

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

Tools

Courses that have students requiring midterm grades will display in the course list below.

Select a Course		Course	S...	Title	Term	C...
Midterm Grades	Final Grades					
Grade Status	Subject					
	Rhetoric and Composition (RHET)	233	X	Adv Rhetoric & Composition	Fall 2015 - Urbana...	3...
	Rhetoric and Composition (RHET)	105	B3	Writing and Research	Fall 2015 - Urbana...	3...
	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 students in the selected course that require midterm grades will appear beneath the list of instructor assigned courses. Additional detail information for the selected course will display in the right-hand column of the midterm grade entry page.

Enter Grades

Full Name	ID	Midterm Grade
Student 1	600000001	A
Student 2	600000002	B
Student 3	600000003	B+
Student 4	600000004	A
Student 5	600000005	B

Records found: 5

Course Details Getting Started

Rhetoric and Composition 105, Sectio...

Writing and Research
Course Reference Number: 40423

Eligible: 5
Registered: 17
Graded Midterm: 5

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 5 of the 17 registered students are required to have midterm grades entered.

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.

Reset **Save**

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

Exporting/Importing Excel Grade Spreadsheet:

In the upper right-hand corner of the grade entry page, there is a "Tools" drop-down menu. Select either the Export or Import option.

- **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 midterm grades for your course. If the 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 midterm grade Excel file:
 - **Columns Required for Import:**
 - Student UIN
 - Midterm Grade
 - After mapping the Excel file the validation report will show any errors in the Excel file import and provide detailed information on correcting these errors.

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