Objective of this training

- Go over the new steps to access and enter grades
- Show how to export the grade template using the wizard
- Show how to import grades using the grade template & the wizard
- Addendum: Show how to import grades using a spreadsheet other than the template
Supported Browsers, Tablets, &

**Supported browsers**

The following browsers have been tested with Banner Student Faculty Grade Entry 9.1:

- Internet Explorer 8 (Windows XP and Windows 7)
- Internet Explorer 9 (Windows 7)
- Firefox 10.x (Windows XP and Windows 7)
- Firefox 15.x (Windows XP and Windows 7)
- Safari 5.x (Mac OSX)
- Google Chrome 21.x (Windows XP and Windows 7)

Banner 9.X applications support the current version of Firefox and Chrome. The application is tested on the latest version at the time of release.

Best performance results can be achieved with browsers other than Internet Explorer 8. There is a known Microsoft issue with Internet Explorer 8's javascript execution engine.

**Tablets**

The application has been tested on the following tablets:

- iPad - iOS 5
- Android - OS 3 and OS 4

**Log out of Faculty Grade Entry**

When you exit out of Faculty Grade Entry, always use the Sign Out button at the top of the page, and then exit out of the browser. This will completely close your grading session.

The application uses cookies and caching, so if you do not sign out completely, the next person who uses that computer may be able to access your grading records.
Enter Midterm or Final Grades

HOW TO…
Access the Faculty Grade Entry page in Cyberbear

- Open the Web browser and go to the UM homepage: www.umt.edu
- Click on Cyberbear from A-Z link
- Then it will direct you to a sign in page where you will need to enter your NETID & PASSWORD
- Click on CyberBear For Faculty & Advisors
- A page emphasizing privacy and confidentiality of student information appears. Please read it carefully and contact the Registrar’s Office if have any questions regarding the Family Education Rights and Privacy Act (FERBA).

To continue, check the box at the bottom of the page
CHOOSE THE Faculty Grade Entry XE link

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Mid-Term/Early Alert Grades
Final Grades
Registration Overrides

Student Menu
Displays student information, view student's schedule, process registration overrides, view test scores, degree evaluations, active registrations, address listing, and holds.

Advisor Menu
Faculty Grade Entry XE

Cyberbear...
Choose Final Grades tab

...Then select a course to grade

The Select a Course section is displayed with a list of courses

- You will need to select the Final Grades tab to proceed
- The Gradebook tab is the default display.
- All courses open for grading are available. The Grading Status and Rolled buttons will be green if grades have been rolled
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 needed, 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".
Review Course Details for Details about the selected Course

Course Details:
Use this page to enter grades for the students in your courses

- Lists Course Title, Course Number and Course Section
- Lists any equivalent courses
- Lists CRN Number
- Lists number of Grades Remaining that need to be entered
- Lists how many total students were eligible for grading, how many students were registered for the course, how many final grades have been entered
- Lists Course Dates
- Lists the Primary Instructor
- Lists any Secondary Instructors
**Getting Started** for Grading Guidelines

**Grading Guidelines:**

- Use this page to enter grades for the students in your courses.
- Only your courses which are open for grading are displayed.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.
- Export and Import grades using the Tools Menu.

If you have questions, please Email the Registrar:
registration@umontana.edu
View Student Details at the bottom

Student Details:
Use this page to enter grades for the students in your courses
- Displays the student’s registration status
- Displays the credits for the course
- Displays the date the grades were rolled or Not Rolled
To enter grades, click on dropdown arrow and click on grade, enter Last Attend Date and Hours Attended if grade requires it. Refer to grading guidelines and Final Grade Entry.

- If a student drops a course with a W, the student will remain on the class roster.
- The course will be marked “Not Gradable”
- The Student Details tab will show the student has dropped

<table>
<thead>
<tr>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Hours Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Gradable</td>
<td>Not Gradable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registration Status: Records Drop (W)
Credits: 3
Grade Rolled Date: Not Rolled

Incomplete Grades section
- When you enter a final grade for a student that is flagged as incomplete, the Incomplete Grades tab is automatically displayed.
- When students on the roster have already been awarded an incomplete grade, you can select the Incomplete Grades tab to view data for those students.
- Use the Roster tab to return to the class roster, select another student, and continue grading.
- If you enter an incomplete grade you must enter a last date of attendance.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ID</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Hours Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear, Monte</td>
<td>790880668</td>
<td></td>
<td>I</td>
<td></td>
<td>09/22/2016</td>
<td></td>
</tr>
</tbody>
</table>
As you work through the Faculty Grade Entry page, messages for errors, warnings and successful saves are displayed in the Notification Center at the top right of the page. Icons with color are used to indicate the type of message that is displayed:

- **Error messages** display an exclamation point in a red circle.
- **Successful save messages** display a check mark in a green circle.
- Both error and save successful messages also display the icon in the row for which the message is generated - the row is highlighted in the same color as the icon.

- **Warning messages** contain an exclamation point in a yellow triangle.
- **Information messages** display a lower case letter “i” in a blue circle.

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**Export Grades**

1. Access the Final Grades section of the page.
2. Select a course so the class roster is displayed in the Enter Grades section

3. Select the **Export Grade Template** option from the **Tools** menu

4. Follow the steps for the Export Grades wizard

> Select the export file type and select the **Export** button
> Open the file in the default application, *Microsoft Office Excel*
> Save the template and download it to your desktop - select OK
> Review the data in the exported spreadsheet – the file is read only
> Use Save As and rename the file to create an editable copy

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**Export Grades**

> It is recommended that you use the export process to export a template prior to importing grades - this will set up formatting that matches the Import Wizard

> If you attempt to import without doing this, the system will try to logically map the data for you, but may not produce the results you desire
NOTE: If you choose to use your own spreadsheet for importing grades make sure your headers match the faculty grading headers in the mapping section of the import wizard

At the end of this training is an optional addendum if you want to learn how to map your own spreadsheet to import

Import Grades

Steps to import grades from an Excel spreadsheet into the Faculty Grade Entry page:

1. Access the Midterm or Final Grades section of the page
2. Select a course so the class roster is displayed in the Enter Grades section
3. Select the Import option from the Tools menu
4. Follow the steps for the Import Grades wizard
NOTE: Requires the following fields: Term, CRN, Student ID, Midterm Grade or Final Grade, Last Attend Date, and Hours Attended

*ID is not case sensitive

NOTE: You will only be able to import grades when grading is open

Importing Final Grades
The import grades wizard contains the following steps:

1. Select the file
2. Preview the file
3. Map the columns
4. Import the file
5. Use the validation report

6. Finish the import

Note: When there are many records, the import process may take some time to complete. The import wizard page turns dark, and a white spinning icon is displayed. Wait for the import process to finish, as clicking buttons may interrupt the process. You can use the Cancel button to stop the import process.
Select a File for Import

1. Browse for a file to import
2. Select the file
3. Select Open
4. Select Next
1. Select the page of the spreadsheet to import
   - Check the My spreadsheet has headers if needed (this should be the default)
   - Use Go Back button to select different file
   - Use the cancel button to stop the process
2. Select Next
Map Columns

1. Use the pulldown menus to map the spreadsheet columns to the application columns
   - The ID column must be mapped to activate the Next button
   - A green checkmark is displayed at the top of the wizard for each column that has been mapped
   - Leave a column set to Ignore to not include it in the import
   - Use Go Back button to select a different file
   - Use Cancel button to stop the process

2. Select Next
Import

1. Review the data summary to see the data that will be imported

   The summary lists the number of records that will be imported and the number of errors for records that will not be imported.

   Use the Go Back button to remap the columns or view the import summary.

2. Use the download the validation report link to view the error details by record.

   You can save and download report to your desktop, correct errors, save and start import process again (if needed).

3. Select the Import button.

   The Notification Center displays the number of records imported successfully & the number of records with errors that were not imported.
Finished – Import Complete

1. Select the Finished button to view the saved data that has been imported to the Enter Grades section of the page.

The records that have been imported are now saved in the database & can be viewed in Banner baseline.
Importing Final Grades

Data is handled as follows:

- Imported grade data will overwrite existing grade data that has not been rolled
- The values for the grade, last date of attendance & attendance hours can be updated
- Blank data in the spreadsheet will not be imported
- Null or incorrect data (data with errors) is not imported
  - It can be reviewed in the validation report that is available at the ‘import’ and ‘finished’ steps
  - Once reviewed, can be corrected, and reimported
- Incomplete grades can be imported
- Data that is exported from the application and not changed in the spreadsheet will not be imported, as it is an exact match of existing data. The message *No new data. Ignored.* is displayed

Importing Final Grades

This is what the **validation report** will look like.
Import error examples from validation report

- Invalid grade

- A last attend date is required for this grade

- Student status is not gradable *(the student has dropped – this is ok)*

- Internet Explorer script error on large import
  - When at the Map step of the Import Wizard and importing a large # of grades, a warning may be displayed asking the following:
  - Stop running the script? A script on this page is causing your web browser to run slowly. If it continues to run, your computer might become unresponsive. Yes, No
  - Click *No* so the process will continue
*Note: Once grades are rolled, you will need to complete a grade change form and submit to the Registrar’s Office.
Addendum: Mapping Your Spreadsheet’s columns to be Imported
Prepare the spreadsheet for upload BEFORE attempting to import

- The import grades wizard steps: Select the file, Preview the file, Map the columns

- There are 8 fields available to map
  - Term, CRN, Student ID, Final Grade or Midterm Grade, Last Attend Date, Hours Attended, Incomplete Final Grade, and Extension Date
  - Banner requires 3 to continue with the upload process: Term, CRN, Student ID (marked with *)
  - UTC requires 6 fields: Term, CRN, Student ID, Final Grade or Midterm Grade, Last Attend Date, Hours Attended

- Map the spreadsheet with the 6 UTC required fields
  - NOTE: If there is a field that contains the data but has a different header it can be mapped during the import without changing the name of the header on the spreadsheet

- Go through all columns on the spreadsheet and make sure they contain the 6 fields & add the columns that are not listed

- If you add columns make sure the data is added for all students - i.e. if you add a Term Code column make sure to add the actual term code for all the students listed

Term Codes & CRNs

- **Term Codes:**
  - 201670 is Fall 2016 (Full)
  - 201730 is Spring 2017 (Full)
  - 201750 is Summer 2017 (Full 10 week session, First Session, Second Session, Special Session)

- **CRN:** a 5 digit Course Reference Number that identifies a course & section offered for the term
  - Students register by entering the CRN & Faculty choose the CRN to view class rosters & enter grades
    - The CRN for Fall 201670 will begin with 7XXXX
    - The CRN for Spring 201730 will begin with 3XXXX
    - The CRN for Summer 201750 will begin with 5XXXX
Select a File for Import

1. Browse for a file to import
2. Select the file
3. Select Open
4. Select Next
1. Select the page of the spreadsheet to import
   - Check the My spreadsheet has headers indicator if needed (should be default)
   - Use Go Back button to select a different file
   - Use Cancel button to stop the process
2. Select Next
Map Columns

- 7 fields have checkmarks indicating they are mapped
- 1 added code was not mapped—no green checkmark

1. Use the pulldown lists to map the spreadsheet columns to the application columns
2. Columns that do not match are marked as Ignore (leave a column set to Ignore to NOT include it in the import)
3. Check each column to see if there is an equivalent field available to map
Map Columns

The ID is equivalent to the student id

* Did not change ID on the spreadsheet—changed it using the dropdown
  1. Click on the dropdown arrow above ID and change it to Student ID
  2. Once this is complete the Student ID field is mapped

This is shown by the green checkmark
Map Columns

Continue with each column until complete

- Final Grade matches 'Final Grade'
- 'Term Code' matches 'Term Code'
- Entered 'Last Attended Date' instead of 'Last Attend Date'
- This can be mapped now
- Once mapped, hit Next
Import

Review the data summary to see what will be imported

The summary lists the number of records that will be imported and the number of errors for the records that will not be imported

1. Use the Go Back button to remap the columns and view the import summary
2. Use the Download the validation report link to view the error details by record
3. You can save and download the report to your desktop, correct errors, save and start import process again
4. Select the Import button

The Notification Center displays the number of records imported successfully & the number of records with errors that were not imported
1. Select the Finished button to view the saved data that has been imported to the Enter Grades section of the page.

The records that have been imported are now saved in the database and can be viewed in Banner.

It looks like nine students did not receive a grade.

2. Can enter the grades manually or import your spreadsheet again with the corrections. Only the changes will be imported.
Remember you can still enter grades manually using the dropdown and the grading guidelines.

Grading Guidelines:

Use this page to enter grades for the students in your courses:

- Only your courses which are open for grading are displayed
- Monitor your grading progress by section using the status indicator bars
- View your course and student details
- Sort your Course List or Roster by clicking on column headers
- Export and Import grades using the Tools Menu

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