Grading in Banner 9 Self Service

When you go to submit fall 2022 grades, you will see two options to enter grades:

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information
Faculty and Advisors (New!)
Enter Grades and Registration Overrides, View Class Lists and Student Information

The first option will take you the old grade submission portal. **The second option (denoted with New!) is the new grade submission portal that faculty should use to submit their final grades.**

The first screenshot shown is what you are familiar with. This is the old layout. In the old grade submission portal:

- You only saw the courses that were open for grading for the current term
- There was no page editing that allowed you to expand your page to include more than 25 students per page
- Midterm grades were not displayed on the final grades entry page

Course Information
Intro to Gender Studies - GNDR 111. 002
CRN: 51190
Students Registered: 26

⚠ **Please submit the grades often. There is a 30 minute time limit**

When entering a failing grade, a last date of attendance must accompany it.

Record Sets: 1 - 25   26 - 26

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	Joe Smith			Registered web Jun 02, 2022	F	N	9/1/2022		17	✉
2	Sandy Eagle			Registered web Mar 31, 2022	F		8/22/2022	0	9	✉
3	Archie Day			Registered web Jun 09, 2022	None	N			20	✉
4				Registered web Mar 31, 2022	None				7	✉
5				Registered web Jun 25, 2022					28	✉
6				Registered web Jun 25, 2022					26	✉
7				Registered web Jun 25, 2022					29	✉
8				Registered web Aug 09, 2022					40	✉
9				Registered web Mar 30, 2022	None	N			6	✉
10				Registered web Jul 22, 2022	None	N			33	✉
11				Registered web Jun 11, 2022	None	N			21	✉
12				Registered web Aug 18, 2022	None	N			43	✉
13				Registered web Aug 24, 2022	None	N			44	✉
14				Registered web Jul 22, 2022	None	N			34	✉
15				Registered Sep 01, 2022	None	N			45	✉
16				Registered web Jun 25, 2022	None	N			30	✉
17				Registered web Mar 31, 2022	None	N			8	✉
18				Registered web Jun 23, 2022	None	N			23	✉
19				Registered web Apr 22, 2022	None	N			14	✉
20				Registered web Apr 04, 2022	None	N			12	✉
21				Registered web Aug 06, 2022	None	N			39	✉
22				Registered web Apr 03, 2022	None	N			11	✉
23				Registered web Aug 05, 2022	None	N			38	✉
24				Registered web Jun 02, 2022	None	N			16	✉
25				Registered web Jun 25, 2022	None	N			31	✉

When entering a failing grade because a student never attended your class, enter the semester start date and enter "0" under attended hours

Record Sets: 1 - 25   26 - 26

[Submit] [Reset]

Must go to the next page to continue to enter grades. No page editing available.

⚠ **Please submit the grades often. There is a 30 minute time limit starting at 10:33 am on Dec 07, 2022 for this page.**

The new portal has a more modern look and feel and has some great updated features, but you will notice some differences, including:

You will see all your courses displayed, not just the courses open for grading for the current term. They can easily be sorted by term. This can be done by using the Term column heading. You can also sort by searching for the current grading term in the search box (ex. 202310)

You can click the Term heading to sort by term.

You can also enter the term you are looking for in the search box and pull up only the classes you want.

Midterms are displayed on the final grades entry page, allowing for easy comparisons between midterm and final grades.

In the bottom right corner of the page, you can edit the number of students to display per page, up to 100 students per page.

*Note: Although you can have lots of students on one page, be sure to **save often (even in the middle of a page) to avoid a session time out**. When a session times out before the save has been hit, entered grades can be lost.

The drop-down menu of grade choices is still the same, but the great new change is that instead of manually entering the last date of attendance, you can click on the calendar icon and a drop-down calendar will appear
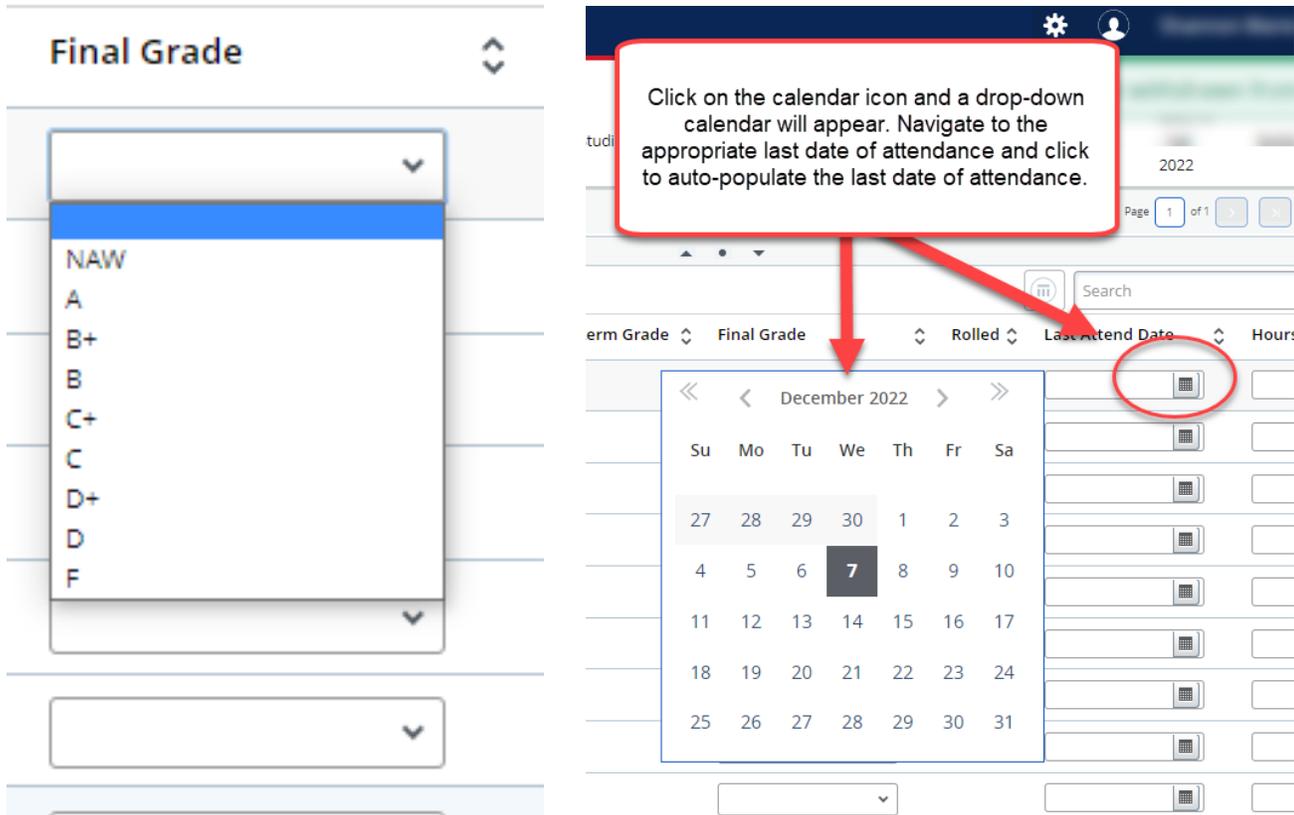
To enter grades in the new Banner 9, is easy!
1) Login to myUSI and choose **Faculty and Advisors (New)**
2) Use the **term column header** or the **search box** to search for the **current term's classes**. (***Note:** although you will see all your classes, you will only be able to enter grades for the current term, you will not be able to change grades from previous terms).
3) Click on **Not Started**, for the course you wish to enter grades for.
4) Use the drop-down menu under the Final Grade column to enter the grade earned.
5) **If are giving a failing grade, you must enter the last date attended**. Use the calendar drop-down menu to navigate to the last date of attendance and click the date to auto-populate the field. If a student is still on your roster, but never attended the class, use the drop-down menu to navigate to the first day of class and click to auto-populate, then put a zero (0) in attended hours. (***Note:** This is the same policy as before, the only difference is the drop-down calendar).
6) Once you have entered all grades, hit **Save**.

*Note: Once grades are rolled to academic history (immediately after the grade import due date/time), **you will no longer be able to make grade changes in the portal (or add grades that were missed), but will need to submit the Change of Grade from (signed by the Dean)**.

As has always been the case, whatever you enter in the final grades roster at the end, that grade entered will remain on that roster forever, even if you later come back and process a grade change. The grade change will not reflect on the final grades roster but will reflect on the student's unofficial transcript.