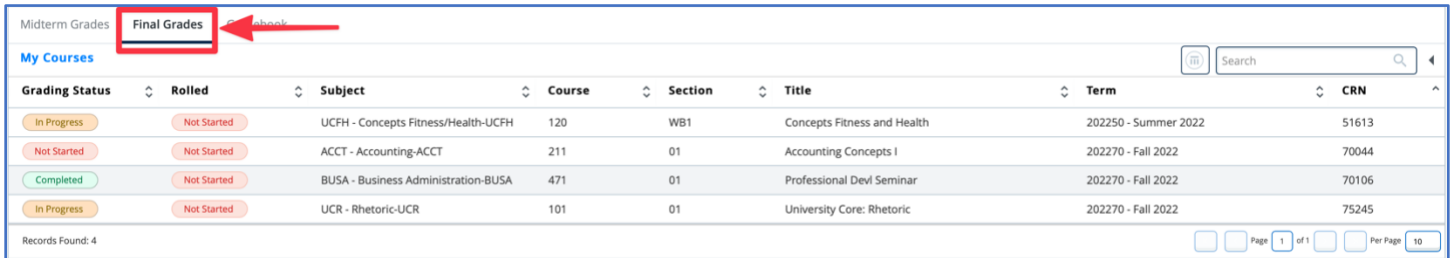# Samford University – Banner 9 Faculty Grade Entry

Below you will find steps for entering grades in Banner. At the very end of this document, you will also find steps for entering grades via a spreadsheet upload.

1. Go to Banner via the Portal.

2. Click on "**Banner: Faculty**" in the menu on the left under "Tools."

3. Click on "**Grade Entry**".

4. Click on "**Midterm Grades**" or "**Final Grades**" as applicable. Your selection will be underlined.
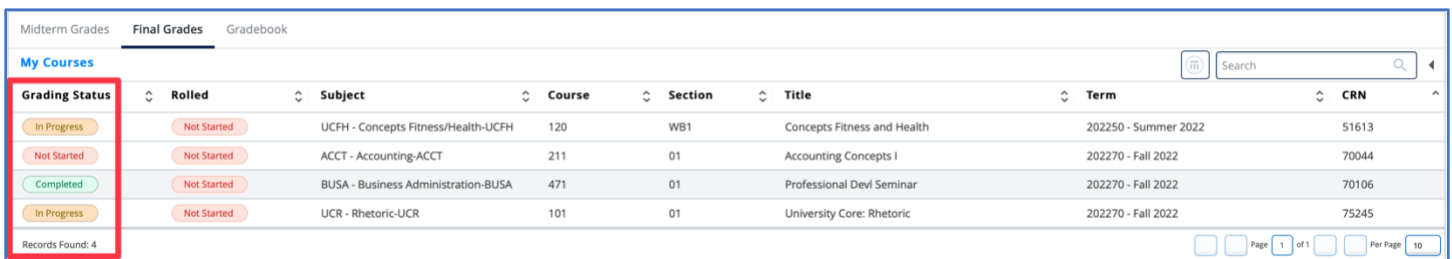

You will see a list of your courses that are available for grading (Grading Status).

- **Not Started**: indicates that no grades for this section of the course have been submitted.
- **In Progress**: indicates that some, but not all grades for this section of the course have been submitted.
- **Completed**: indicates that all grades for this section of the course have been submitted.

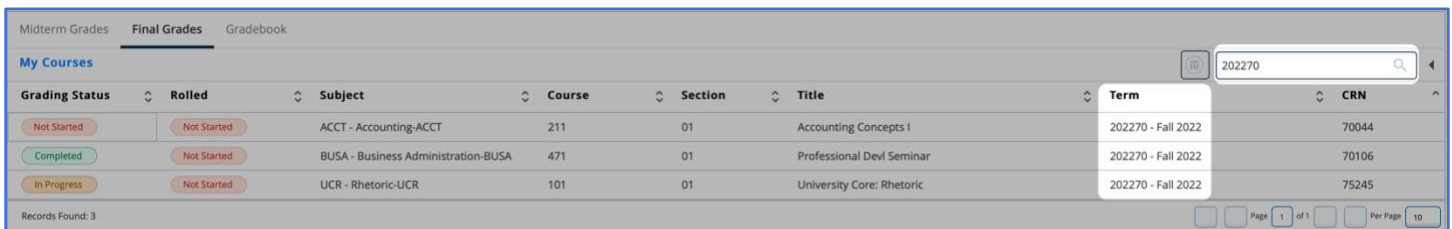   (Please Note: The Gradebook function is currently unavailable.)

5. You can hide courses from other terms by using the "search" function and entering the term you want displayed. For example, if entering grades for the fall 2022, you can type "fall 2022 or 202270".

6. Select the course you want to enter grades in. (Click "**Grading Status**" button for the course you are going to grade) Course will be highlighted in blue. Student names will appear below the course list.

Midterm Grades	**Final Grades**	Gradebook							

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting-ACCT	211	01	Accounting Concepts I	202270 - Fall 2022	70044
Completed	Not Started	BUSA - Business Administration-BUSA	471	01	Professional Devl Seminar	202270 - Fall 2022	70106
In Progress	Not Started	UCR - Rhetoric-UCR	101	01	University Core: Rhetoric	202270 - Fall 2022	75245

Records Found: 3   Page 1 of 1   Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
░░░░░░░	░░░░░░░	P	⌄			
░░░░░░░	░░░░░░░	P	⌄			
░░░░░░░	░░░░░░░	Not Gradable	Not Gradable			
░░░░░░░	░░░░░░░	P	⌄			
░░░░░░░	░░░░░░░	P	⌄			
░░░░░░░	░░░░░░░	P	⌄			
░░░░░░░	░░░░░░░	P	⌄			

7. You can adjust the number of students on the page by adjusting the "Per Page" number. This is located on the bottom right corner of the page.

Page 1 of 2 > >| Per Page 25

Save   Reset

8. **Enter Grades** (Select the grade from the drop-down menu.) Once all grades have been entered on the page, click "**Save**". If you have more students to grade in the course, click the "**Next Page**" button, located at the bottom right corner of page.

Please Note: when you click the "Save" button, you will get this message at the top, right hand corner.

✓ Save Successful

The RESET button, resets all entries made from the last SAVE.

TIP: SAVE frequently to ensure grades are officially recorded. The Save button must be clicked on each page or grades will not be recorded.

9. Once you have submitted all grades and saved, the "**Grading Status**" button of the course will show "**Completed**". The "**Rolled**" button will show "**In Progress**" until the courses have rolled. You can still make changes to the grades until they have rolled.

10. Once grades have rolled, the green checkbox will appear on every student in the "Rolled" column. You will not be able to adjust grades through this form. You will need to submit a "Grade Change" form with the Office of the Registrar.

11. Additional things to remember:
    - **Last Date of Attendance (LDA)** is only entered if a student has earned a grade of "F". The LDA must fall in between the official dates of the start and end of the course.

      (Please note: If the student earned a grade of "F", please ensure that the Last Date of Attendance is updated to reflect the most recent date of attendance. This is not required but very helpful.)

Grade Entry via Spreadsheet

1. Click on the gear icon in the top right corner next to your name.
2. Click on **Export Template**.

3. Select the file type you wish to download and the download will begin.
4. Enter the grades in the Final Grade column.

5. Save your spreadsheet to a place where you can easily find it.

6. On the Final Grade Entry page, click on the gear icon again in the top right corner, and then click on **Import**.

    The system will let you know if it encounters any errors when importing.

7. Check all grades for accuracy after importing.