BU BRAIN Self Service

GRADING PROCEDURES FOR FACULTY

Updated December 2016 LK
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Login to Binghamton University’s Portal at 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:

Select Term and click Submit:
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:**
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:**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suny, Jack</td>
<td>B00405432 4.000</td>
<td><strong>Registered</strong></td>
<td>Dec 08, 2011</td>
<td>N</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Suny, Jane</td>
<td>B00405430 4.000</td>
<td><strong>Registered</strong></td>
<td>Dec 08, 2011</td>
<td>N</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Suny, Jill</td>
<td>B00405431 4.000</td>
<td><strong>Registered</strong></td>
<td>Dec 08, 2011</td>
<td>N</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Suny, John</td>
<td>B00405429 4.000</td>
<td>Registrars Drop Withdrawal Dec 08, 2011</td>
<td>N</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.

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

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Ex: This student has withdrawn from the course so you cannot assign a grade and registration status will show “withdrawal.”

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

![Image of grade submission page]

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

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

![Incomplete Final Grades](image)

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:
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

Procedural:

- Banner Support and Reference
  [http://banner.binghamton.edu](http://banner.binghamton.edu)

- Computer Center Help Desk
  7-6420

- Susan Dingman, University Center for Training and Development
  7-7406

Policy:

- Financial Aid and Student Records
  7-6088