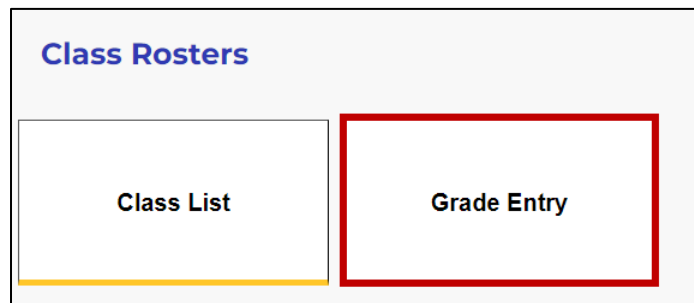


This guide will show you how to:

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

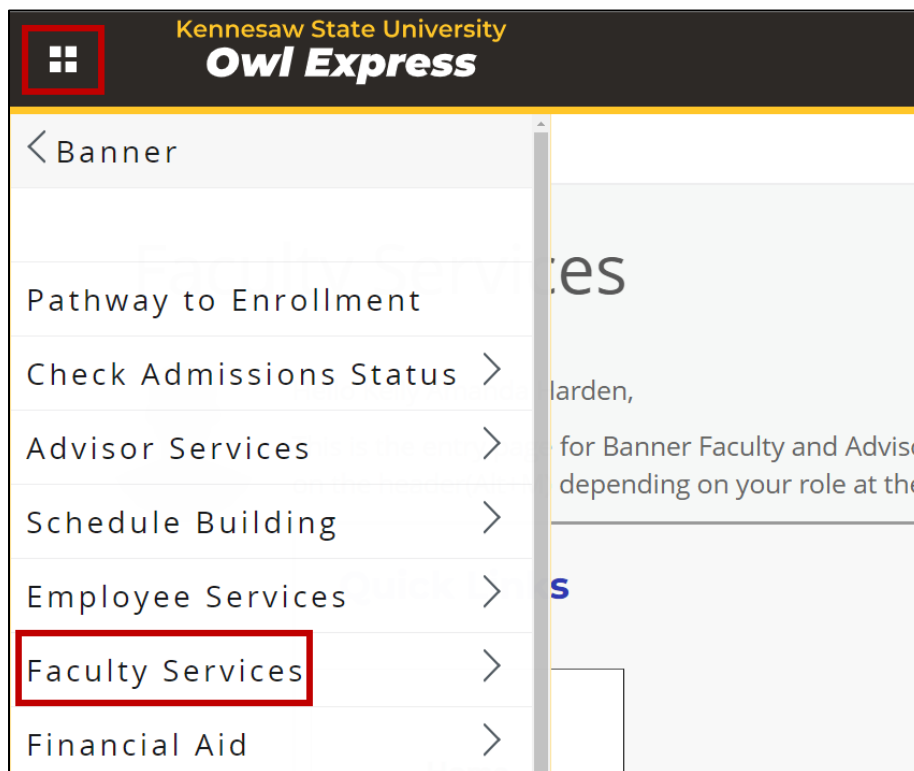
How to Navigate Faculty Services Grade Entry

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



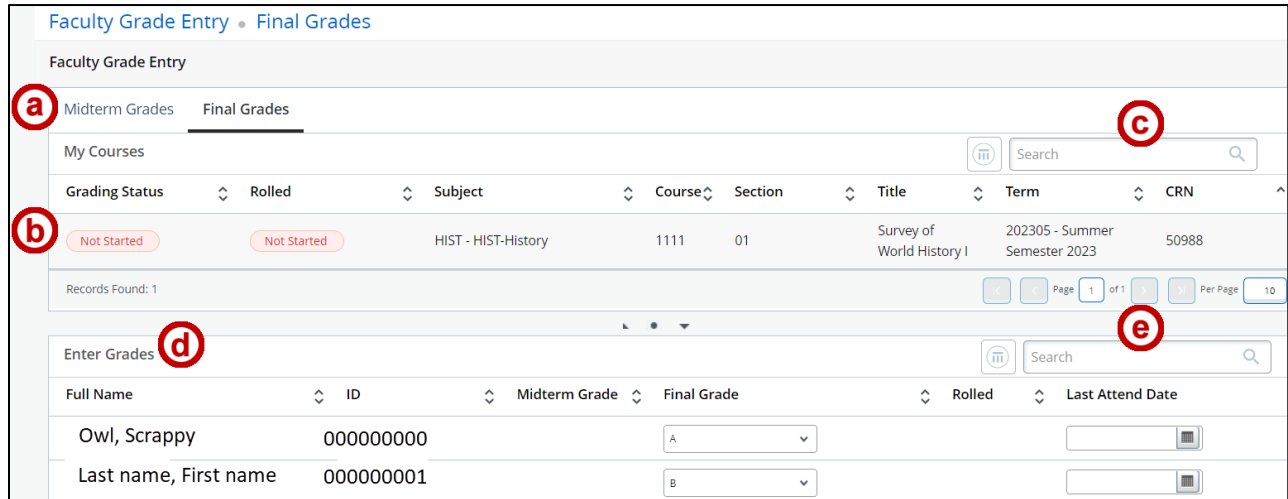
Grade Entry tile

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



Home button

2. The Faculty Grade Entry page will load.



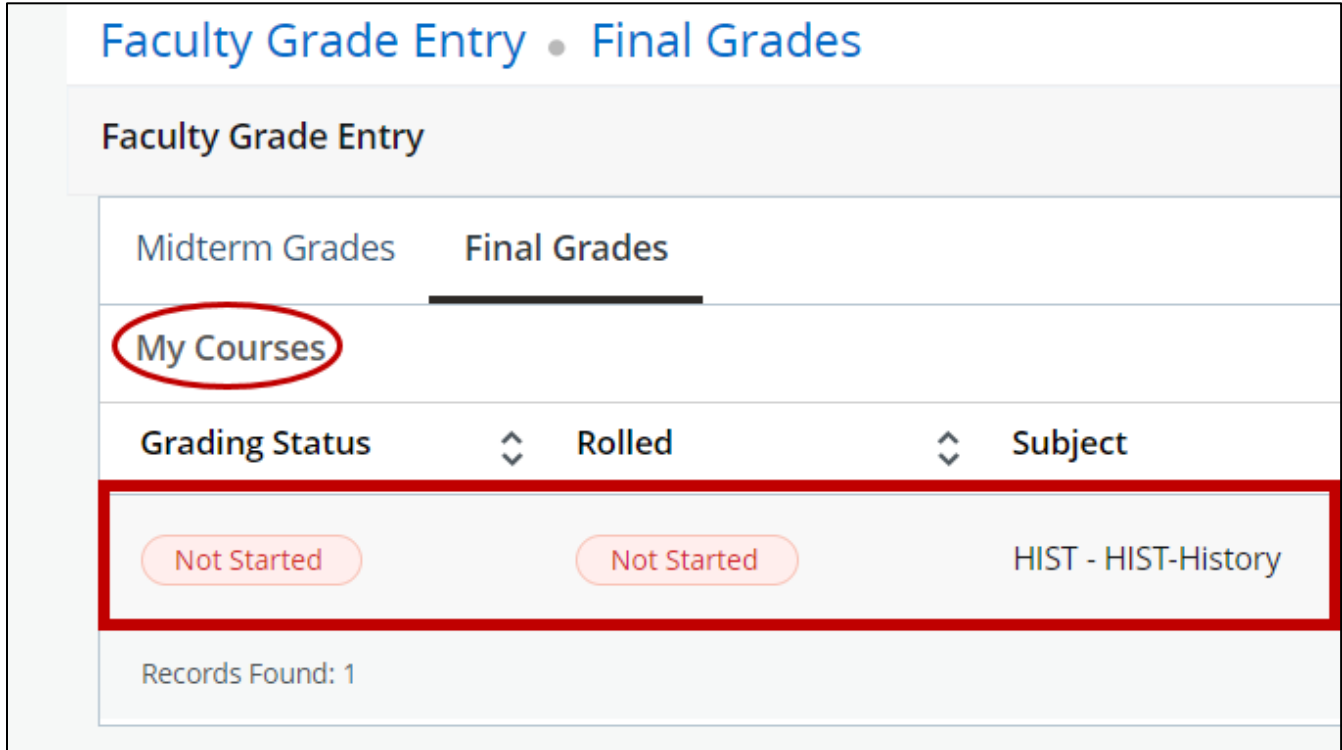
The screenshot shows the Faculty Grade Entry interface. At the top, there are tabs for 'Midterm Grades' and 'Final Grades', with 'Final Grades' selected. Below this is a 'My Courses' section with a search bar. A table lists a course: 'Survey of World History I' with a status of 'Not Started'. Below the table is a pagination control showing 'Page 1 of 1'. The 'Enter Grades' section is below, with a search bar. A table lists students: 'Owl, Scrappy' and 'Last name, First name', with columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', and 'Last Attend Date'.

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

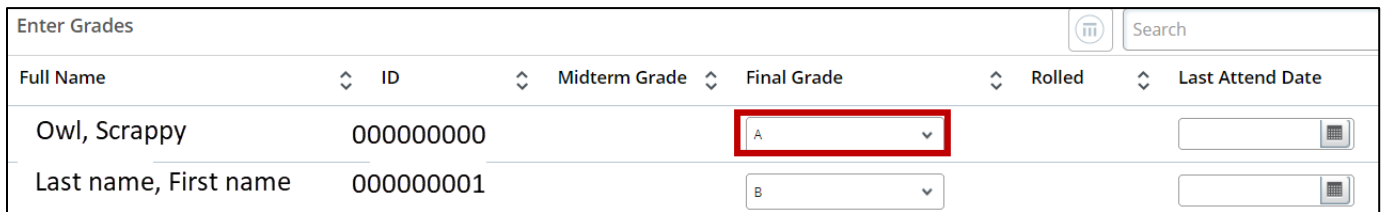
1. Click a course from My Courses to enter grades.



The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. A red circle highlights the 'My Courses' button. Below it, a table shows a course with 'Grading Status' 'Not Started', 'Rolled' 'Not Started', and 'Subject' 'HIST - HIST-History'. A red box highlights this row. At the bottom, it says 'Records Found: 1'.

Click course from My Courses

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



The screenshot shows the 'Enter Grades' table. The 'Final Grade' column for the first row is highlighted with a red box, showing a dropdown menu with 'A' selected. The second row shows 'B' selected.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Owl, Scrappy	000000000		A		
Last name, First name	000000001		B		

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.

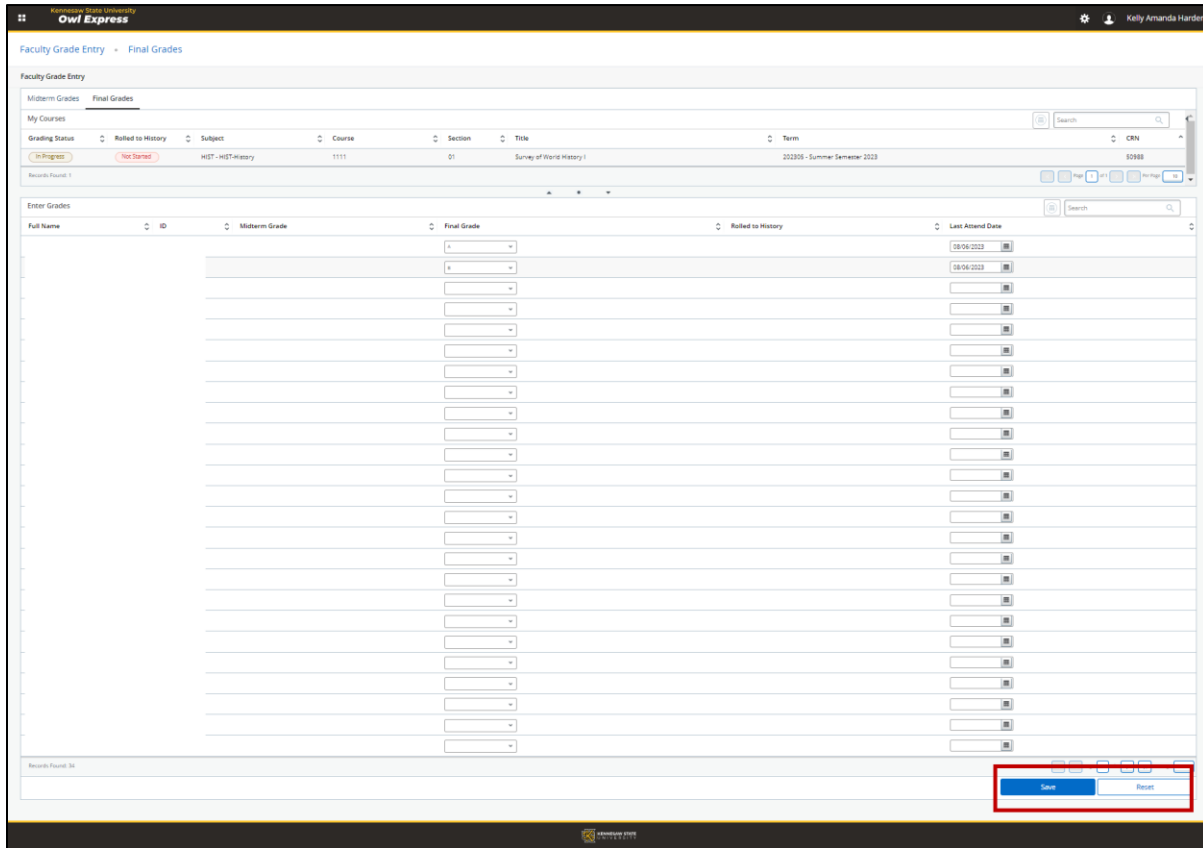
3. Select a Last Attend Date.

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.

Enter Grades							Search
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date		
Owl, Scrappy	000000000		W				
Last name, First name	000000001		F				

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*.

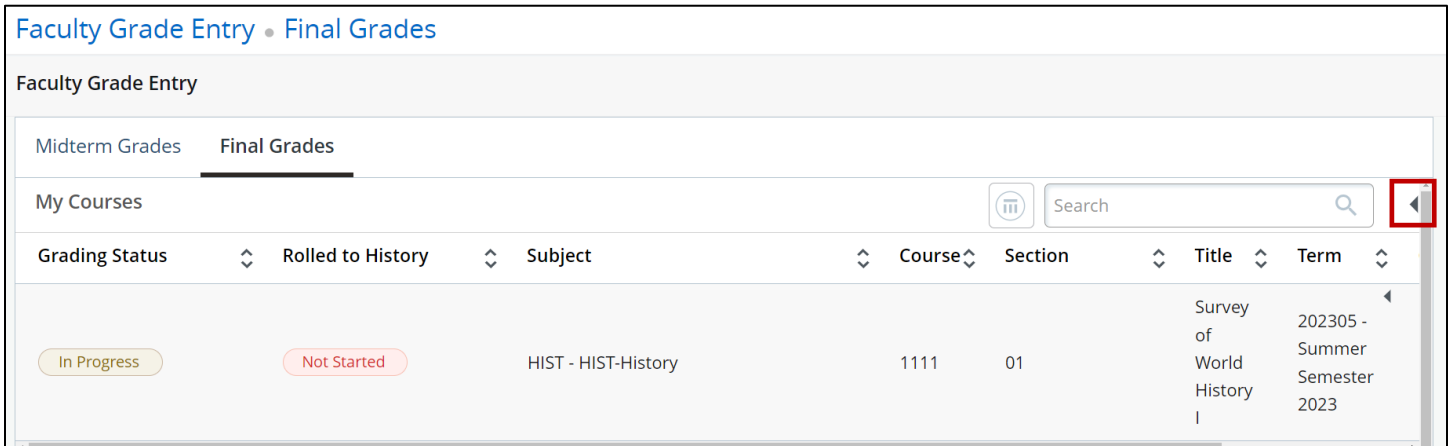
Note: You will **not receive a confirmation email after grade submission**.

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.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

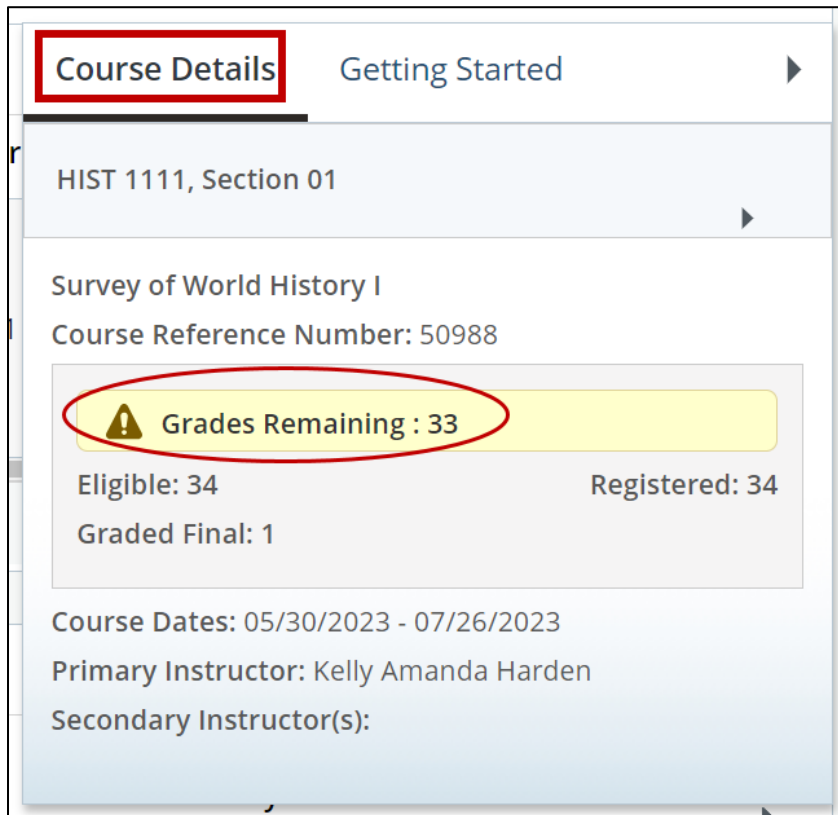
Midterm Grades Final Grades

My Courses Search 

Grading Status	Rolled to History	Subject	Course	Section	Title	Term
In Progress	Not Started	HIST - HIST-History	1111	01	Survey of World History I	202305 - Summer Semester 2023

Arrow next to Search bar


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



Course Details Getting Started

HIST 1111, Section 01

Survey of World History I
Course Reference Number: 50988

 Grades Remaining : 33

Eligible: 34 Registered: 34
Graded Final: 1

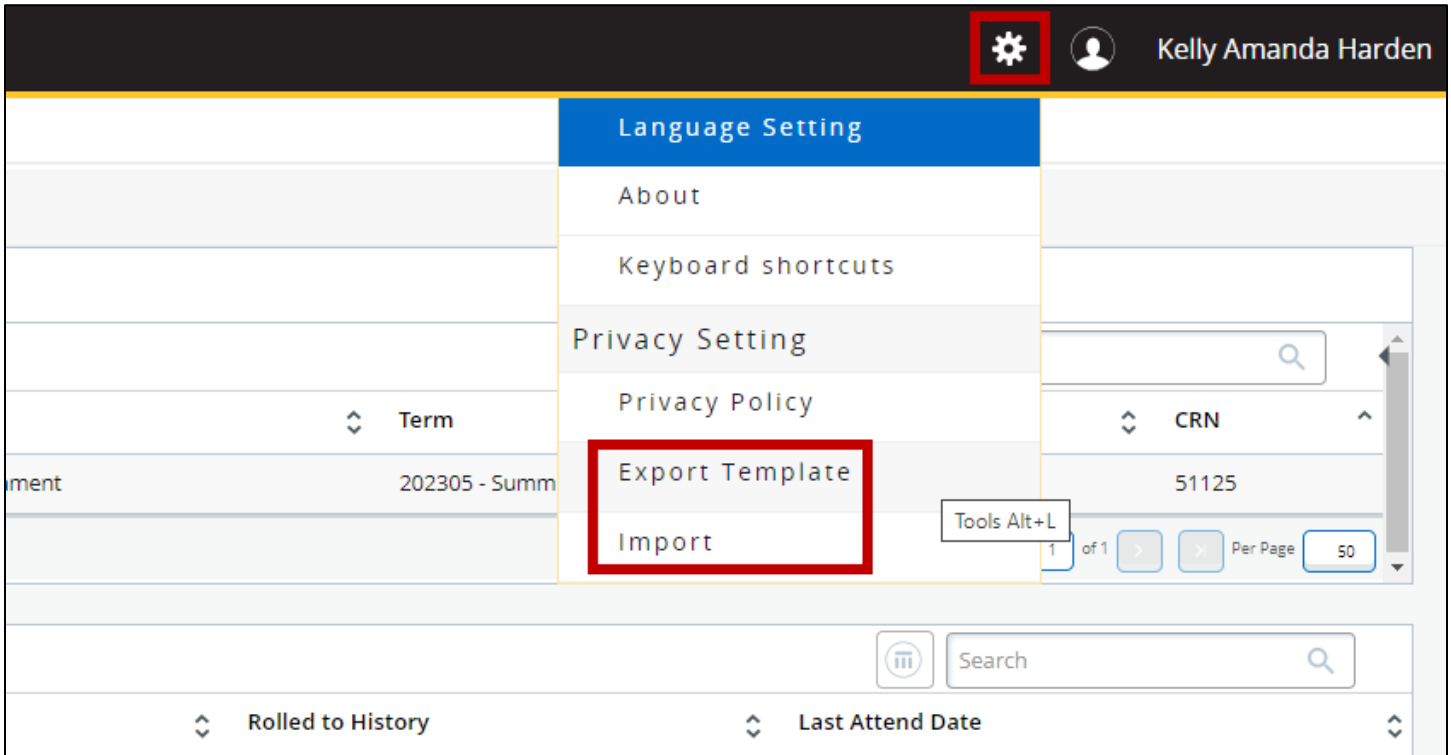
Course Dates: 05/30/2023 - 07/26/2023
Primary Instructor: Kelly Amanda Harden
Secondary Instructor(s):

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.

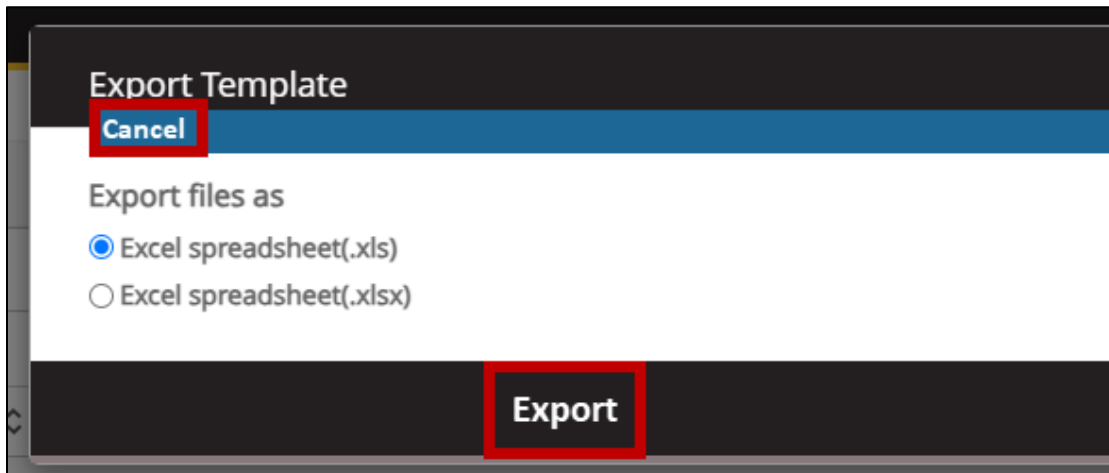
1. Navigate to Faculty Grade Entry.
2. Click the gear icon and locate the Export Template and Import links in the menu.



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

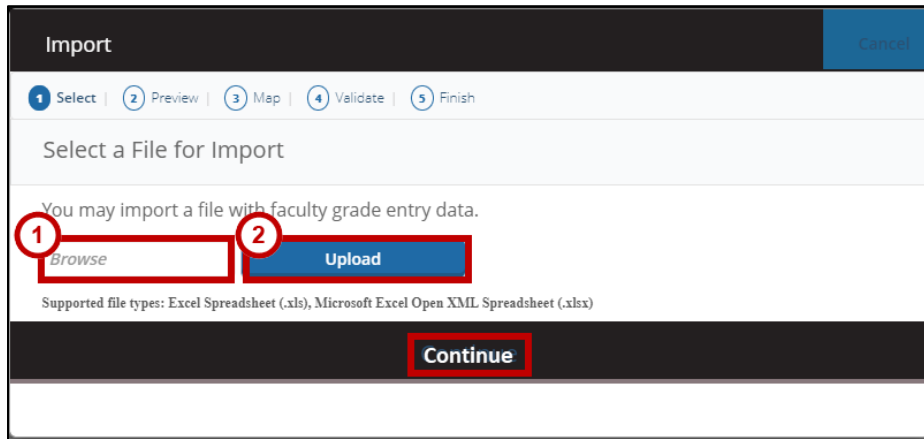
- The file will download to your PC. When you open it, you can enter the Final Grade and Last Attended Date into the spreadsheet.

	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:

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



Import window

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

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

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing. My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled to History	Confidential	Course	Final Grade	Last Attended Date	Hou Atten
1	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	A		
2	202305	51125	Owl, Scrappy	000000000	No	No	POLS-Political Science	B		
3	202305	51125	Owl,	000000000			POLS-			

Go Back Continue

Preview File

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

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
 Hours Attended
 Incomplete Final Grade
 Extension Date
 Narrative Grade Comment

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

Row	Term Code	CRN	Full Name	Student ID	Rolled to History	Confidential
1	202305	51125	Owl, Scrappy	000000000	No	No
2	202305	51125	Owl, Scrappy	000000000	No	No
3	202305	51125	Owl, Scrappy	000000000	No	No

Go Back Continue

Map Data window

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

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 5 records will be imported:
 → 2 records containing errors will not be imported.
 0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled to History	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

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												
10												

Validation report with errors

7. The Finish window will open. Click Finish.

Import
Cancel

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

Import Complete

The import wizard is complete.

5 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

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.

Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses Search

Grading Status	Rolled to History	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	POLS - POLS-Political Science	1101	W20	American Government	202305 - Summer Semester 2023	51125

Records Found: 1 Page 1 of 1 Per Page 50

Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled to History	Last Attend Date
Scrappy Owl	000000000		A		
Scrappy Owl	000000000		B		
Scrappy Owl	000000000		F		08/31/2023
Scrappy Owl	000000000		C		
Scrappy Owl	000000000		A		
Scrappy Owl	000000000		B		
Scrappy Owl	000000000		W		08/31/2023

Records Found: 7 Page 1 of 1 Per Page 50

Save Reset

In progress/save

Kennesaw State University **Owl Express** Kelly Amanda Harden 1

Faculty Grade Entry • Final Grades ✔ Save Successful, grading for CRN 51125 is completed

Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses Search

Grading Status	Rolled to History	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	POLS - POLS-Political Science	1101	W20	American Government	202305 - Summer Semester 2023	51125

Records Found: 1 Page 1 of 1 Per Page 50

Grading Status Completed/Save successful