BANNER XE IMPORT FACULTY GRADE ENTRY

1. Once logged into Banner XE – through the link on the Faculty Services tab of Banner Self-Service – click on the Midterm Grades or Final Grades tab, as needed.



2. Click on the row of the class you wish to grade:

Midterm Grade	es	Final	Grade	es Gradebook								
Grading \$	Rolle	d	\$	Subject	\$	Course	٥	Section	٥	Title	\$ Term	\$ CRN -
-		1	1	First-Year Seminar (FYS	SM)	100		99		First-Year Seminar	Fall 2016 (201670)	7992
🕅 🖣 Page	1 of	1 🕨	N I	5 V Per Page								Records: 1

3. The roster of registered students will appear at the bottom of the screen:

ter Grades				Search B	y Fu	II Name o	r ID	Q
Full Name	v	ID	\$ Midterm Grade	\$ Final Grade	\$	Rolled	\$	Last Attend Date
Jones, Collin		900916938		-]			
Smith, Alexander		900916937]			
Wilkins, Mary		900916939			7			

Note: On the Midterm Grades screen, you will only see a column for Midterm grades. However, on the Final Grades screen, you'll see the midterm grades previously entered as well as a column for entering final grades.

4. From the Tools drop-down at the top right of the screen, choose Export Grade Template:

A Banner S	Self-Service > Fac	culty And Advisors	Grade Entry	Tools 🔺
Select a Course			Course Det Export Grade Template	
Midterm Grades	Final Grades	Gradebook	Import	

Note: If the options in the drop-down are grayed out, then grading for that term is not yet available.

5. The following box will appear. Select your desired format and click Export:



6. The spreadsheet will open in Excel and you can type the grades in the Midterm Grade or Final Grade column, as needed. Save the spreadsheet to your Desktop, or desired location.

Γ	A	В	С	D	E	F	G	Н	1	J	К	L	
1	L Term Code	CRN	Full Name	ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints	
:	2 201670	7992	Jones, Collin	900916938	No	No	First-Year Seminar	Α				Any date allowed	
-	3 201670	7992	Smith, Alexander	900916937	No	No	First-Year Seminar	В				Any date allowed	
ł	1 201670	7992	Wilkins, Mary	900916939	No	No	First-Year Seminar	F				Any date allowed	
- 11													

Note: Leave the Last Attended Date, Incomplete Final Grade & Extension Date columns blank.

7. When you're ready to import your grades, on the grade entry screen, choose Import from the Tools drop-down.

🖌 👻 Banner S	Self-Service > Fa	cully And Advisors	Grade Entry				Tools 🔺
Select a Course				Î	Course Det	Export Grade Template	
Midterm Grades	Final Grades	Gradebook				Import	

8. The following box will appear. Click the Choose File button.

Import Grades
Select Preview Ap Import Finished
Select a File for Import
Welcome to the Faculty Grade Import Wizard. You may import a file you created, a file you downloaded from another vendor or a file created using the export template (available from the Tools menu). Using the export template allows for intelligent mapping, which expedites the import process.
Use Browse to select the file that contains grade data that you would like to import. Supported file types are: Excel Spreadsheet (.xls) and Microsoft Excel Open XML Spreadsheet (.xlsx).
File Choose File No file chosen

9. Navigate to the file you saved containing grades and click open. Your file name should appear in the box. Click Next at the bottom right corner of the box.

File Choose File 201670_Firsplate.xlsx	
C.	ancel Go Back Next

10. On the next screen, review the file you chose, then click Next.

reviev	v File							
elect the se the gri nport She	worksheet id to previe eet: Grades	from the f w the data s 🕑 My s	file that contains the a prior to importing. preadsheet has head	grades for impo ders	o <mark>rt. C</mark> heck t	he box if your spr	eadsheet includes hea	aders
Row 🔺	Term Code ≎	CRN ≎	Full Name ≎	ID \$	Rolled \$	Confidential \$	Course ≎	Fin Gra
1	201670	7992	Jones, Collin	900916938	No	No	First-Year Seminar	А
2	201670	7992	Smith, Alexander	900916937	No	No	First-Year Seminar	В
3	201670	7992	Wilkins, Mary	900916939	No	No	First-Year Seminar	F

Note: If your file contains a header row, make sure the My Spreadsheet Has Headers box is checked.

11. If you used the exported Excel spreadsheet from XE, then the columns should be already mapped correctly.

			di la	
ap Col	umns			
e the drop	o down lists to map the data	from your spreadsheet to th	e appropriate columns on the	Faculty Grade Entry
je.	+ T + 001			
tudent ID	* Term * CRN are required t	ields. Those must be mappe	d in order to continue the imp	ort process.
/ Term C	Code* CRN	Stu	dent ID* 🛛 🖌 🖌	I Grade
/ Last A	ttend Date 🖌 🖌 Incor	mplete Final Grade 🗹 Ext	ension Date	
→ [Term Code*	CRN*	Ignore •	Student ID*
Row A	Term Code ≎	CRN \$	Full Name ⇔	ID
1 2	201670	7992	Jones, Collin	900916938
1 2 2 2	201670	7992 7992	Jones, Collin Smith, Alexander	900916938 900916937

Note: If not column mapping doesn't default, a minimum of Term Code, CRN, Student ID and Midterm/Final Grade columns need to be mapped.

12. The next screen provides a final check before importing. Click on the Import button.

Import (Grade	s										
Sele	ect		Preview	0	Map	() Impo	rt	🔪 🕜 Finish	ed 🔪		
Importing w The followir	rill overv ng 3 rec	write ord	e existing data th s will be imported	at h I:	as not been	ro	lled. Blai	hk	data will be igno	red.		
Term Code	CRN	\$	Full Name	\$	ID	\$	Rolled	\$	Confidential	≎ Course ≎	Final Grade	≎ At
201670	7992		Jones, Collin		900916938	3	No		No	First-Year Seminar	A	
201670	7992		Smith, Alexande	r	900916937	7	No		No	First-Year Seminar	В	
201670	7992		Wilkins, Mary		900916939)	No		No	First-Year Seminar	F	
4	ontainin		errors will not be it	mpc	ated Quinck	har	aned reco	rds	will not be imp	orted. Download the val	idation rer	+
U TECOIOS C	Untamin	ig e	anois will not be i	npo	ned. U unci	Idi	geureco		Cancel	Go Back	Import	

Note: Check the bottom of the screen, if there are any errors mentioned you can use the Download the Validation Report link to see what's wrong.

e followi	ng 1 rec	ord	s will be impo	rted				, 10,00		
Term Code	CRN	\$	Full Name	\$	ID	\$ Rolled	\$ Confidential \$	Course	\$ Final Grade	Las Atten Dat
201670	<mark>7992</mark>		Wilkins, Mary	1	9 <mark>0091693</mark> 9	No	No	First-Year Seminar	F	

The Validation Report opens in Excel and indicates the specific errors:

	А	
1	Error	Te
2	The Final Grade "I" is not valid.	20:
3	The Final Grade "Q" is not valid.	201
4	No Errors.	201
5		

All columns of data you are imported <u>MUST BE FORMATTED AS TEXT</u>. You will need to correct any errors in your saved spreadsheet and start the import process again. 13. If all of the grades were successfully imported, you'll see the following:

Import Grades	
Select Preview Map	 Import Finished 3 records imported and saved successfully.
The import wizard is complete. Records without error have been imported and saved Records with errors can be corrected on the <u>validation</u> using the application. Press Finished to continue.	d to the database. <u>on report</u> and imported again using this wizard or updated manually
	Cancel Go Back Finished

14. Click Finished to return to the main grading screen.