

BANNER XE GRADING

1. Login to Porches
2. Go to Faculty>Faculty Tools>Faculty Grade Entry
3. Classes for which you are listed as an instructor will display:

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
█	<input checked="" type="checkbox"/>	Decision Sciences (DSC)	210	01	Stats For Bus I	Fall 2015 (201580)	190
█	<input checked="" type="checkbox"/>	Economics (ECO)	347	01	Intrm MacroEco Anly	Fall 2015 (201580)	532
█	<input type="checkbox"/>	Counselor Education (EDC)	521	N1	Intro CMH Couns	Fall 2015 (201580)	5761
█	<input checked="" type="checkbox"/>	Accounting (ACC)	207	02	Intro-Financial Acc	Fall 2015 (201580)	702
█	<input type="checkbox"/>	Management (MGT)	201	N3	Legal Envrmtt-Bus	Fall 2015 (201580)	7622

- Click appropriate tab for grading: Midterm Grades or Final Grades
 - Grading Status – status bar will be green if grading complete; if grading is **not** complete, status bar will be white (circled above)
 - Rolled – displays whether grades for this class have been rolled to academic history (automatically done in Banner job)
 - Changing Grades – only can change grades on the day that you submit them. Otherwise, you will need to submit a Change of Grade when it opens
4. Click on a class to begin grading; the student list will appear in the lower portion of the screen
 5. TIP: scroll to the bottom of the class list and change the maximum students displayed per page to 100, especially if there are many students in this section:

Hurley, Margaret M.	101199722				
Jeske, Alexander P.	101300236				
Kazee, Heidi M.	101225784				
Kelly, Cory M.	101245144				
Kenner, Alex J.	101305215				
Klinolar, Matthew J.	101256605				
Kramb, Rachael A.	101291776				
Leone, Katherine M.	101190665				
Li, Zhongzheng	101242103				
Little, Madison E.	101186380				
Marotta, Nathan J.	101270405				
Martin, Zachary C.	101219188				
McCormick, Andrew J.	101239006				

6. Click on a student to enter a grade; select grade from the drop-down list:

The screenshot displays the 'Grade Entry' interface for the University of Dayton. The top part shows a list of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The bottom part is the 'Enter Grades' table, which has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. A dropdown menu is open for the 'Final Grade' column of the first student, showing options A, A-, B+, B, B-, C+, C, C-, D, F, and IP. The 'Hours Attended' column has input boxes for each student. 'Reset' and 'Save' buttons are at the bottom right.

- If the correct grading option/grades for this class are not displayed:
 - Verify the valid grading option for the course in CIM (nextcatalog.udayton.edu/courseadmin)
 - If a correction is needed for the class, please contact the Office of the Registrar
 - 937-229-4171
 - registrar@udayton.edu
- Do not enter anything in the Hours Attended column
- SAVE OFTEN, especially in large classes! The application will time timeout after inactivity.
- NOTE: if you select a grade of Incomplete ('I') you will be taken to the Incomplete Grades tab for the class list, as shown below, displaying when the I grade will automatically become an F:

UNIVERSITY of DAYTON

Banner Self-Service Faculty And Advisors Grade Entry

Select a Course

Midterm Grades Final Grades Gradebook Grade Change Request

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Decision Sciences (DSC)	210	01	Stats For Bus I	Fall 2015 (201580)	190
<input type="checkbox"/>	<input type="checkbox"/>	Economics (ECO)	347	01	Intmrd MacroEco Anly	Fall 2015 (201580)	532
<input type="checkbox"/>	<input type="checkbox"/>	Counselor Education (EDC)	521	N1	Intro CMH Couns	Fall 2015 (201580)	5761
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting (ACC)	207	02	Intro-Financial Acc	Fall 2015 (201580)	702
<input type="checkbox"/>	<input type="checkbox"/>	Management (MGT)	201	N3	Legal Envrmmt-Bus	Fall 2015 (201580)	7622

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Roster: **Incomplete Grades**

Enter Grades Search By Full Name or ID

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Herman, Trev A	101285788	I	F		01/25/2016	
McCormick, Andrew J	101239006	I	F		01/25/2016	

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7. You may also click on a student's row to view more information (at this time, do not click on the student's name link, you will be taken to an unsupported page):

UNIVERSITY of DAYTON

Banner Self-Service Faculty And Advisors Grade Entry

Select a Course

Midterm Grades Final Grades Gradebook Grade Change Request

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Decision Sciences (DSC)	210	01	Stats For Bus I	Fall 2015 (201580)	190
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting (ACC)	207	02	Intro-Financial Acc	Fall 2015 (201580)	702
<input type="checkbox"/>	<input type="checkbox"/>	Management (MGT)	201	N3	Legal Envrmmt-Bus	Fall 2015 (201580)	7622

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Roster: **Incomplete Grades**

Enter Grades Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Abinson, Quinn R.	101265734		A			
Bedler, John D.	101209701		A-			
Bottini, Jane M.	101200028		B+			
Corpuz, Bryan J.	101264922		B			
Coughlin, Mitchell A.			B-			
Fan, Royu			C+			
Garvin, Peter			C			
Ginn, Sarah D.			C-			
Goodlett, Matthew T.			D			
Heffeman, Hannah R.			F			
Herman, Trev A.	101285788		I			
Honey, Maashan H.	101277660		A			

Corpuz, Bryan
 BS in Business Administration Program
 Finance Major
 corpuzb1@udayton.edu
[View Profile](#)

Decision Sciences 210, Section 01
 Stats For Bus I
 Course Reference Number: 190
 Course Dates: 08/26/2015 - 12/18/2015
 Primary Instructor: Marie R. Newland
 Secondary Instructor(s):

Student Details

Bryan James Corpuz
 Registration Status: Register on Web
 Credits: 3
[Email student](#)
 Grade Rolloff Date: Not Rolloff

Reset Save

8. If you do not enter grades for all students you will be alerted by the Grading Status bar as shown below. Simply return to the list and find the student(s) without a grade. Select the appropriate grade.

UNIVERSITY of DAYTON
Banner Self-Service Faculty And Advisors Grade Entry

Select a Course

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
		Decision Sciences (DSC)	210	01	Stats For Bus I	Fall 2015 (201580)	190
		Economics (ECO)	347	01	Intrmd MacroEco Any	Fall 2015 (201580)	532
		Counselor Education (EDC)	521	N1	Intro CMH Couns	Fall 2015 (201580)	5761
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Enter Grades Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Abubakar, Alhassan	101319787		<input type="text"/>			
Berke, Daniel C.	101147947		A-			
Chen, Jiyang	101329137		B			
Crowley, Anna B.	101171804		B			
D'Onofrio, Larry J.	101195436		C+			
Diemer, Jonathan M.	101167238		B-			
Gross, William J.	101165659		C+			

9. SAVE!

UNIVERSITY of DAYTON
Banner Self-Service Faculty And Advisors Grade Entry

Select a Course

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
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Roster Incomplete Grades

Enter Grades Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Abubakar, Alhassan	101319787		I			
Berke, Daniel C.	101147947		A-			
Chen, Jiyang	101329137		B			
Crowley, Anna B.	101171804		B			
D'Onofrio, Larry J.	101195436		C+			
Diemer, Jonathan M.	101167238		B-			
Gross, William J.	101165659		C+			
Haag, Christopher J.	101212371		B-			
Johnson, Bryce F.	101216529		B-			
Kioihede, Janine K.	101170810		C-			
Landreman, Daniel L.	101219434		C			
Letsch, Andrew D.	101206205		A-			

Reset Save

