Grading in Banner 9 Self Service

When you go to submit fall 2022 grades, you will see two options to enter grades:

Faculty and Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information Faculty and Advisors (New!) Enter Grades and Registration Overrides, View Class Lists and Student Information

The first option will take you the old grade submission portal. The second option (denoted with New!) is the new grade submission portal that faculty should use to submit their final grades.

The first screenshot shown is what you are familiar with. This is the old layout. In the old grade submission portal:

- You only saw the courses that were open for grading for the current term
- There was no page editing that allowed you to expand your page to include more than 25 students per page
- Midterm grades were not displayed on the final grades entry page

CRN: Students Reg	istered	51190 26							
Students key	istereur	20							
🛆 Please subm	it the grades often.	There is a 3	0 minute time limit	When e	ntering a failin	g grade, a last da	ate of		
Record Sets:	1 - 25 26 - 26			at	tendance mus	st accompany it.			
Final Grades									
Record Number	Student Name	ID	Credits Registra Status	ation	Grade	I Lost Attend Da MMy D/YYYY	Attend Hours 0-999.99	Registration Number	
1	Joe Smith		Register Jun 02, 2	ed web 2022	F ¥ N	9/1/2022		17	0
2	Sandy Eagle		Registere Mar 31	ed web 2022	F Y N	8/22/2022	0	9	0
3	Archie Day		Register	ed web	Non a 🔨 N			20	
4			Registere	ed web	None 🗸 I			7	
5			Registere	ed web				28	
6			Register	ed web	When enteri	ng a failing grade a student never		26	
7			Jun 25, 3 Registere	2022 ed web	attended you	ur class, enter the	•	29	
8			Jun 25, 2 Registere	2022 ed web	"0" under	art date and ente attended hours	r	40	
9			Aug 09, Registere	2022 ed web]6	
10			Mar 30, 1 Registere	2022 ed web	None 🗸 N]33	0
11			Jul 22, 2 Registere	022 ed web	None 🗙 N			21	0
12			Jun 11, 2 Register	2022 ed web	None M N]	0
12			Aug 18,	2022	None V N] 44	0
15			Aug 24,	2022	None V N] 44	0
14			Jul 22, 2	ed web	None 🗸 N			34	8
15			Registere Sep 01,	ed 2022	None 🗸 N			45	0
16			Registere Jun 25, 2	ed web 2022	None 🗸 N			30	0
17			Registere Mar 31,	ed web 2022	None 🗸 N			8	0
18			Register Jun 23, 2	ed web 2022	None 🗸 N			23	0
19			Register Apr 22, 2	ed web 2022	None 🗸 N			14	
20			Registere Apr 04,	ed web 2022	None 🗸 N			12	0
21			Registere	ed web 2022	None 🗸 N			39	0
22			Register	ed web	None 🗸 N]11	0
23			Registere	ed web	None 🗸 N			38	0
24			Register	ed web	None 🗸 N			16	
25			Register Jun 25. 2	ed web 2022	None 🗸 N			31	
Record Sets:	1 - 25 26 - 26		Must	go to the r	ext page				
Submit Reco			to	continue to	o enter				
Coonic Kest			grade	available	e ealang 9.				

The new portal has a more modern look and feel and has some great updated features, but you will notice some differences, including:

You will see all your courses displayed, not just the courses open for grading for the current term. They can easily be sorted by term. This can be done by using the Term column heading. You can also sort by searching for the current grading term in the search box (ex. 202310)

SOUT	HERN INDIANA								
Faculty Grade Entry Faculty Grade Entry Midterm Grades	ntry • Final Grades	ok		You c headir	an click the ng to sort by	Tern / tern	n 1.		
My Courses							(iii) Sear		
Grading Status	Colled	\$	Subject	\$ Course 🗘	Section	٥	Title 🗘	Term	$\overline{}$
Not Started	Not Started		CMST - Communication Studies	101.	005		Intro to Public Speaking	202310 - Fall 2022	0
Not Started	Not Started		UNIV - University Studies	101.	967		FYE- Screagles TLC	202310 - Fall 2022	0 5
Not Started	Not Started		GNDR - Gender Studies	111.	002		Intro to Gender Studies	202310 - Fall 2022	0
Not Started	Not Started		UNIV - University Studies	101.	915		FYE-College of Liberal Arts	202310 - Fall 2022	0 5
Completed	Completed		CMST - Communication Studies	101.	005		Intro to Public Speaking	202220 - Sprin 2022	0 Ig 1

Faculty Grade Entry • Final Grades												
Faculty Grade Entry	Faculty Grade Entry			You can also enter the term you are								
Midterm Grades	Final Grades Gradebook				up only the classes you want.							
My Courses						_				202310		0
Grading Status	C Roll	ed	\$	Subject		\$	Course	Section	\$	Title 🗘	Term	CRN
Not Started	N	ot Started		CMST - Commur	nication Studies		101.	005		Intro to Public Speaking	202310 - Fall 2022	50477
Not Started	N	ot Started		UNIV - Universit	y Studies		101.	915		FYE-College of Liberal Arts	202310 - Fall 2022	50825
Not Started	N	ot Started		GNDR - Gender	Studies		111.	002		Intro to Gender Studies	202310 - Fall 2022	51190
Not Started	N	ot Started		UNIV - Universit	y Studies		101.	967		FYE- Screagles TLC	202310 - Fall 2022	52232

Midterms are displayed on the final grades entry page, allowing for easy comparisons between midterm and final grades.

Faculty Grade Entry	• Final Gra	des						EV/E	202240	
Not Started	Not Started		UNIV - Univ	ersity Studies	101.	967		Screagles	- Fall 2022	52232
Records Found: 4								K K Pa	ge 1 of 1	Per Page
					A 0 V					
Enter Grades			1					(iii) Search		Q
Full Name	\$	ID	0	Midterm Grade	Final Grade	\$	Rolled 🛟	Last Attend	Date 🗘	Hours Attended
Joe Smith				A		*				
Sandy Eagle				А		*				
Archie Day				В		*				
				A		*				
				A		*				
				A		~				
				A		~				
				с		*				
				А		*				

In the bottom right corner of the page, you can edit the number of students to display per page, up to 100 students per page.



*Note: Although you can have lots of students on one page, be sure to save often (even in the middle of a page) to avoid a session time out. When a session times out before the save has been hit, entered grades can be lost.

The drop-down menu of grade choices is still the same, but the great new change is that instead of manually entering the last date of attendance, you can click on the calendar icon and a drop-down calendar will appear

Final Grado	~									* 👤	
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			25	26	27	20	20	20	24		
	~		25	26	27	28	29	30	31		
							~]				

To enter grades in the new Banner 9, is easy!

- 1) Login to myUSI and choose Faculty and Advisors (New)
- 2) Use the **term column header** or the **search box** to search for the **current term's classes**. (***Note:** although you will see all your classes, you will only be able to enter grades for the current term, you will not be able to change grades from previous terms).
- 3) Click on **Not Started**, for the course you wish to enter grades for.
- 4) Use the drop-down menu under the Final Grade column to enter the grade earned.
- 5) If are giving a failing grade, you must enter the last date attended. Use the calendar drop-down menu to navigate to the last date of attendance and click the date to auto-populate the field. If a student is still on your roster, but never attended the class, use the drop-down menu to navigate to the first day of class and click to auto-populate, then put a zero (0) in attended hours. (*Note: This is the same policy as before, the only difference is the drop-down calendar).
- 6) Once you have entered all grades, hit **Save**.

*Note: Once grades are rolled to academic history (immediately after the grade import due date/time), you will no longer be able to make grade changes in the portal (or add grades that were missed), but will need to submit the Change of Grade from (signed by the Dean).

As has always been the case, whatever you enter in the final grades roster at the end, that grade entered will remain on that roster forever, even if you later come back and process a grade change. The grade change will not reflect on the final grades roster but will reflect on the student's unofficial transcript.