

Location of Import/Export final grade entry feature. (See notes below)

Tools

Select a Course

During the final grade entry period, select the final grades tab and the courses that are assigned to the instructor will display in a list below.

Midterm Grades	Final Grades
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

G... Status	R...	Subject	Course	S...	Title	Term	C...
<input type="checkbox"/>	<input type="checkbox"/>	Rhetoric and Composition (RHET)	233	P	Adv Rhetoric & Composition	Fall 2015 - Urbana...	3...
<input type="checkbox"/>	<input type="checkbox"/>	Rhetoric and Composition (RHET)	105	B3	Writing and Research	Fall 2015 - Urbana...	3...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rhetoric and Composition (RHET)	233	X	Adv Rhetoric & Composition	Fall 2015 - Urbana...	3...
<input type="checkbox"/>	<input type="checkbox"/>	Rhetoric and Composition (RHET)	105	B2	Writing and Research	Fall 2015 - Urbana...	4...

Grade Status Bar Indicators: Green = Complete
Yellow = Incomplete Blank = Not Started

The class roster for the selected course will appear beneath the list of course that are assigned to the instructor for final grade entry. Additional detail information for the selected course will display in the right-hand column of the grade entry page.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student 1	600000001		C			
Student 2	600000002		B			
Student 3	600000003		B			
Student 4	600000004		C+			
Student 5	600000005		A			
Student 6	600000006		F		09/16/2015	
Student 7	600000007		B-			
Student 8	600000008		A			
Student 9	600000009		A+			
Student 10	600000010		C-			

List of grade codes will be available for manual entry by using the drop-down selection option.

Last Attend Date and Hours Attended: The Last Attend Date and Hours Attended fields are required for students to whom you assign a Final Grade of F or U. Failure to enter Last Attend Date for an F or U grade will prevent that grade from being saved. The Course Dates are found in the Course Details tab once a section/CRN has been selected. If a student has no history of attendance, enter the first day of the course in Last Attend Date and 0 (zero) in Hours Attended.

Course Details Getting Started

Rhetoric and Composition 233, Sectio...

Adv Rhetoric Composition
Course Reference Number: 37325

Eligible: 10
Registered: 10
Graded Final: 10

Course Dates: 08/24/2015 - 12/09/2015
Primary Instructor: **Instructor 1**
Secondary Instructor(s):

*Course detail information will display the number of students that are eligible for the respective grade entry period - Midterm or Final. The details above show that 10 of the 10 registered students require a final grade to be entered.

Reset Save

MUST click on the "Save" button for entered grades to be submitted to Banner.

Exporting/Importing Excel Grade Spreadsheet:

Click on the "Tools" drop-down menu to access the mass grade entry import/export feature.

- **Export Grade Template** – This option allows you to export the class roster of the CRN that was selected.
- **Import Grade Template** – This option allows you to import an Excel file that contains the final grades for your course. If your Excel file has column headers, you can use the mapping feature to identify the columns. However, the following column categories are required in order to successfully upload your Excel file:
 - **Spreadsheet Columns Required for Import:** Student UIN; Final Grade; Last Attend Date (if an F or ABS grade is assigned); Hours attended (if an F or ABS grade is assigned)
 - After mapping the Excel file the validation report will display any errors in the Excel file import and provide detailed information on correcting these errors.