

Entering Grades

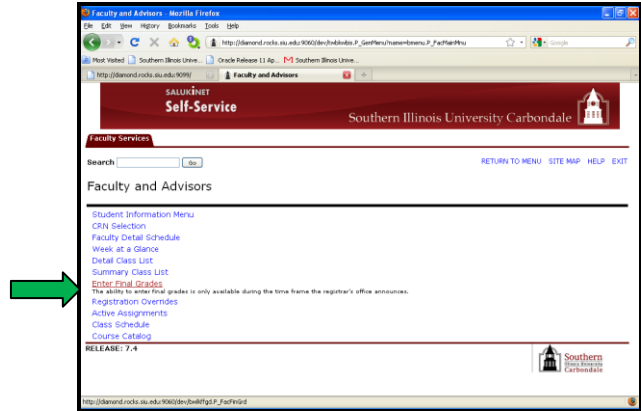
Faculty members are responsible for submitting final grades for students enrolled in their courses. Instructions for entering final grades using Self-Service Banner are provided in this document.

Navigation

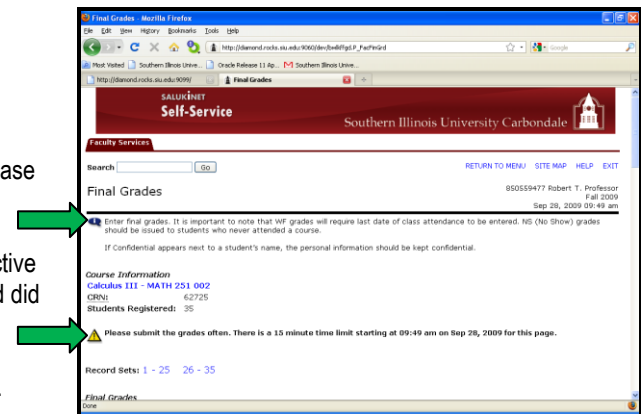
SalukiNet > MyCourses Tab > Banner Student Information System link > Faculty and Advisors link

Entering Final Grades

- Select Term, if not previously done.
- Select CRN, if not previously done.
- Click the **Enter Final Grades** link.



- The **Final Grades** worksheet will display.
- Be sure to read the text located next to the **Information** icon.
- Also note any **Warning** signs.
 - The Warning icon here advises you to, "Please submit grades often".
 - There is a 15 minute time-out feature used when entering grade. If your session is inactive for 15 minutes, any grades you entered and did not Submit will be lost.
 - If this should happen to you, you will be prompted to re-enter your login information. You will then have to access the worksheet again and start over.



IMPORTANT: This worksheet is enabled at a designated time during the semester. If it is not available, a message will display informing you of this. Watch for notices on SalukiNet for information regarding the availability of this worksheet.

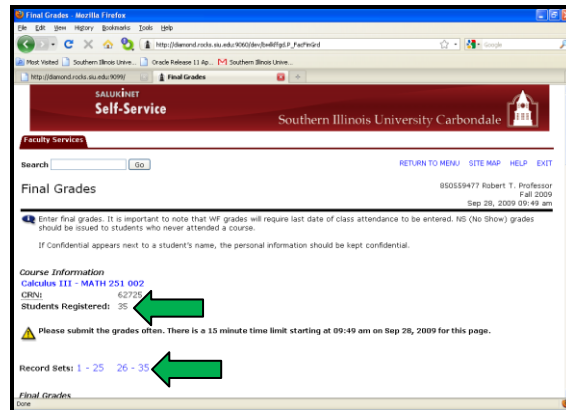
Grade Worksheet Schedule

Information relative to worksheet schedules is provided below. Additional information specific to a particular semester/term may also be obtained from: <http://registrar.siu.edu/luminis/grades.htm>

- For all courses that do not last the entire term – that is, early semester, mid-semester, and other shorter length courses – online grading will be opened as soon as the course is completed.
 - In order to support our students, we are asking that all grades for courses that do not last the entire term be entered online within two weeks after a course has ended.
- For full semester length courses, online grading will be opened on the Monday of Finals Week.
- Grades for full semester courses will normally be due by the Monday immediately following Finals Week.

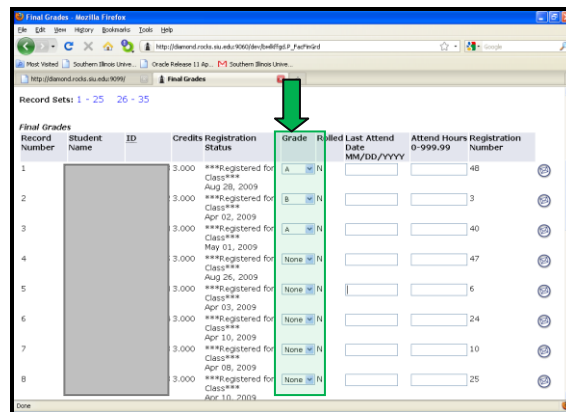
Course Information

- Under the **Course Information** section, the number of **Students Registered** for the course is provided.
- If more than 25 students are in the class, the worksheet will be divided into **Record Sets**.
- Page 1 contains Record Set **1 – 25**; Page 2 contains Record Set **26 – 50**, etc.
- Click on the Record Set links to toggle between the pages.

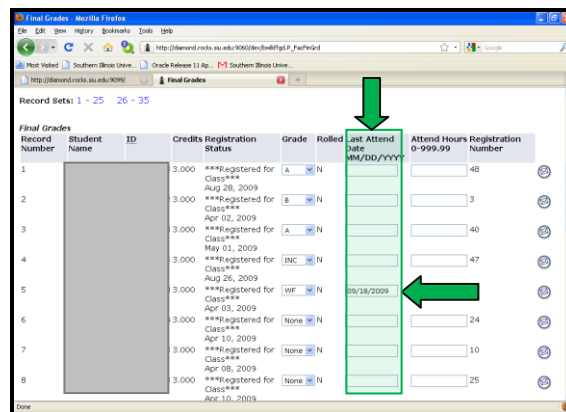


Grade Field

- Scroll down the worksheet to view the **Final Grades** section of the worksheet, as shown on the right.
 - Student Names and IDs have been blocked here for privacy.
- **Grade** field - Use the picklist to enter . . .
 - **A, B, C, D, or F.**
 - **INC**, to issue the student an "incomplete" grade for the course.
 - **NS** (No Show) grade for a student that NEVER attended class.
 - **WF** (Withdraw/ Failing) when a student has attended class and then stops attending.



IMPORTANT: If you select WF, then you MUST also populate the **Last Attend Date** field. If you proceed without entering this date or if the correct date format, MM/DD/YYYY, is not used, you will receive an error message.



Note: The Grade picklist options may vary depending upon the grading type for the course.

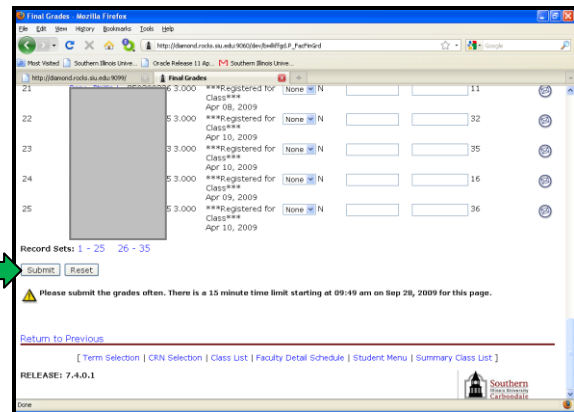
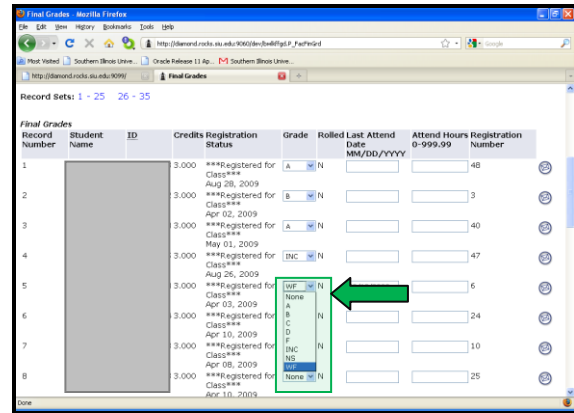
For instance, a WF (Withdraw/ Failing) may be displayed on a grading worksheet for undergraduate students, while WU (Withdrawal Unsatisfactory) may be displayed as an option on a worksheet for graduate students.

NS can be used for both undergrad and graduate students.

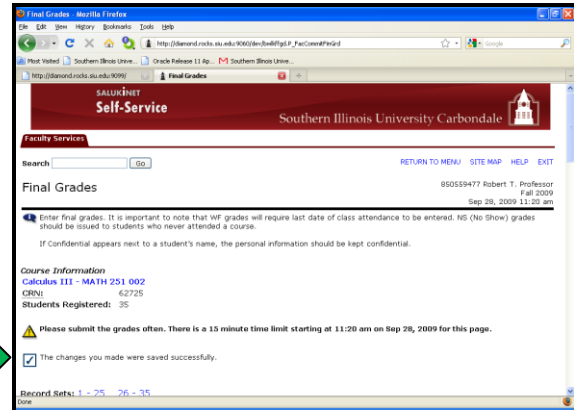
Submitting Grades

- As previously noted, you should Submit your entries often.
- To do this, scroll to the bottom of the worksheet and click the **Submit** button.

Note: The **Reset** button, beside the Submit button, may be used to clear all entries that have not been submitted. Clicking Reset will not clear entries that have already been submitted/ saved.



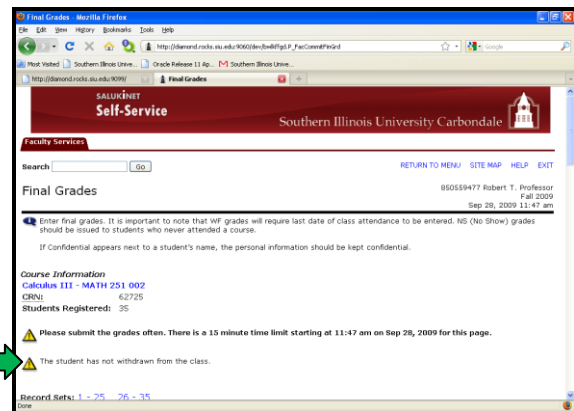
- When the entries are submitted successfully, a message will display at the top of the Final Grades page to confirm that action.
- Look at the checked box along with the note, "The changes you made were saved successfully."
- Submitting records will also reset your 15 minute time limit.



Note: At this time, if you submit a WF along with a Last Attend Date, you will **not** receive message, "The changes you made were saved successfully."

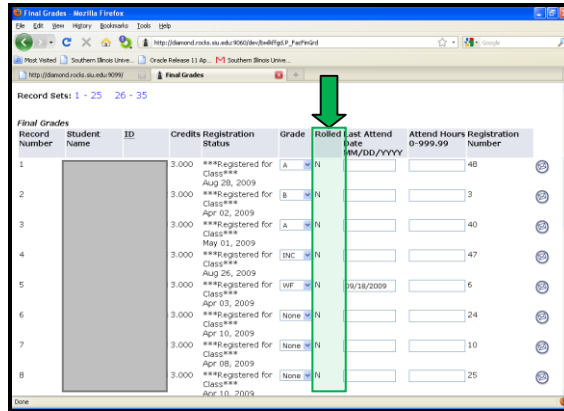
You will receive a warning, "The student has not withdrawn from the class." This message does not impact/ negate your submission.

Messages such as this one are currently being revised. If you should receive this message, you may close and re-access the worksheet to verify your changes were submitted successfully.



Rolled to Academic History

- Notice the column entitled **Rolled**; it will contain either an "N" or "Y" for each record on the page.
 - If an "N" is displayed in this column, it means "No"; the grades have not been rolled into Academic History. You can change a grade, if necessary.
 - When the grades are "Rolled", the "N" is replaced with a "Y", which means "Yes"; the grades have been rolled into the history.
 - Once the "Y" appears, any changes to a previously entered grade will have to be made using a grade change card, following past procedures.



Additional Information

- Once online grading has been opened during the semester, all grades that are entered during a week will be "rolled" to the student's Academic History over the weekend.
- Once the semester reaches Finals Week, grades will be rolled to Academic History, nightly, so that students will be able to view their grades as soon as possible.

Reminder:

- If the grades have not been rolled into the Academic History, you can change a grade, if necessary.
- Once the grades have been rolled, any changes to a previously entered grade must be changed by submitting an official grade change card.

Attend Hours Field

- CAUTION:** You should NEVER input **Attend Hours** on this worksheet.

Exiting the Final Grades Worksheet

- When all grades have been entered and Submitted, click the **Exit** link to end the session or use the **Return to Menu** link to continue working.

