Self-Service Banner
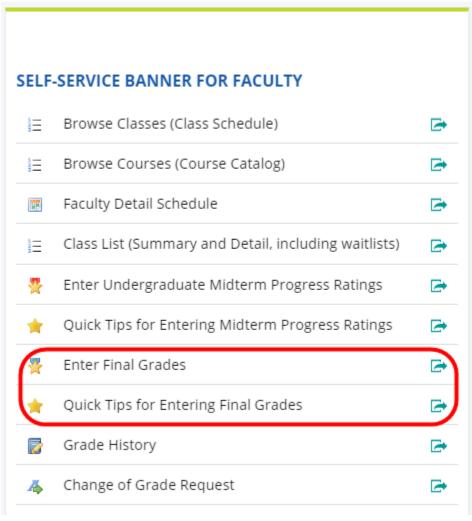# Quick Tips for Entering Final Grades

From TUportal → Faculty Tools tab → Self-Service Banner for Faculty channel:

SELF-SERVICE BANNER FOR FACULTY

☰	Browse Classes (Class Schedule)	↪
☰	Browse Courses (Course Catalog)	↪
📅	Faculty Detail Schedule	↪
☰	Class List (Summary and Detail, including waitlists)	↪
⭐	Enter Undergraduate Midterm Progress Ratings	↪
⭐	Quick Tips for Entering Midterm Progress Ratings	↪
⭐	Enter Final Grades	↪
⭐	Quick Tips for Entering Final Grades	↪
📒	Grade History	↪
🔄	Change of Grade Request	↪

Annotated page captures follow this text!

Summary of key features in Self-Service Banner Final Grading:

- **Classes for all terms presented on landing page**
  - All classes you have taught back through Summer 2011 are displayed in descending chronological order with most recent classes listed first.
  - Use the Search box in the upper right of the page to isolate classes for a single term based on the term code (e.g., 202136 for Fall 2021).

- **Basic navigation from the landing page:**
  - Click anywhere on the row that displays the class you wish to grade. Then scroll down past your list of courses to view the grading roster (list of students) for your selected class. Click the ▲ that appears in the center of the page, directly below your list of courses – this will focus your page display on your list of students to be graded and highlight the class you are grading.
  - The display adjustment characters (▲ ● ▼) are used to focus your display on your roster of students to be graded (▲) or your list of courses to be graded (▼) or both (●) – with the top half of the display showing your courses and the bottom half showing the roster of students you have selected to grade.
  - Once you have finished grading for one class and saved your entries, click the ▼ to display your other courses to select the next one you want to grade.

- **Grading Status and Rolled indicators display for each class on your list**
  - Both indicators can take on the following values: <u>Not Started</u>, <u>In Progress</u>, <u>Completed</u>
  - <u>Grading Status</u> refers to *your* grading activity for the class. When you have saved grade entries for all students on the grade roster for the class, the Grading Status will show as Completed.
  - <u>Rolled</u> refers to the rolling of the saved grades to academic history for the students in the class. Rolling is a batch process that is scheduled by the Office of the University Registrar for undergraduate and graduate classes and by professional school Registrars for their classes. Typically, for undergraduate and graduate classes, rolling grades

occurs nightly. When grades have been rolled for all students on the grade roster for the class, the Rolled status will show as Completed. Grades do not appear on a student's transcript until they are rolled to academic history.

- **Search/filter features:**
  - Search boxes exist on both the Final Grades **My Courses** page that displays your classes as well as on the **Enter Grades** page that lists the students in a class
  - The Search can be used effectively on the **My Courses** page to isolate classes:
    - for a specific term code
    - for a subject code or course number or section number or specific CRN
    - that share a Course Title keyword
  - The Search can be used effectively on the **Enter Grades** page to locate a student by Name or TUid – even if that student does not appear on the page currently being displayed
  - Clear the characters from the Search box to reset the display to all courses/students

- **Single column sorting:**
  - We have concatenated Subject, Course and Section Number into a single column to facilitate sorting.
  - Click on a column title (e.g., Subject Course Section) to sort the records based on the column you clicked.
  - Only single column sorting is available.
  - Note that CRN sorts as a text field and not as a number (i.e., 21111 will sort before 222 in an ascending sort)
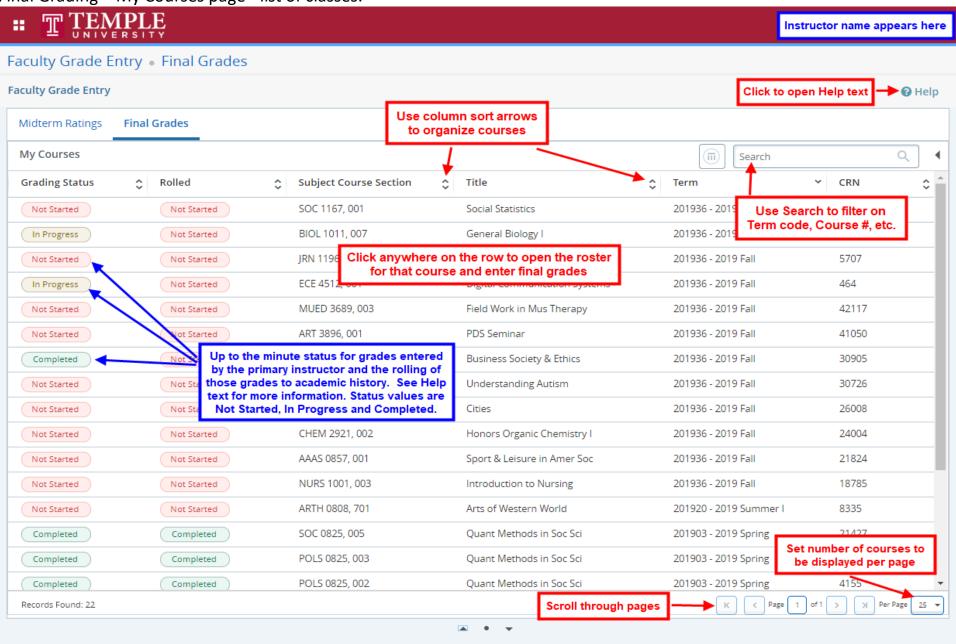
- **Column Reordering:**
  - Click on a column title (e.g., CRN) and drag the column to your preferred position on the page

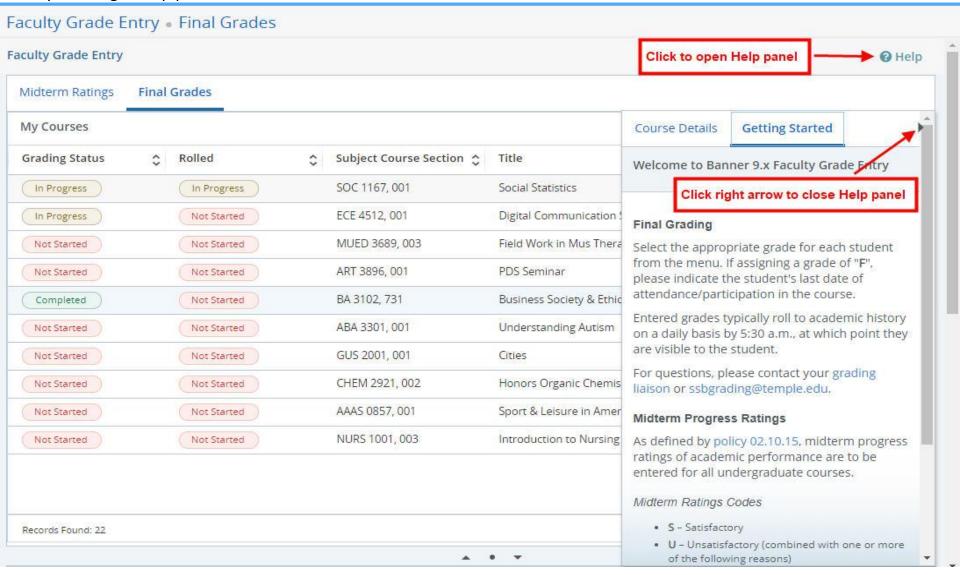- **Set preferred number of courses/students per page:**
  - Use the "Per Page" drop down in the lower right corner of the page to set the number of courses that appear on the My Courses page or the number of students that appear on the Enter Grades page. Optional increments are 5, 10, 25, 50, 100.

- **Opening and closing the Help text window:**
  - Click the **? Help** icon in the upper right portion of the page to open a pop-up window with Help text regarding Final Grading and Midterm Ratings on the Getting Started tab. Once open there will be a right-pointing arrow ▶ in the upper right corner of the Help text window that you can click to close the window.
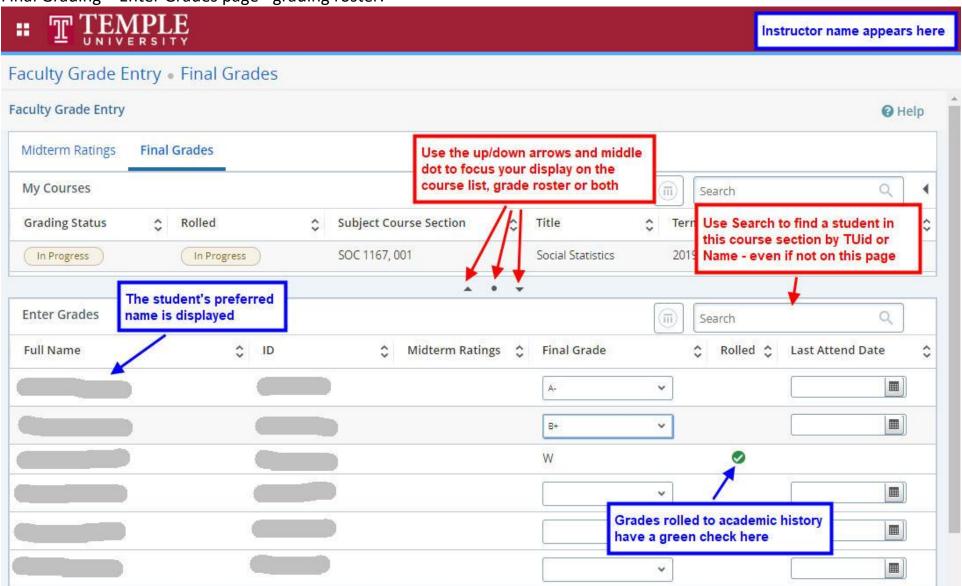
Final Grading – My Courses page - list of classes:

Faculty Grading – Help panel:

Final Grading – Enter Grades page - grading roster:

<<snip>>
Final Grading – Enter Grades page - grading roster (continued):