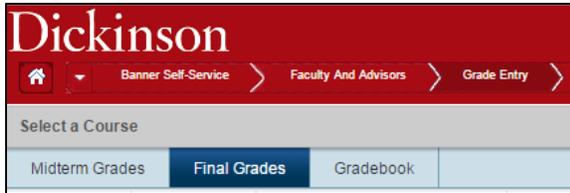# BANNER XE IMPORT FACULTY GRADE ENTRY

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:

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

   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:

   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.
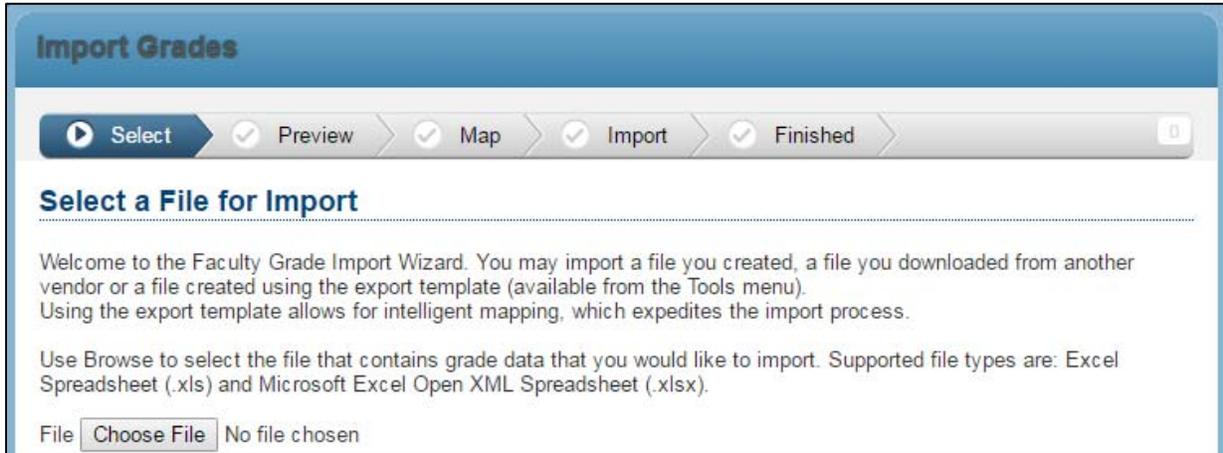
	A	B	C	D	E	F	G	H	I	J	K	L
1	Term Code	CRN	Full Name	ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	201670	7992	Jones, Collin	900916938	No	No	First-Year Seminar	A				Any date allowed
3	201670	7992	Smith, Alexander	900916937	No	No	First-Year Seminar	B				Any date allowed
4	201670	7992	Wilkins, Mary	900916939	No	No	First-Year Seminar	F				Any date allowed
5												

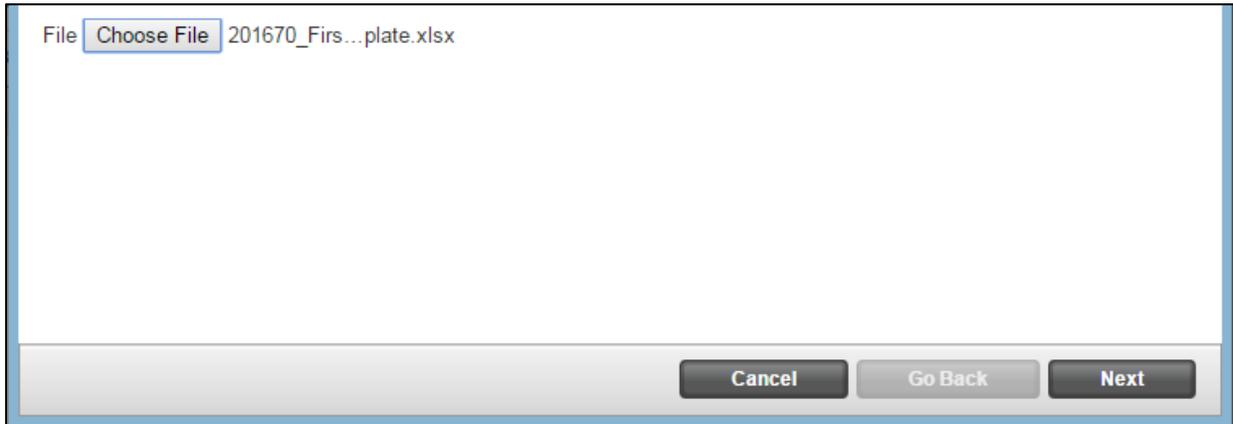*Note: **Leave the Last Attended Date, Incomplete Final Grade & Extension Date columns blank.***

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

	Banner Self-Service	Faculty And Advisors	Grade Entry		Tools ▲
	Select a Course			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 ✓ Map ✓ 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_Firs...plate.xlsx

[Cancel] [Go Back] [Next]

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

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.

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.

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.

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

A	
Error	Te
The Final Grade "I" is not valid.	20
The Final Grade "Q" is not valid.	20
No Errors.	20

All columns of data you are imported _MUST BE FORMATTED AS TEXT_.

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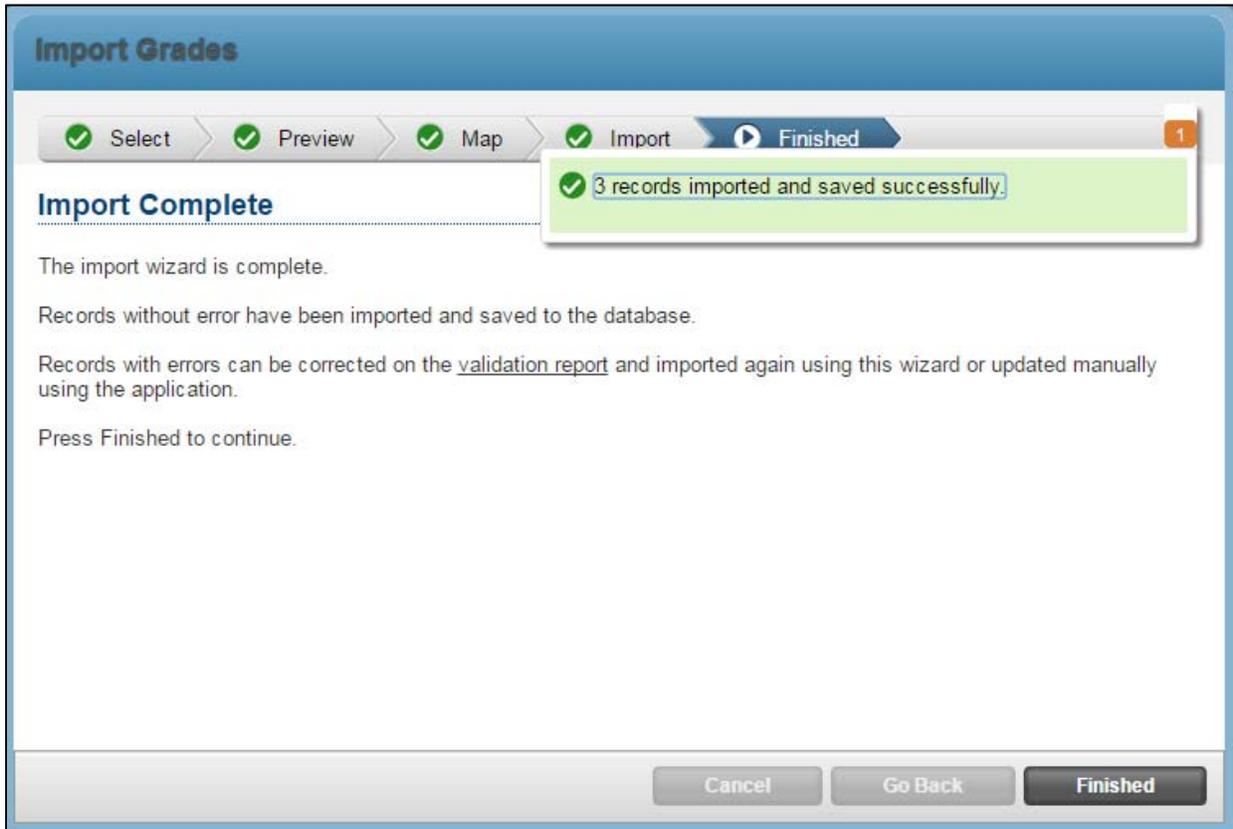
14. Click Finished to return to the main grading screen.