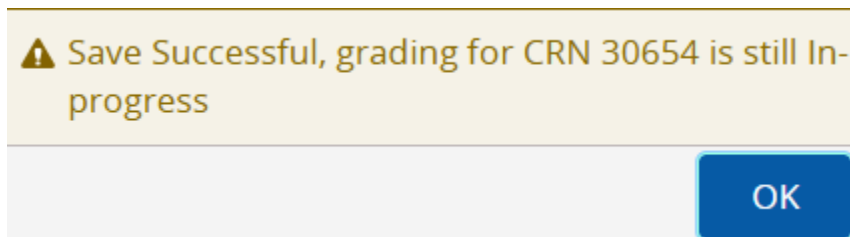
4. Click **SAVE** in the lower right corner often after assigning grades



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 the 'Incomplete Grades' screen. At the top left, the 'Roster' tab is highlighted with a red box. Below the tabs is a search bar. The main area contains a table with the following columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. There are five rows of data, all with a grade of 'I' and an 'F' Incomplete Final Grade. The 'Save' button at the bottom right is highlighted with a red box.

Full Name	ID	Grade	Incomplete Final Grade	Extension Date	Extension Date Constraints
[Redacted]	B-1234	I	F	05/11/2022	
[Redacted]	B-1235	I	F	05/11/2022	
[Redacted]	B-1236	I	F	05/11/2022	
[Redacted]	B-1237	I	F	05/11/2022	
[Redacted]	B-1238	I	F	05/11/2022	

Records Found: 5

Page 1 of 1 Per Page 25

Save Reset

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

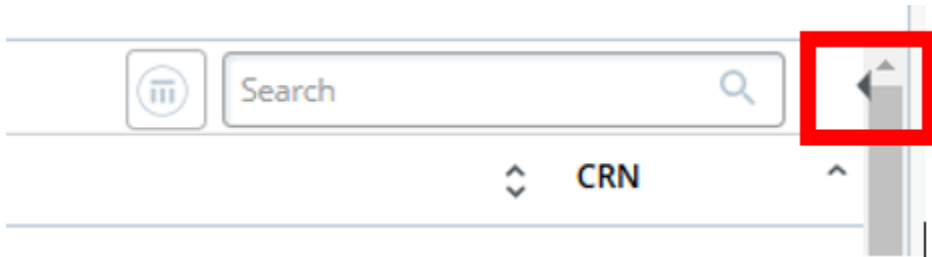
The close-up shows the pagination controls. The 'Page 2 of 9' text is highlighted with a green box. Below the pagination controls are 'Save' and 'Reset' buttons.

Page 2 of 9 Per Page 25

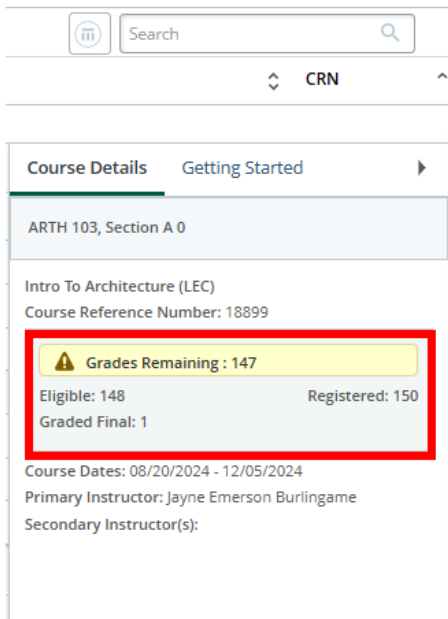
Save Reset

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 popout. At the top, there are two tabs: "Course Details" (selected) and "Getting Started". Below the tabs, the course name "ARTH 103, Section A 0" is displayed. Underneath, it says "Intro To Architecture (LEC)" and "Course Reference Number: 18899". A yellow warning box with a triangle icon contains the text "Grades Remaining : 147". Below this, it shows "Eligible: 148" and "Registered: 150". A red box highlights the "Grades Remaining" section. At the bottom, it says "Graded Final: 1". Further down, it lists "Course Dates: 08/20/2024 - 12/05/2024", "Primary Instructor: Jayne Emerson Burlingame", and "Secondary Instructor(s):".

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.

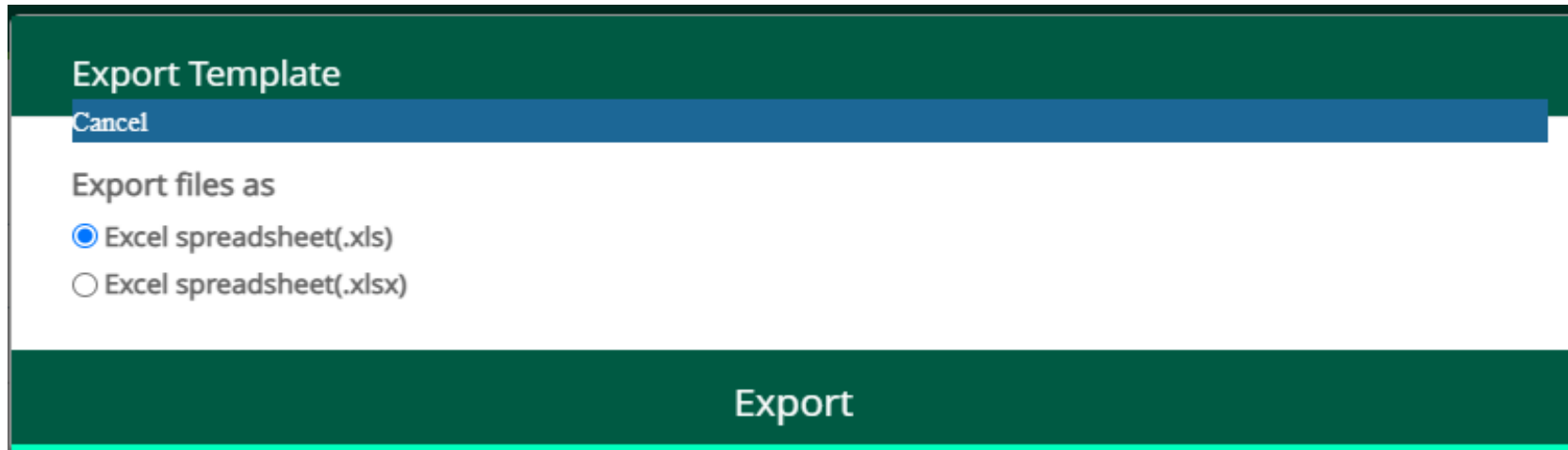
1. Click the **Tools** icon (shaped like a wheel) from the top green bar in the upper right corner, then select Export Template. If importing a previously created Excel file and not using the template, skip to Step 5.

The screenshot shows the 'Faculty Grade Entry' interface. The top navigation bar is green and contains a 'Tools' icon (a gear) in the upper right corner. Below the navigation bar, the page title is 'Faculty Grade Entry - Final Grades'. The main content area is titled 'Faculty Grade Entry' and has three tabs: 'Midterm Grades', 'Final Grades' (which is selected), and 'Gradebook'. Underneath the tabs is a section titled 'My Courses' containing a table with the following data:

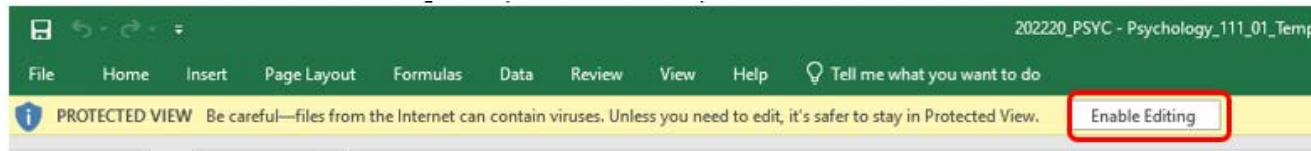
Grading Status	Rollid	Subject	Course	Section	Title
In Progress	In Progress	AFST - AFST - Africana Studies	101	90	Intro To Africana Studies
In Progress	Not Started	PSYC - PSYC - Psychology	111	01	General Psychology
In Progress	In Progress	ANTH - ANTH - Anthropology	125	A 0	Buried Cities & Lost Tribes

Below the table, it says 'Records Found: 3'. At the bottom of the page, there is a section titled 'Enter Grades'. On the right side of the interface, a 'Tools' menu is open, showing options: 'Language Setting', 'About', 'Keyboard shortcuts', 'Extensibility', 'Edit Extensions', 'Upload Properties', 'Theme Editor', 'Other', 'Export Template' (which is highlighted with a green box), and 'Import'.

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

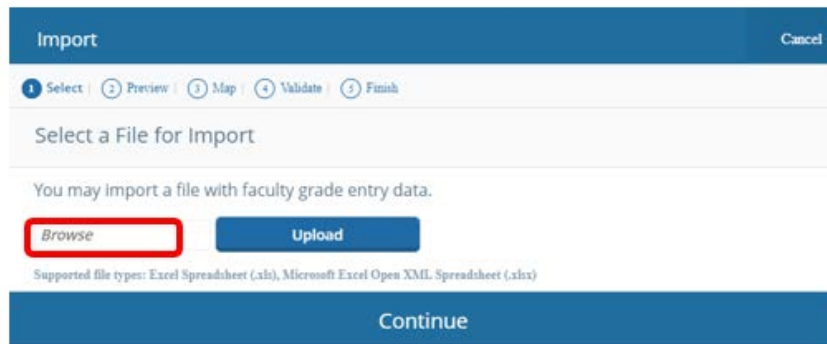


3. Open the downloaded file
4. Enable editing of the file (found in the yellow bar at the top of the Excel file), enter the final grades, and save the file to your computer. **It is not necessary to the Last Attended Date, Incomplete Final Grade, or Extension Date.**



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

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



- 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.

✔ Term Code*
✔ CRN*
✔ Student ID*
✔ Final Grade

✔ Last Attended Date
✔ Incomplete Final Grade
✔ Extension Date

Map Term Code* CRN* Other Student ID* Other Other Other

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			No	No	PSYC - Psychology	B	
2	202220	10471			No	No	PSYC - Psychology	C	
3	202220	10471			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.

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					
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.
 289 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

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

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rollled	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)

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 -	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	
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.

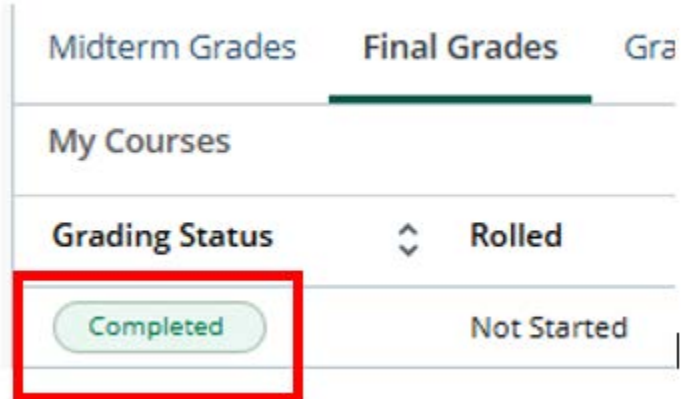
[Download the validation report](#)

Cancel

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

Grading Complete

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



The Rolled status will update per the grade roll schedule.