Faculty Grading Dashboard

All faculty will access the new Faculty Grading Dashboard through Cyberbear by selecting Faculty and Advisors from the menu tab. The Faculty Grading Dashboard has a modern look and feel with easier navigation.

While using the new dashboard keep in mind you will be flipping between the new look and the old look. Use your browsers back arrow to return to the previous menu. As we move to implement more elements of Banner XE the look and feel will take on a more consistent tone.

Final Grade Entry

- Final grading will be available on CyberBear the Thursday before finals week
- Enter grades as soon as practical or four calendar days after the final is given in CyberBear log in page
- The deadline to enter grades is no later than midnight on the Tuesday after finals week
- An explanation of all grades can be found in the Grading Matrix
- Grades may only be submitted by the primary instructor of the course. Instructor assignments can be viewed in the CyberBear dynamic class Schedule
- The primary instructor is designated by a (P) following the name of the instructor. If any changes to primary instructor assignments are need please notify room scheduler and include the CRN, SUJB, CRSE #, & SECT # of the course and the 790# of the new instructor

Non-traditional Grade Information

- 'NCR' is the grade for No Credit. For undergraduates 'NCR' must be assigned for work equal to 'F' in quality.
- 'CR' is the grade for credit. 'CR' must be assigned for work judged ‘D-’ or better for undergraduates.
- Credit/No Credit is undefined in relation to traditional grades for graduate coursework.
- 'NF' may be assigned only if the student NEVER attended class. The assumption of the 'NF' grade is that a registration error occurred and the 'F' grade is not earned. The 'NF' grade will enable the student to correct a registration error without petitioning.
- 'F' ('RF' for Remedial Classes - those numbered below the 100-level) is the grade assigned if a student attended one or more class days. Please provide last date of attendance using this format: MM/DD/YYYY
- 'I' (incomplete) is appropriate when a student has been in regular attendance and passing for a majority of the class meeting, but is unable to finish for reasons acceptable to you, within the semester. If you assign an incomplete grade and the alternate grade is not an 'F', then click on Link to Send Alternate Grades (other than 'F') For INCOMPLETE To Registrar's Office.
- 'N' (work in progress) is appropriate when the nature of the course requires more than one semester for completion, such as Thesis or Research courses.
- 'NC' is a no credit, non-punitive grade allowed only for students in WRIT 095 or WRIT 101 who have made significant improvements in writing, but have not achieved passing work and must repeat the course.
- If a student has officially dropped or withdrawn, a grade of 'W', 'WP', and 'WF' will be already be entered in the grade column, and the column will read "NOT GRADABLE".

Manual Grade Entry
Click here to enter grades

Defaults to the Gradebook tab

Click the arrow to expand to the course section

Click here for Course Details
You can click on any of the columns within the row to bring up the students within the course.

The list of students will load at the bottom after you have selected the course.
Click on column headings to change the sort order

You can change the number of records displayed here

Final grade of F, RF, I, NC or NCR requires an entry into the Last Attend Date. If the student never attended, enter the first day of instruction as the Last Attend Date and enter 0 in the Attend Hours column.

You can select grades from the dropdown in the Final Grade column for each student

You do not have to enter all the grades at one time. The Course Details will tell you how many grades still need to be entered.

Once you are done entering grades, remember to Save.
Review grade status and update any grades if necessary and re-Save until you have entered all grades.