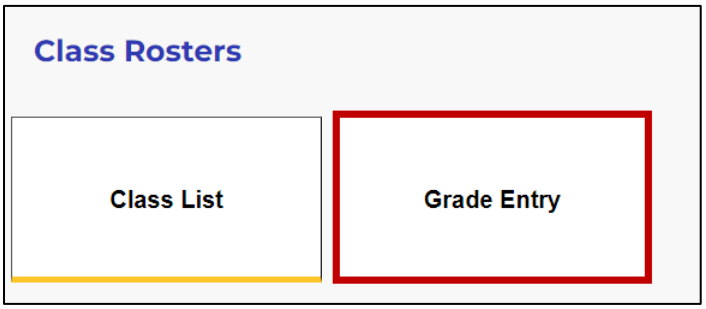
This guide will show you how to:

- Navigate Faculty Grade Entry
- Enter Grades
- Show remaining grades to be entered
- Export Template and Import Grades

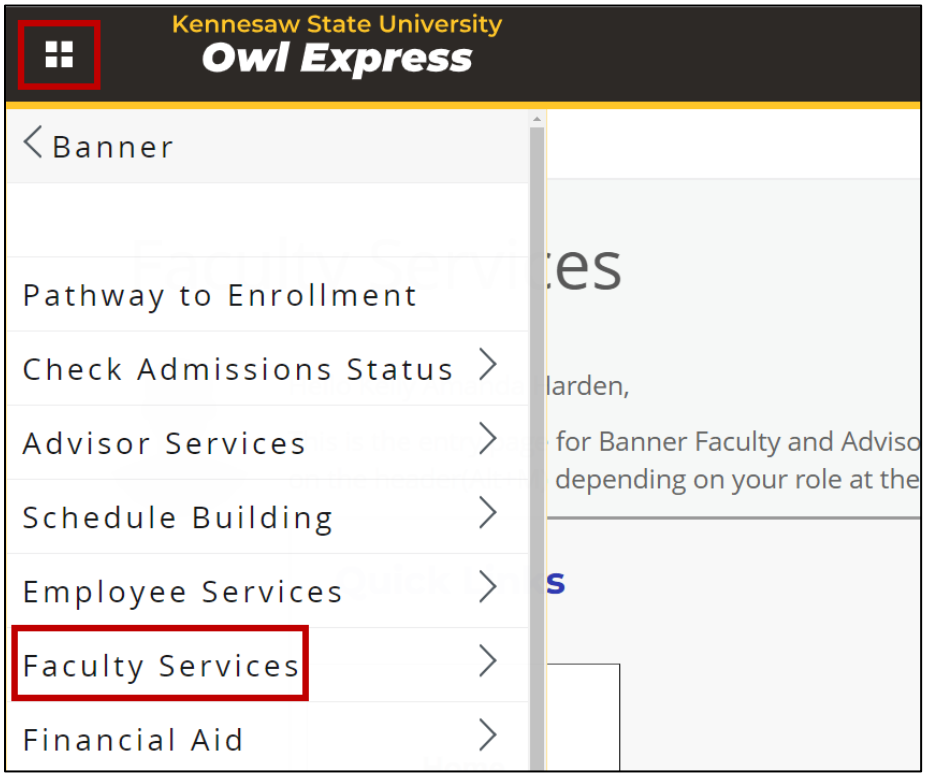
How to Navigate Faculty Services Grade Entry

1. In Owl Express under the Faculty Services menu, click Grade Entry.



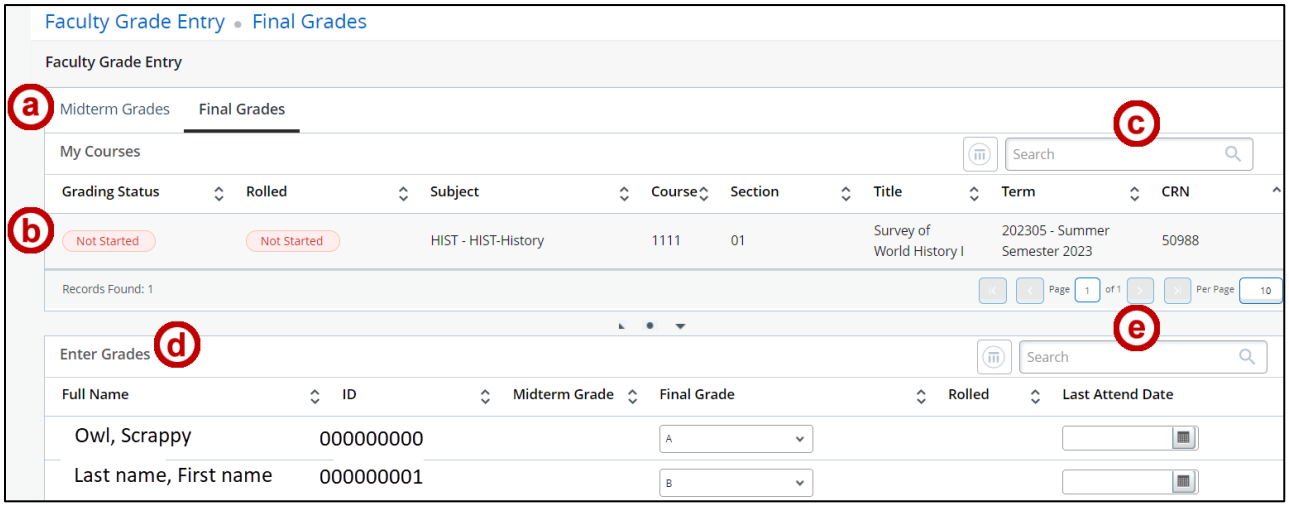
Grade Entry tile

Note: Click the Home button to access Faculty Services > Faculty dashboard.



Home button

2. The Faculty Grade Entry page will load.

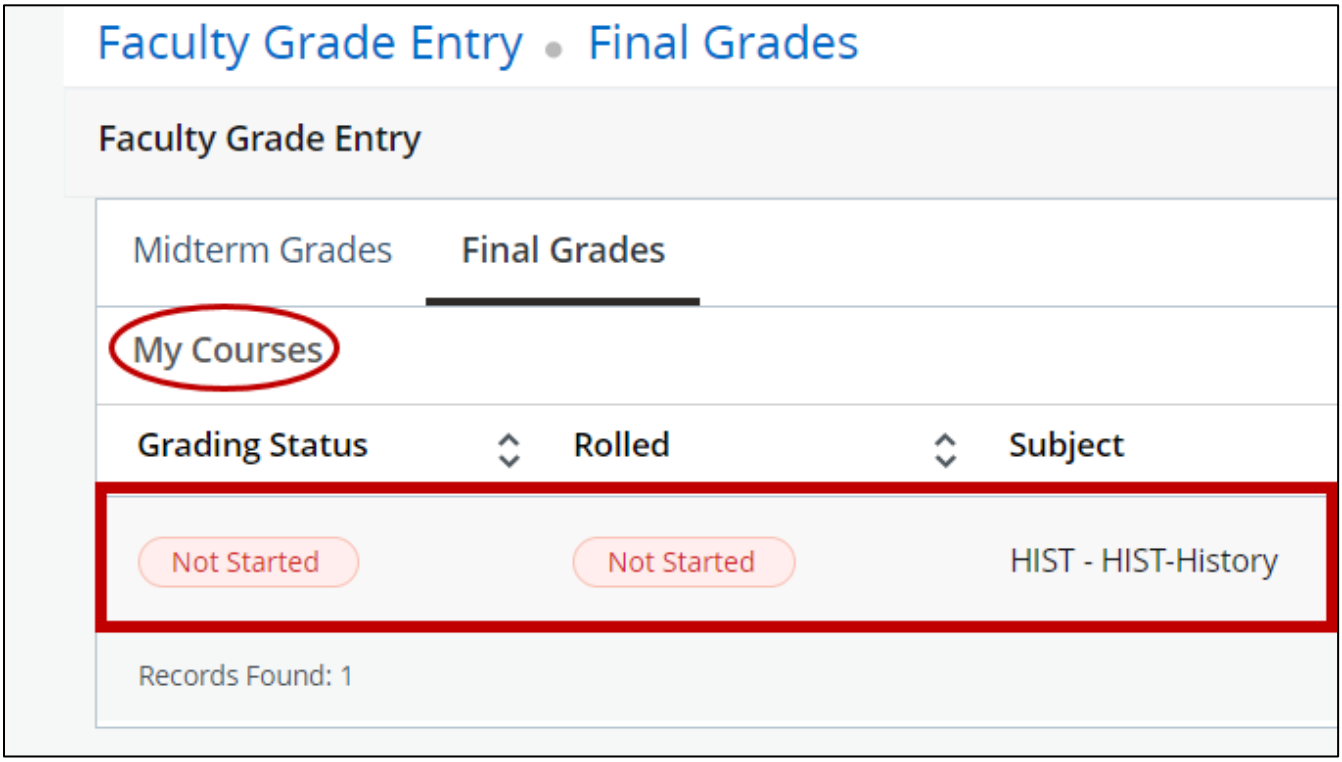


Faculty Grade Entry page overview

a. Midterm Grades/Final Grades tabs
b. My Courses: Displays your courses.
c. My Courses search: Search for a course.
d. Enter Grades: Displays your class list and includes the Final Grade/Last Attend Date fields.
e. Enter Grades class list search: Search for a student ID number or name.

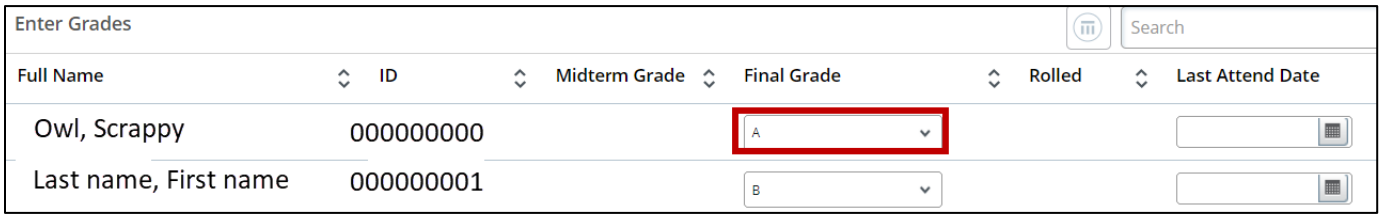
How to enter grades

1. Click a course from My Courses to enter grades.



Click course from My Courses

2. Select a grade from the Midterm/Final Grade field.



Select grade

Note: *Rolled* is short for *Rolled to History*. It means the final grade has been saved to the student's academic record and calculated in their GPA. No action is required from Faculty.
Note: Rolled grades cannot be changed by the faculty. A grade change form must be submitted for grades that have been rolled to history in Banner.

Note: If you select a grade of F, NA, U or W, you must enter a Last Attend Date (must be between the dates of the Course Duration [duration is found in Course Information]).

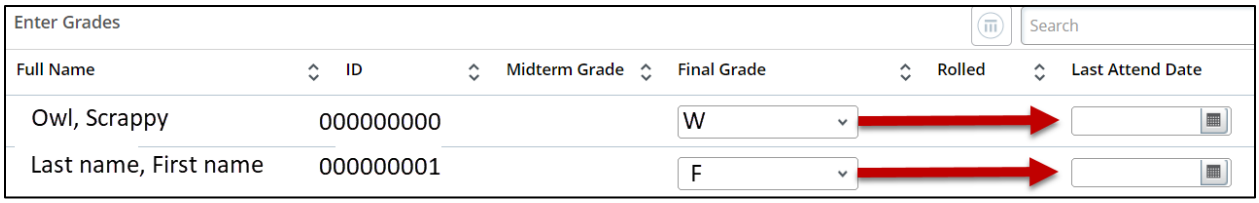
- W- Last date that they showed up/participate
- F-Last date that they showed up/participate
- NA- Enter the date after the last date to drop/ add for that part of term.

- U- Last date that they showed up/participated

Note: Last Date of Attendance is not needed for mid-term grade entry.

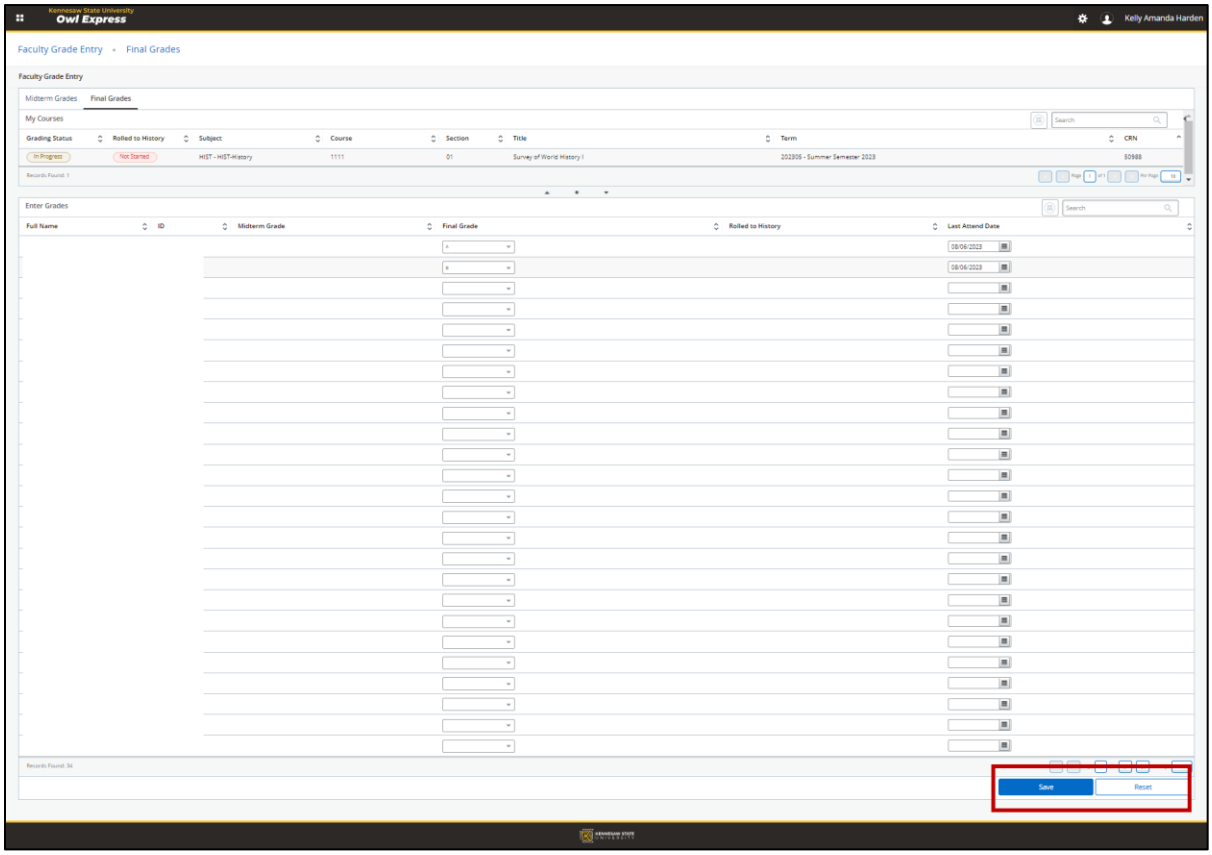
3. Select a Last Attend Date.

Note: A passing grade **does not require a Last Attend Date**. You will receive an error message if you click Save and did not add the Last Attend Date for a non-passing grade. Click on the error message to access the specific student(s) who need a Last Attend Date.



Select Last Attend Date

4. Click Save to save the grade entry or Reset to start over.



Click Save or Reset

Note: Each time you click Save, the grade is submitted. You can confirm the grade was submitted by looking at the note in the top right corner that reads *Save Successful*.

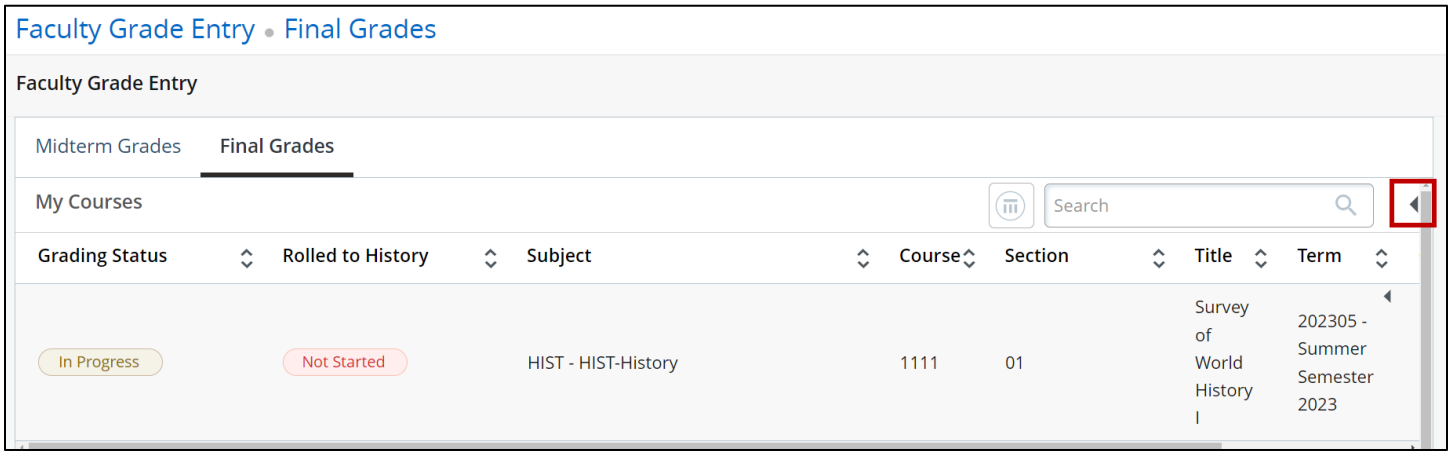
Note: You will **not receive a confirmation email after grade submission.**

Note: If a number populates next to your name after you submit grades, it indicates the number of records that do not have grade codes.

How to Show Remaining Grades to be Entered

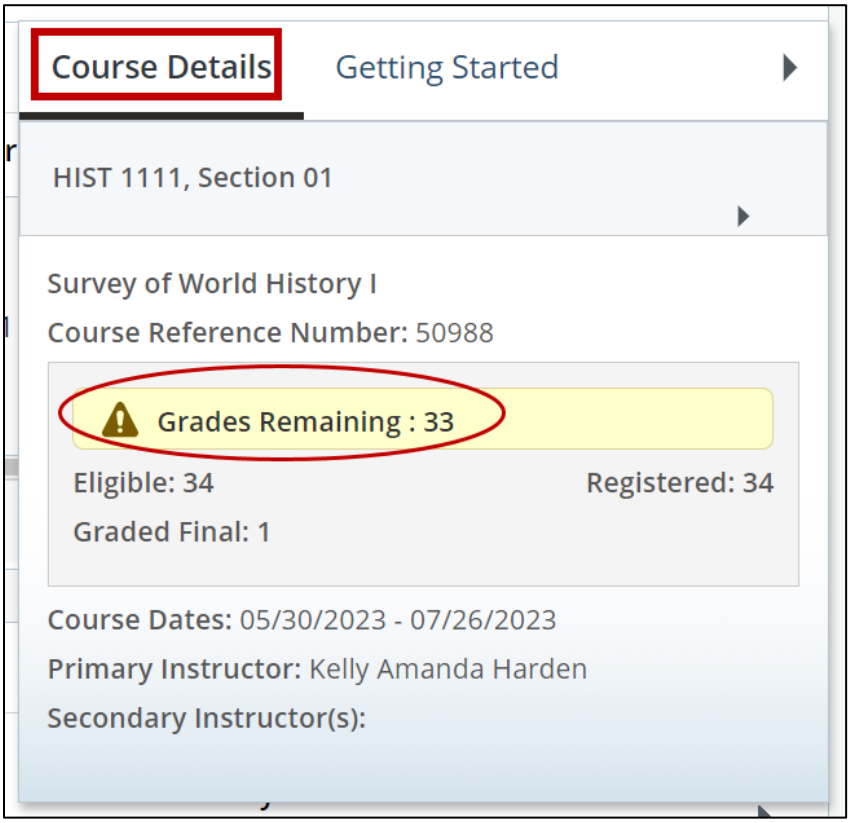
1. Navigate to Faculty Grade Entry.
2. Click the arrow next to the Search bar.

Note: If you do not see the arrow, expand the size of your window or zoom out.



Arrow next to Search bar

3. A side panel will open. On the Course Details tab, locate the Grades Remaining.

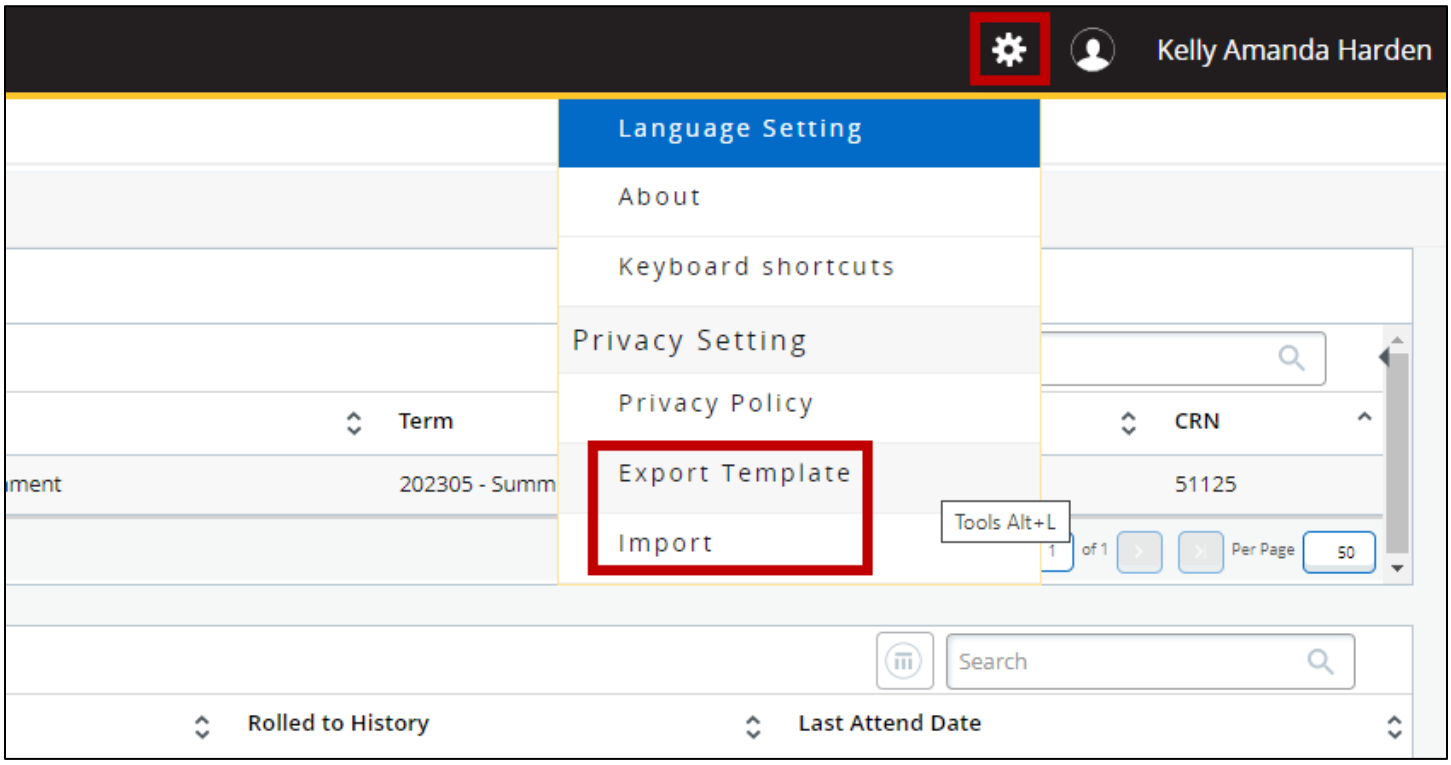


Grades Remaining

How to Export Template and Import Grades

In SSB9, you can export a grade template, complete it, and import it back into Faculty Grade Entry.

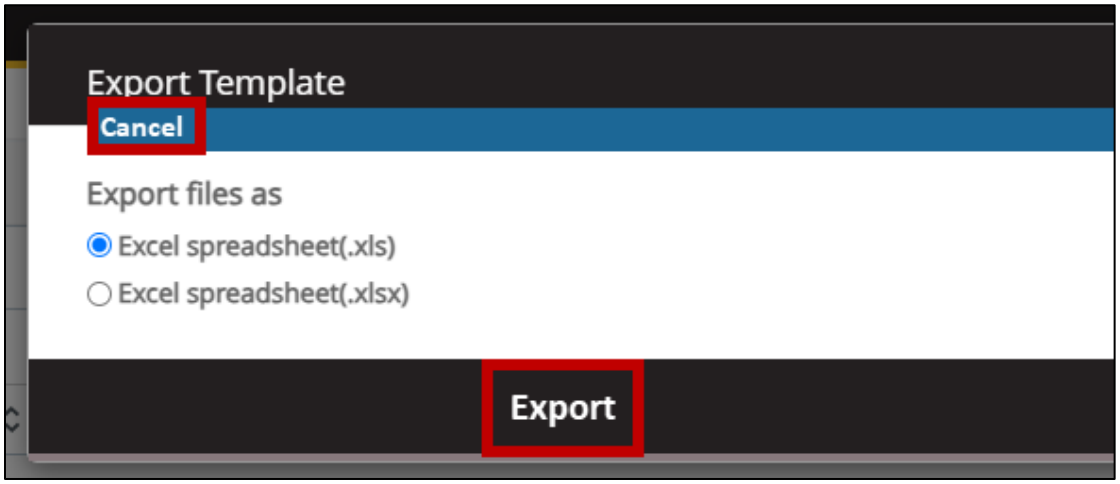
1. Navigate to Faculty Grade Entry.
2. Click the gear icon and locate the Export Template and Import links in the menu.



Gear icon

How to Export Template:

1. Click the gear icon and select Export Template.
2. The Export Template window will open. Select the type of file to export. Click Export.



Export Template window

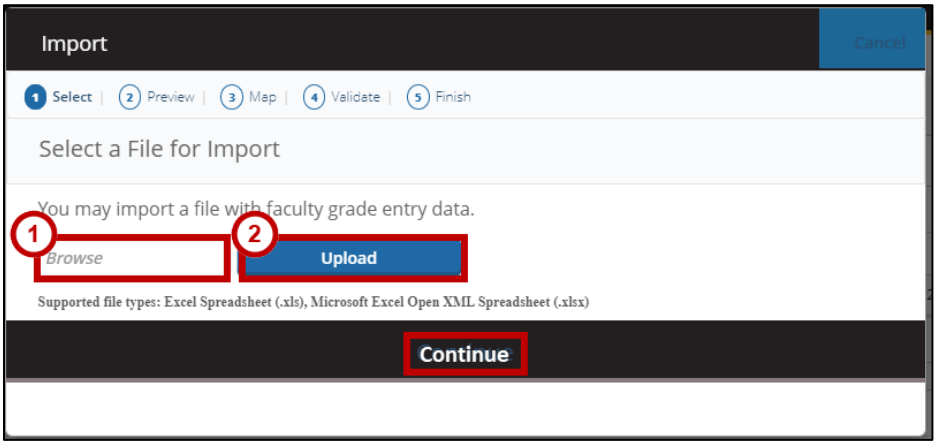
3. The file will download to your PC. When you open it, you can enter the Final Grade and Last Attended Date into the spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Term Code	CRN	Full Name	Student ID	Rolled to History	Confidential	Course	Final Grade	Last Attended Date
2	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	A	
3	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	B	
4	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	F	3/12/2024
5	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	C	
6	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	A	
7	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	B	
8	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	W	8/10/2024
9									
10									

Excel spreadsheet exported

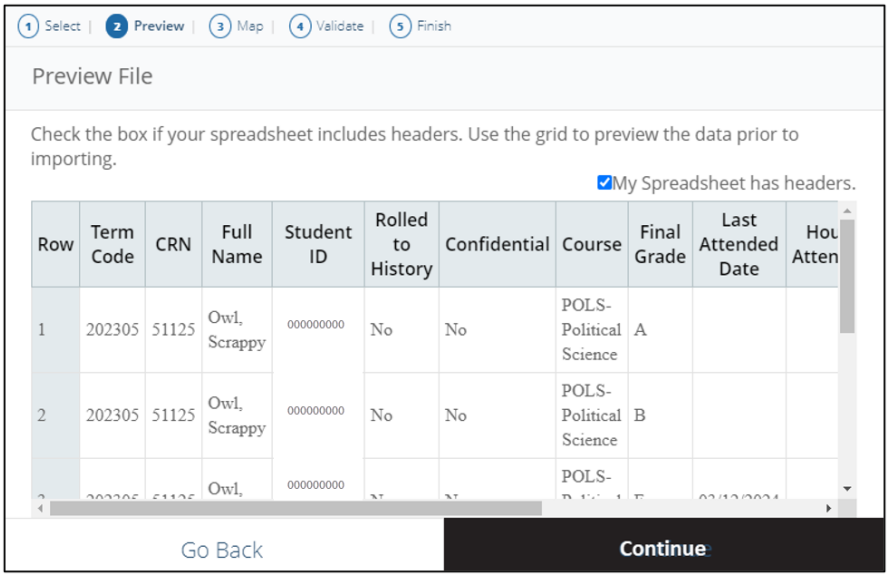
How to Import grades from template:

1. Click the gear icon and select Import. The Import window will open.
   Click Browse to select the file for import.



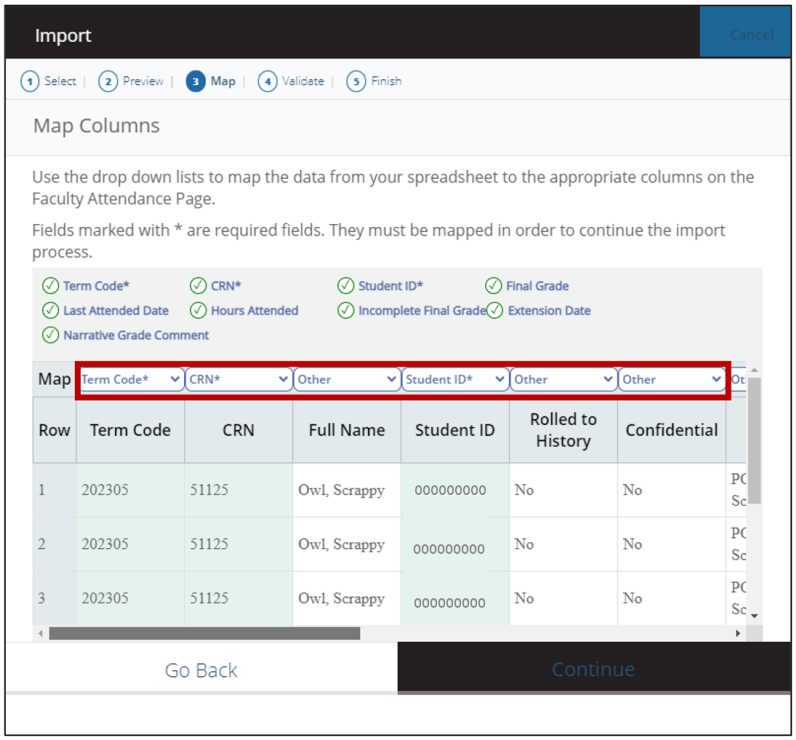
Import winodw

2. Click Upload.
3. Click Continue.
4. The Preview File window will open. Review the Excel data and click Go Back or Continue.



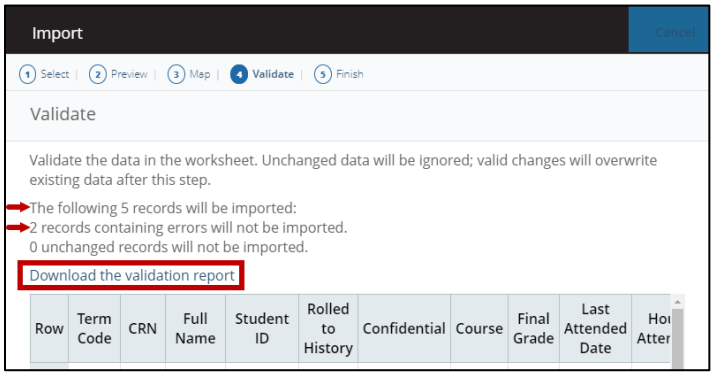
Preview File

5. The Map Data window will open. Read the instructions and verify that the data is mapped to the correct column. Click Continue.

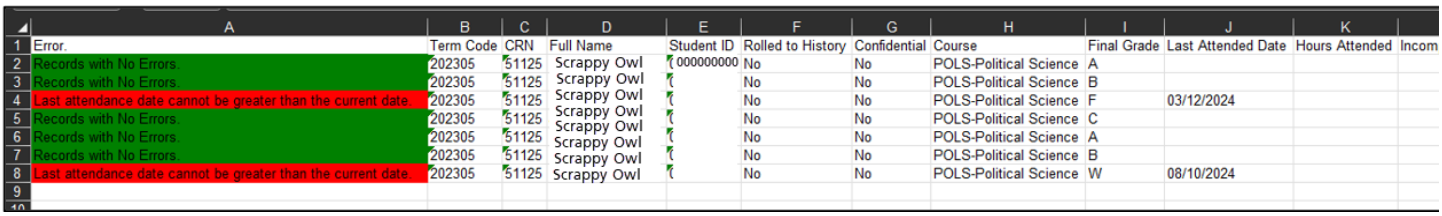


Map Data window

6. The Validate window will open. Read the instructions and download the validation report if errors exist. Click Continue.



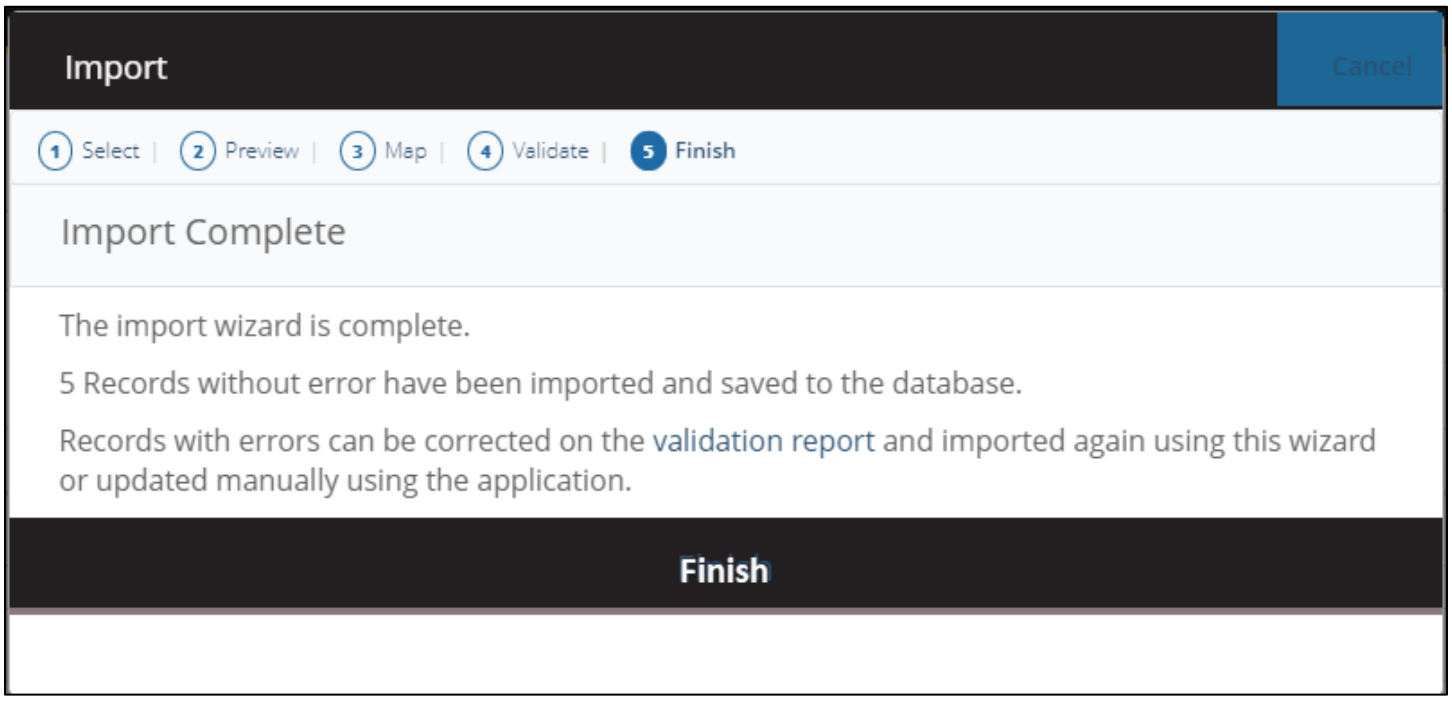
Validation window



	A	B	C	D	E	F	G	H	I	J	K	
1	Error.	Term Code	CRN	Full Name	Student ID	Rolled to History	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incom
2	Records with No Errors.	202305	51125	Scrappy Owl	000000000	No	No	POLS-Political Science	A			
3	Records with No Errors.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	B			
4	Last attendance date cannot be greater than the current date.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	F	03/12/2024		
5	Records with No Errors.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	C			
6	Records with No Errors.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	A			
7	Records with No Errors.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	B			
8	Last attendance date cannot be greater than the current date.	202305	51125	Scrappy Owl		No	No	POLS-Political Science	W	08/10/2024		
9												

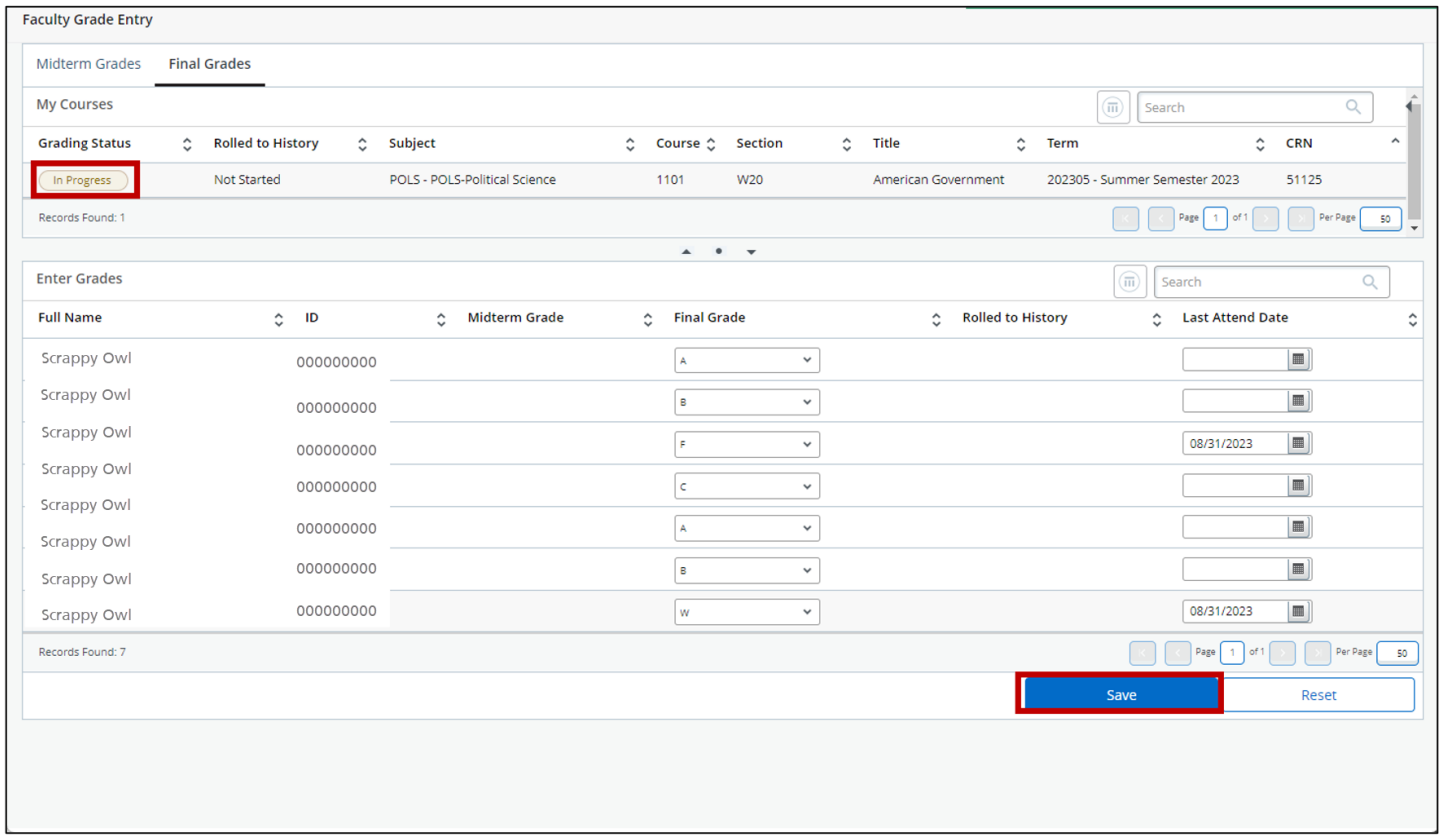
Validation report with errors

7. The Finish window will open. Click Finish.

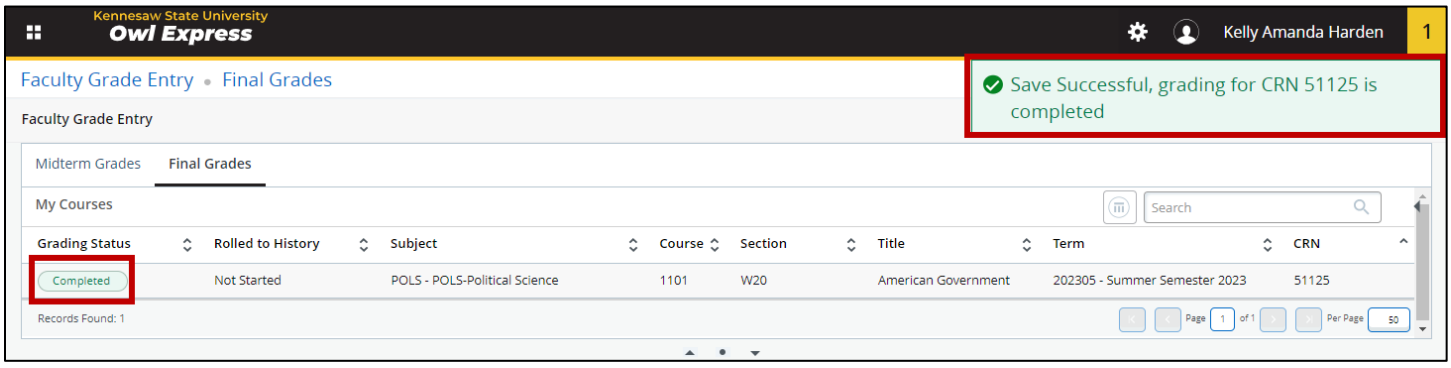


Finish window

8. The data will populate in the Enter Grades grid. The Grading Status will be marked as In Progress. Click Save to submit the grades. Once submitted, the Grading Status will be market as Completed.



In progress/save



Grading Status Completed/Save successful