

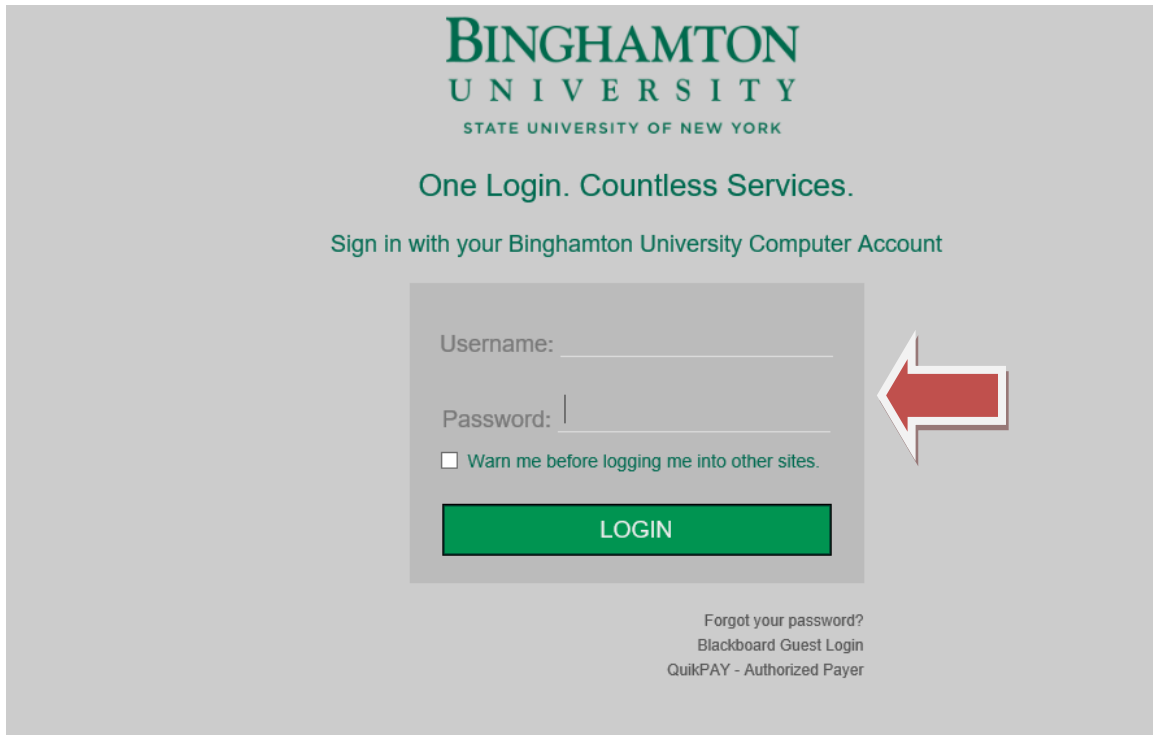
# BU BRAIN Self Service

## GRADING PROCEDURES FOR FACULTY

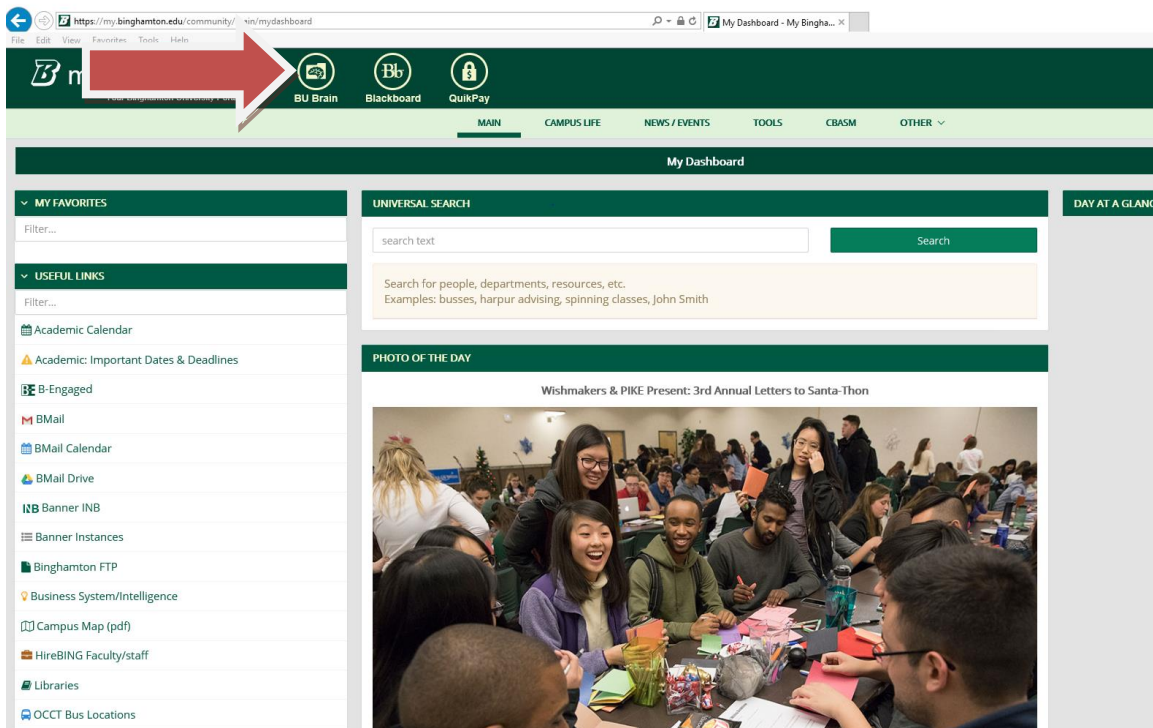
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Login to Binghamton University's Portal at [my.binghamton.edu](https://my.binghamton.edu) by entering your User ID and Password.

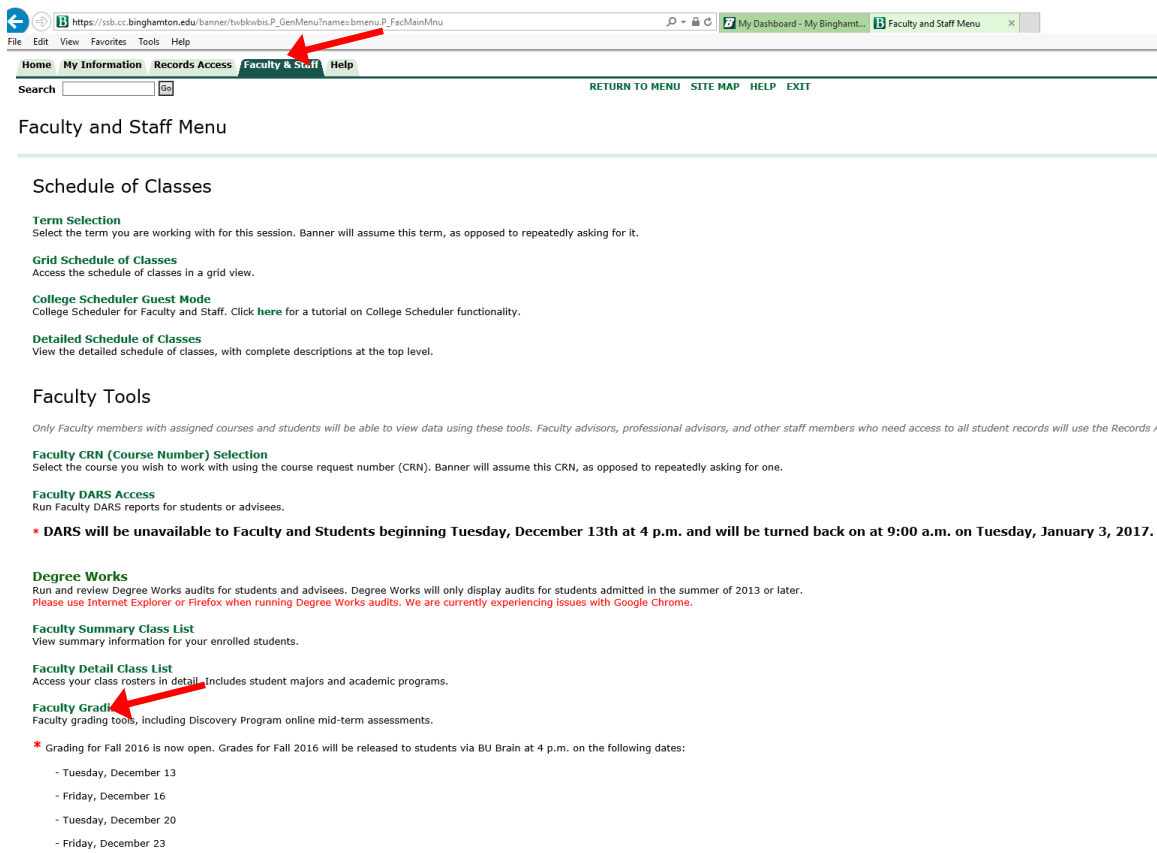


Click on the **BU BRAIN Self Service** icon on top left side of page:



## Entering Grades:

Once in **BU BRAIN Self Service**, go to **Faculty & Staff** tab, and scroll down to **Faculty Grading:**



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.

**Grid Schedule of Classes**  
Access the schedule of classes in a grid view.

**College Scheduler Guest Mode**  
College Scheduler for Faculty and Staff. Click [here](#) for a tutorial on College Scheduler functionality.

**Detailed Schedule of Classes**  
View the detailed schedule of classes, with complete descriptions at the top level.

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 advisees.

**\* 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 advisees. 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 enrolled students.

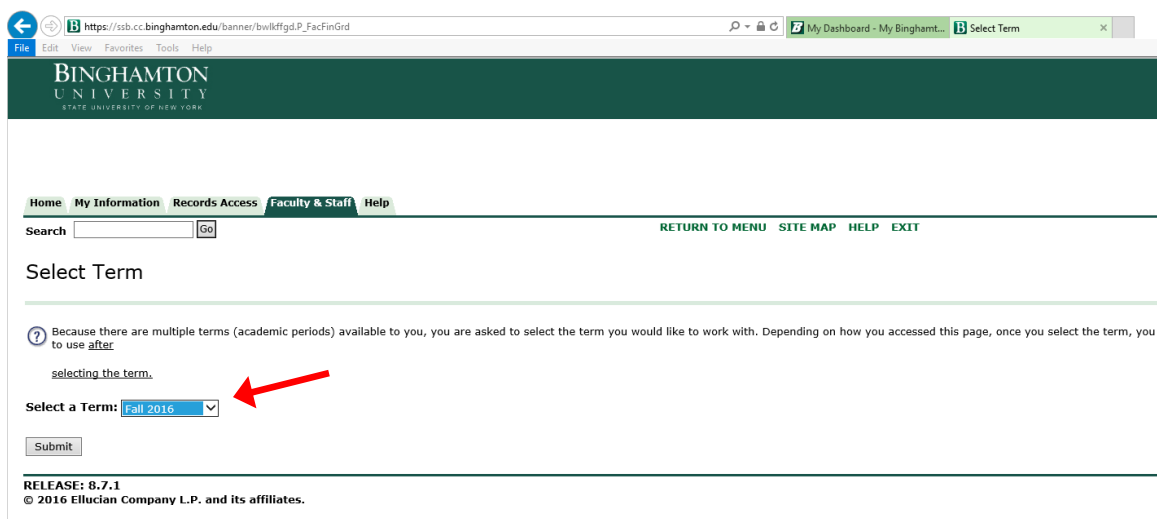
**Faculty Detail Class List**  
Access your class rosters in detail. Includes student majors and academic programs.

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

**\* Grading for Fall 2016 is now open. Grades for Fall 2016 will be released to students via BU Brain at 4 p.m. on the following dates:**

- Tuesday, December 13
- Friday, December 16
- Tuesday, December 20
- Friday, December 23

Select Term and click Submit:



BINGHAMTON UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

Home My Information Records Access **Faculty & Staff** Help

Search   RETURN TO MENU SITE MAP HELP EXIT

Select Term

**?** Because there are multiple terms (academic periods) available to you, you are asked to select the term you would like to work with. Depending on how you accessed this page, once you select the term, you to use after selecting the term.

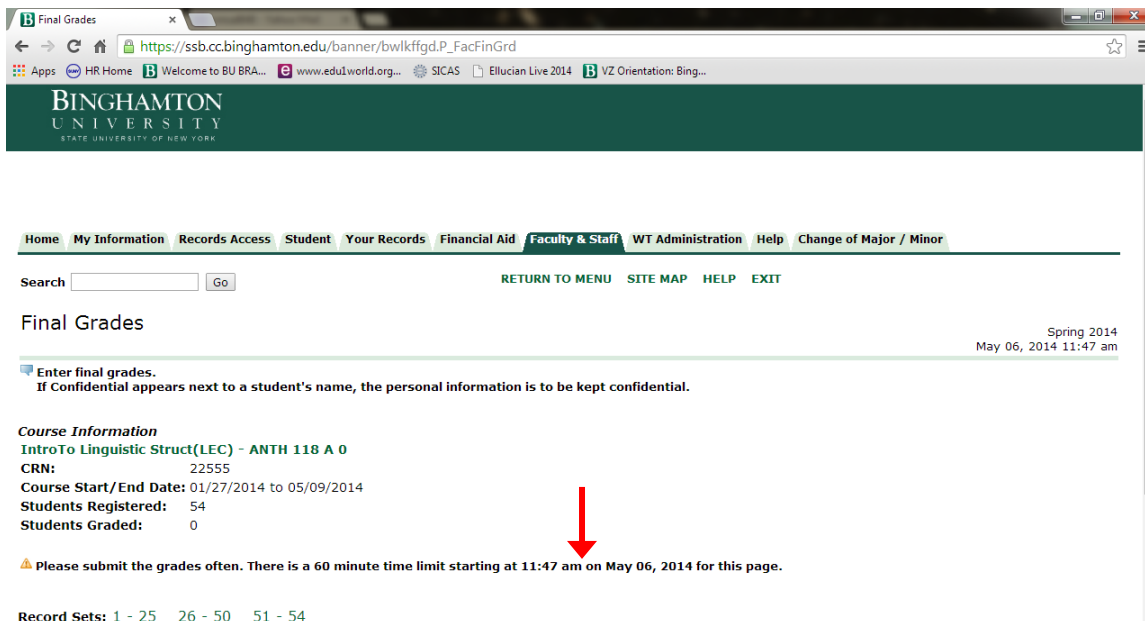
Select a Term:

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Select the CRN for the course you want to grade and click **Submit**:  
(If you are teaching multiple courses, use the drop-down arrow to select a different course. You will need to grade each individual course.)



To enter **Final Grades**:



Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	Not Gradable	N	<input type="text"/>	<input type="text"/>	4

**⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.**

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[\[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List \]](#)

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Under the **Grade** column, you can either type in the grade or use the drop-down arrow to select a grade from the list. All students **MUST** receive a grade. If a student did not attend a course, please assign the “NSF” grade (No-Show F).

**Important:** there is a 60-minute time limit so be sure to click **Submit** often. Once the time limit is reached, your session will close and any unsaved information will be lost.

## Terminology:

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Suny, Jack</a>	B00405432	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	1
2	<a href="#">Suny, Jane</a>	B00405430	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	3
3	<a href="#">Suny, Jill</a>	B00405431	4.000	**Registered** Dec 08, 2011	None ▾	N	<input type="text"/>	<input type="text"/>	2
4	<a href="#">Suny, John</a>	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	Not Gradable	N	<input type="text"/>	<input type="text"/>	4

 Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

Record Number: Number of each student in alphabetical order.

Student Name: You can click on the students name to access their student information.

ID: This is the students "B" number.

Credits: The number of credits the student will receive for this course.

Registration Status: Shows how a student registered for the course (i.e., Web Registered – student registered on BU BRAIN Self Service; Registered – student registered through the department).

Grade: Student's grade based on grade mode. (see "Grades Modes" on page 8)

Rolled: An "N" will appear in the *Rolled* column indicating that the grades have NOT been rolled. As long as the "N" appears in this column, you can make changes to the grade. Once Student Records rolls the grades, they will be committed to academic history in Banner as the official grade and you will no longer be able to make changes on BU BRAIN Self Service. Once the roll process has taken place, the "N" will change to "Y". When grades are rolled, students can view their grades on BU BRAIN Self Service. If you need to make a change to the grade after the roll process has taken place, you will need to submit the **Change of Grade** form. The **Change of Grade** form can be obtained by faculty/staff only (ID required) in Financial Aid & Student Records or through the Academic Departments.

Last Attended Date: OPTIONAL - You may put in the last date that a student attended your course, but this is not required to complete the grading.

Attended Hours: OPTIONAL - You may put in the hours that a student attended your course, but it is not required to complete grading.

Registration Number: This number represents when the student registered for this course.

## Grade Modes

Ex: This student is registered for the “letter” grade option so all letter grades appear in the selection.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None	N			1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None	N			3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None	N			2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	None A A- B B+ B- C C+ C- D F I NSF	N			4

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List ]

Ex: This student is registered for the “Pass/Fail” option so only P/F options appear.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None	N			1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None F I	N			3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None NSF P	N			2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	Not Gradable	N			4

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List ]

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Ex: This student has the “Zero” grade mode, which indicates that they will not receive credit for the course. The zero will appear in front of the grade but the student should still be graded with the appropriate letter or pass/fail.



**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None	N			1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None	N			3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None	N			2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	None OA- OB OB+ OB- OC OC+ OC- OD OF OP OS OU F I NSF	N			4

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Schedule | Student Menu | Summary Class List ]

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Ex: This student has withdrawn from the course so you cannot assign a grade and registration status will show "withdrawal."

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None	N			1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None	N			3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None	N			2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	Not Gradable				4

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

\*\*\*The Pass/Fail grade mode for Graduate Students appears as "S" for Satisfactory or "U" for Unsatisfactory. All other grades should appear the same.

Students who did not attend class or participate in any way must be given a grade of NSF (No Show F). The grade will appear as an "F" on the student's transcript and provides a way for the University to track students who did not actually participate in the course.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Suny, Jack	B00405432	4.000	**Registered** Dec 08, 2011	None	N			1
2	Suny, Jane	B00405430	4.000	**Registered** Dec 08, 2011	None	N			3
3	Suny, Jill	B00405431	4.000	**Registered** Dec 08, 2011	None	N			2
4	Suny, John	B00405429	4.000	Registrars Drop Withdrawal Dec 08, 2011	None	N			4

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:44 pm on Dec 08, 2011 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List ]  
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If there are more than 25 students in the course, click on the links provided to move to the next page. Each page contains 25 students.

Final Grades

45	4.000	Web Withdrawal Oct 18, 2011	Not Gradable	N			51
46	4.000	**Web Registered** Sep 06, 2011	None	N			138
47	4.000	**Web Registered** Jul 12, 2011	None	N			100
48	4.000	**Web Registered** Aug 26, 2011	None	N			104
49	4.000	**Web Registered** Jul 12, 2011	None	N			101
50	4.000	**Web Registered** Apr 13, 2011	None	N			12

Record Sets: 1 - 25   26 - 50   51 - 75   76 - 79

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 04:28 pm on Dec 07, 2011 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List ]  
RELEASE: 8.5.1.25

Once grades are submitted, you will receive a message stating grades were successfully processed:

Final Grades

Enter final grades.  
If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**Intro Prehistoric Archaeology - ANTH 167 90**  
**CRN:** 93884  
**Course Start/End Date:** 08/29/2011 to 12/09/2011  
**Students Registered:** 79  
**Students Graded:** 5

⚠ Please submit the grades often. There is a 60 minute time limit starting at 04:39 pm on Dec 07, 2011 for this page.

✓ Grades successfully processed.

Record Sets: 1 - 25 26 - 50 51 - 75 76 - 79

**Final Grades**

Record Number	Student Name ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
26		4.000	**Web Registered** Sep 12 2011	I	N			147

## Assigning Incomplete Grades:

If assigning a student an **Incomplete** grade, you will receive the following message after clicking the submit button:

Incomplete Final Grades

Confirmation - you have submitted Incomplete grades for the following students.  
All Incomplete notations must be replaced with grades by the end of the next major semester (whether the student is enrolled in college or not) or the grade will change to  $F$  for Undergraduates and  $W$  for Graduate students.  
**CLICK THE "SUBMIT" BUTTON BELOW TO PROCEED.**

**Course Information**  
**Beginning Algebra - MATH 105 01**  
CRN: 12346  
Students Registered: 4

⚠ Please submit the grades often. There is a 60 minute time limit starting at 01:54 pm on Dec 08, 2011 for this page.

⚠ The extension date default is May 11, 2012. The extension date may have constraints according to level.

**Incomplete Final Grades**

Record Number	Student Name ID	Grade Rolled	Incomplete Final Grade	Extension Date	Extension Date Constraints
1	Suny, Jack B00405432 I	N	F	05/11/2012	
2	Suny, Jane B00405430 I	N	F	05/11/2012	

Submit Cancel Reset

You **MUST** click **SUBMIT** a second time in order to submit the Incomplete grade. The second page is to confirm that you did assign the Incomplete grade for the student(s) listed and indicates the time frame allowed to complete the work. (i.e.: 05/11/2012) If not completed, the "I" will be changed to an "F" (or "W" for Graduate Students).

After submitting grades for a course, click CRN Selection on the bottom of the page to return to the **Select CRN** menu and chose your next course to grade:

25 | 4.000 \*\*Registered\*\* Feb 10, 2014 | None | N | 14

Record Sets: 1 - 25 26 - 50 51 - 54

Submit Reset

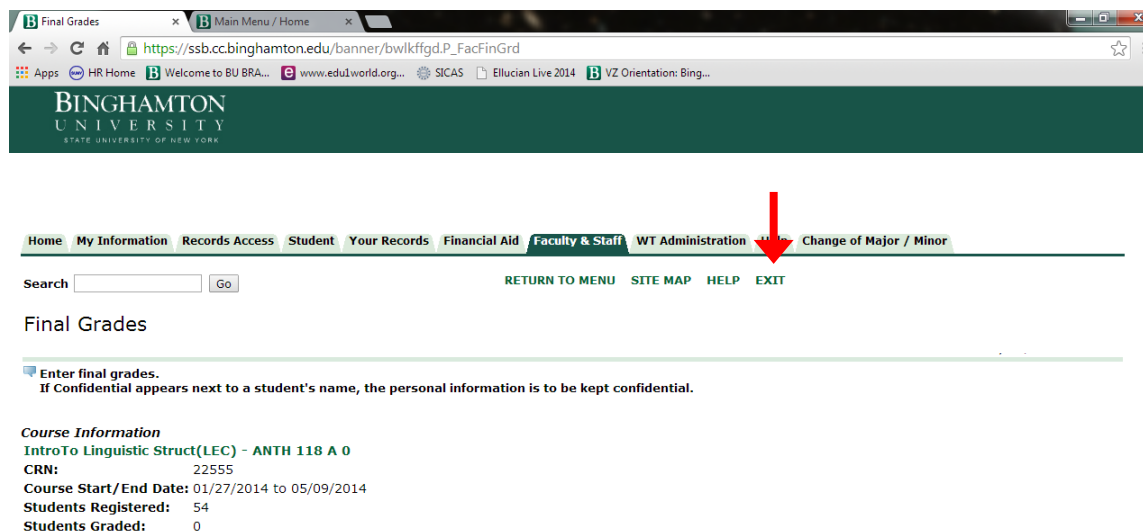
⚠ Please submit the grades often. There is a 60 minute time limit starting at 11:47 am on May 06, 2014 for this page.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Student Menu | Summary Class List ]

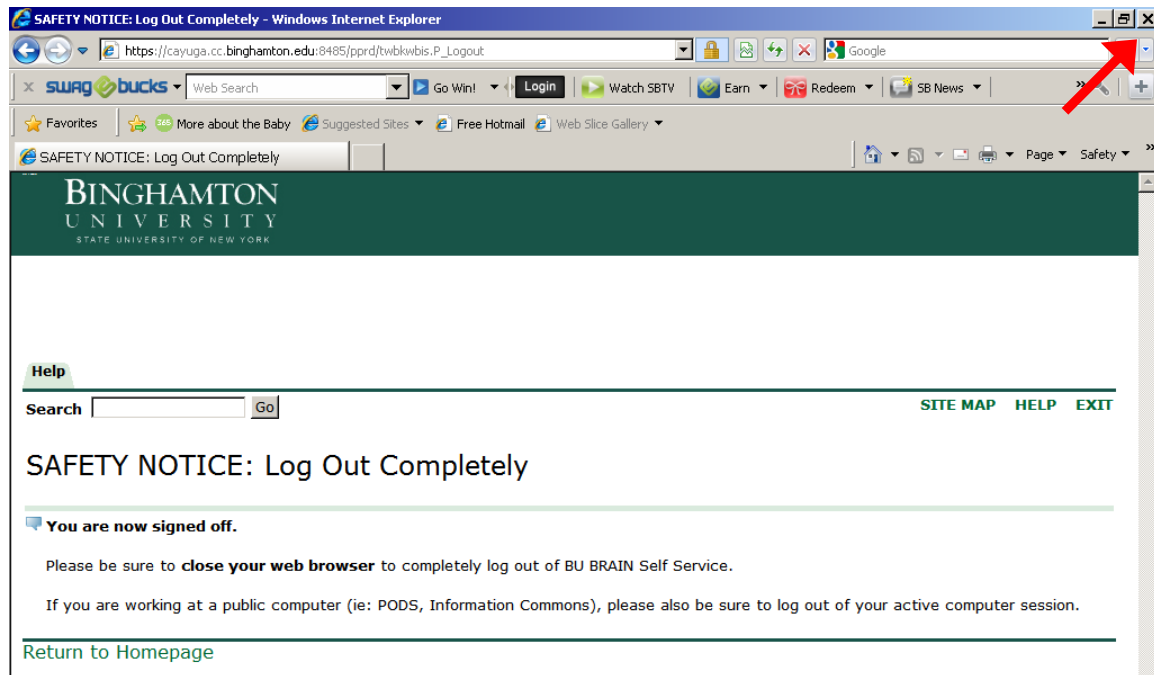
RELEASE: 8.5.2S

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When you are finished entering grades, be sure to LOG OUT of the system by clicking EXIT in the upper right corner.



To ensure you have completely logged out, be sure to click the “X” in the top right corner.



## **Contacts**

### **Technical:**

- ITS Help Desk  
7-6420

### **Policy:**

- Financial Aid and Student Records  
7-6088