



## Overview

Procedures are outlined for midterm and final grade reporting. In addition, this guide covers the related topics: grade changes, incomplete grades, course withdrawals appeal, and grades for students who have stopped attending.

**Tip:** Google Chrome is the recommended and supported browser for Banner Faculty self-service.

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## Important Deadlines

Final grades are due within 3-business days from the end of the semester; midterm grades must be issued during the 8th week of the semester (see the [Academic Calendar](#) for shorter terms or specific grade deadlines).

## Midterm and Final Grade Entry

- Go to [MySCSU](#)
- Banner Faculty/Advisor
- Faculty Grade Entry
- Select the Course to get started (scroll down to view the course roster it will open at the bottom of the page)

Tip: Use the 'Search' or column sort (^) to find courses by term, CRN, or grading status.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	HIS - History	106	01	East Asia to 1850	202310 - Fall 2022	10008
In Progress	ACC - Accounting	200	01	Princ of Financial Accounting	202310 - Fall 2022	11984
Completed	CMD - Communication Disorders	200	01	Intro to Dev Com Disorders	202240 - Spring 2022	40002

- Click Midterm Grades or Final Grades tab accordingly
- Enter a grade for all students on the roster
- Save

Once all grades are entered the Grading Status = **Completed** in the first column but you may continue to update grades until the grade reporting deadline.

# Grade Reporting

## Stopped Attending

U.S. Department of Education enrollment reporting regulations require faculty to report students who have stopped attending their class. To report a student who has stopped out and is no longer in attendance (What constitutes attendance? See [Attendance Reporting Guide](#)) you must issue 'FS' as the final grade and enter the students **Last Attend Date**.

Enter Grades							Search
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date		
Otus Demmi	xxxx 1316		FS		08/18/2022		

## Incomplete Grades

The instructor and the student must complete an [Incomplete Contract](#) before the instructor can issue an 'I-Incomplete' final grade. When reporting final grades and an 'I' is entered you will see the Incomplete Grades Prompt appear.

Roster <b>Incomplete Grades</b>							Search
Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints	
Otus Demmi	xxxx 1316	I			09/27/2022		

- Enter the Incomplete Final Grade and Extension Date from the Contract.
- To return to the grade roster at any time, select Roster.

Roster <b>Incomplete Grades</b>							Search
Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints	
Otus Demmi	xxxx 1316	I			09/27/2022		

## Grade Changes

After grades have rolled, faculty may submit a grade change as follows:

- Go to MySCSU <https://login.southernct.edu>
- Enter Banner Faculty/Advisor self-service
- Go to Faculty Grade Change
- Select the semester and student
- Enter the new grade
- Submit

Note: If entering an I (Incomplete) or I+ (Incomplete Extension) you will also be asked to enter the Incomplete Final Grade and Extension Date.

## Grade Roster Export/Import

Faculty have the option to export the grade roster for each course and import it when midterm or final grades are due using the Export Template and Import features highlighted below.

### Midterm Grades

- Go to Faculty Grade Entry
- Select the Course
- Click Midterm Grades
- Go to Settings/Gear Icon
- Select **Export Template**

The screenshot shows the 'Faculty Grade Entry' page for 'Midterm Grades'. A settings menu is open, with 'Export Template' and 'Import' options highlighted. The user's name 'Alicia Carroll' is visible in the top right corner. Below the settings menu, there is a table with columns for 'Grading Status', 'Subject', 'Course', 'Section', and 'Title'. The table contains one row with the following data: 'Not Started', 'ANT - Anthropology', '214', '01', and 'American Tongues: Politics of'.

- You will receive a prompt to select .xls or .xlsx
- The file will appear in the footer and can then be saved to your computer

The screenshot shows the Windows taskbar at the bottom of the screen. A file named '202240\_Anthropolo...xlsx' is visible in the taskbar, indicating the export file is ready to be saved. The taskbar also shows the system tray with the date and time '1:55 PM 8/15/2022'.

## Grade Reporting

- The file is prefilled with the following information for your class:
  - Column A-D: term code, CRN, student names, student IDs
  - Column E: indicates if the student has marked their directory information confidential
  - Column F: course subject
  - Column G: **Enter Midterm Grade**
  - Column H: **Enter Last Attended date** (only if issuing 'FS' grade)

To upload your midterm grades, use the **'Import'** button and follow the prompts to import your .xls or .xlsx grade roster for midterm grade submission.

- Step 1 File import (find and upload your .xls or .xlsx), hit continue
- Step 2 Offers a preview and ask if your spreadsheet has a header row, hit continue
- Step 3 Asks you to confirm your columns are mapped to the correct field
  - Hint: you can use your own spreadsheet, you do not have to use the export template, if you have all the required columns to be mapped

**Import** Cancel

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

### Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

Map	Other	Other
Row	Term Code*	Name
1	CRN*	Name
	Student ID*	
	Midterm Grade	
	Last Attended Date	

Go Back Continue

- Step 4 will ask you to validate the data import
- Step 5 will complete the process
  - If not, all students are accepted in the upload, you will receive an error file.
  - You can submit a corrected spreadsheet or manually enter the student grade directly on the Banner grade roster instead.

# Grade Reporting

## Final Grades

- Go to Faculty Grade Entry
- Select the Course
- Click Final Grades tab
- Go to Settings/Gear Icon
- Select **Export Template**

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Roll	Subject	Course	Section	Title
Not Started	Not Started	ANT - Anthropology	214	01	American Tongue

CRN 41687

- You will receive a prompt to select .xls or .xlsx
- The file will appear in the footer and can then be saved to your computer

Records Found: 1

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Save Reset

202240\_Anthropolo...xlsx

Type here to search

79°F 1:55 PM 8/15/2022

- The file is prefilled with the following information for your class:
  - Column A-D: term code, CRN, student names, student IDs
  - Column E: indicates if the grade has been rolled yet
  - Column F: indicates if the student has marked their directory information confidential
  - Column G: course subject
  - Column H: **Enter Final Grade**
  - Column I: **Enter Last Attended date** (only if issuing 'FS' grade)
  - Column J: **Enter Incomplete Final Grade** (only if issuing 'I' grade)
  - Column K: **Enter Extension Date** (only if issuing 'I' grade)
  - Column L: Any date allowed is a default message, no action required

## Grade Reporting

To upload your final grades, use the **'Import'** button and follow the prompts to import your .xls or .xlsx grade roster for final grade submission.

- Step 1 File import (find and upload your .xls or .xlsx), hit continue
- Step 2 Offers a preview and ask if your spreadsheet has a header row, hit continue
- Step 3 Asks you to confirm your columns are mapped to the correct field
  - Hint: you can use your own spreadsheet, you do not have to use the export template, if you have all the required columns to be mapped

### Import

Cancel

1 Select | 2 Preview | **3 Map** | 4 Validate | 5 Finish

### Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

Map	Other	Other
Row	Other	Name
1	Term Code*	Name
	CRN*	
	Student ID*	
	Midterm Grade	
	Last Attended Date	

Go Back Continue

- Step 4 will ask you to validate the data import
- Step 5 will complete the process
  - If not, all students are accepted in the upload, you will receive an error file.
  - You can submit a corrected spreadsheet or manually enter the student grade directly on the Banner grade roster instead.

### Course Withdrawal Appeals

For students who receive an approved late course withdrawal (see [Course Withdrawal Appeal](#)), they will no longer appear on the grade roster. If you believe a student is on your roster in error, please contact your department chairperson to follow up on the status of the approval. This must be processed prior to the grade submission deadline so that the grade issued does not override the withdrawal.

### Addendum: A Note Regarding the Incomplete Procedure Change Eff. Spring 2022

The Incomplete Grade policy hasn't changed; however, Banner now has the technology to automate information from the [Incomplete Contract](#). Here are the additional notes from Faculty Senate clarifying the changes:

1. The existing policy allows instructors to resolve an Incomplete grade *no later than* 30 days into the next fall/spring semester.
2. The Banner system did not previously allow for entry of an earlier deadline and all Incomplete grades were resolved 30 days into the next fall/spring semester by default. Instructors can now indicate an earlier date when entering grades based upon individual contracts with students.
3. The existing policy requires the Instructor to specify in the Contract the grade the student will automatically receive in the worst-case scenario, if the student *does not* complete the remaining coursework as outlined.
  - a. In other words, if the student does nothing further and therefore receives a grade of zero on all remaining assignments, this is the grade that would be earned.
  - b. In the past, if a student did not complete the work *and* if the instructor did not input a final grade in Banner, the default grade would be an F. In some cases, the grade entered into the contract may still be an F, in other cases, the student's average and the amount of work remaining may be minimal such that even if no other work is completed, the lowest possible grade would be higher than an F.
4. If the student does complete the additional work, faculty must submit a Grade Change to issue the final grade.
5. There is still the option to extend the original 'I' and Extension Date by manually entering an 'I+' grade with a new Extension Date in Banner Web>Faculty Services>Grade Change.