





















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: Not Started, In Progress, Completed
 - Grading Status 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.
 - Rolled 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  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:

TEMPLE UNIVERSITY Instructor name appears here

Faculty Grade Entry • Final Grades

Faculty Grade Entry Click to open Help text → ? Help

Midterm Ratings **Final Grades**

My Courses

Use column sort arrows to organize courses

Use Search to filter on Term code, Course #, etc.

Click anywhere on the row to open the roster for that course and enter final grades

Up to the minute status for grades entered by the primary instructor and the rolling of those grades to academic history. See Help text for more information. Status values are Not Started, In Progress and Completed.

Set number of courses to be displayed per page

Scroll through pages

Grading Status	Rolled	Subject Course Section	Title	Term	CRN
Not Started	Not Started	SOC 1167, 001	Social Statistics	201936 - 2019	
In Progress	Not Started	BIOL 1011, 007	General Biology I	201936 - 2019	
Not Started	Not Started	JRN 1198, 001	Journalism	201936 - 2019 Fall	5707
In Progress	Not Started	ECE 4512, 001	Digital Communication Systems	201936 - 2019 Fall	464
Not Started	Not Started	MUED 3689, 003	Field Work in Mus Therapy	201936 - 2019 Fall	42117
Not Started	Not Started	ART 3896, 001	PDS Seminar	201936 - 2019 Fall	41050
Completed	Not Started		Business Society & Ethics	201936 - 2019 Fall	30905
Not Started	Not Started		Understanding Autism	201936 - 2019 Fall	30726
Not Started	Not Started		Cities	201936 - 2019 Fall	26008
Not Started	Not Started	CHEM 2921, 002	Honors Organic Chemistry I	201936 - 2019 Fall	24004
Not Started	Not Started	AAAS 0857, 001	Sport & Leisure in Amer Soc	201936 - 2019 Fall	21824
Not Started	Not Started	NURS 1001, 003	Introduction to Nursing	201936 - 2019 Fall	18785
Not Started	Not Started	ARTH 0808, 701	Arts of Western World	201920 - 2019 Summer I	8335
Completed	Completed	SOC 0825, 005	Quant Methods in Soc Sci	201903 - 2019 Spring	21427
Completed	Completed	POLS 0825, 003	Quant Methods in Soc Sci	201903 - 2019 Spring	
Completed	Completed	POLS 0825, 002	Quant Methods in Soc Sci	201903 - 2019 Spring	4155

Records Found: 22

Page 1 of 1 Per Page 25

Faculty Grading – Help panel:

Faculty Grade Entry • Final Grades

Faculty Grade Entry Click to open Help panel [Help](#)

Midterm Ratings **Final Grades**

My Courses

Grading Status	Rolled	Subject Course Section	Title
In Progress	In Progress	SOC 1167, 001	Social Statistics
In Progress	Not Started	ECE 4512, 001	Digital Communication
Not Started	Not Started	MUED 3689, 003	Field Work in Mus Thera
Not Started	Not Started	ART 3896, 001	PDS Seminar
Completed	Not Started	BA 3102, 731	Business Society & Ethic
Not Started	Not Started	ABA 3301, 001	Understanding Autism
Not Started	Not Started	GUS 2001, 001	Cities
Not Started	Not Started	CHEM 2921, 002	Honors Organic Chemis
Not Started	Not Started	AAAS 0857, 001	Sport & Leisure in Amer
Not Started	Not Started	NURS 1001, 003	Introduction to Nursing

Records Found: 22

Course Details **Getting Started**

Welcome to Banner 9.x Faculty Grade Entry

Click right arrow to close Help panel

Final Grading

Select the appropriate grade for each student from the menu. If assigning a grade of "F", please indicate the student's last date of attendance/participation in the course.

Entered grades typically roll to academic history on a daily basis by 5:30 a.m., at which point they are visible to the student.

For questions, please contact your [grading liaison](#) or ssbgrading@temple.edu.


Midterm Progress Ratings

As defined by [policy 02.10.15](#), midterm progress ratings of academic performance are to be entered for all undergraduate courses.

Midterm Ratings Codes

- S - Satisfactory
- U - Unsatisfactory (combined with one or more of the following reasons)

Final Grading – Enter Grades page - grading roster:

 **TEMPLE UNIVERSITY** Instructor name appears here

Faculty Grade Entry • Final Grades

Faculty Grade Entry Help

Midterm Ratings Final Grades

My Courses

Grading Status Rolled Subject Course Section Title Term

In Progress In Progress SOC 1167, 001 Social Statistics 2019

Use the up/down arrows and middle dot to focus your display on the course list, grade roster or both

Use Search to find a student in this course section by TUID or Name - even if not on this page

Enter Grades Search

Full Name	ID	Midterm Ratings	Final Grade	Rolled	Last Attend Date
[Redacted]	[Redacted]		A-	<input type="checkbox"/>	<input type="text"/>
[Redacted]	[Redacted]		B+	<input type="checkbox"/>	<input type="text"/>
[Redacted]	[Redacted]		W	<input checked="" type="checkbox"/>	<input type="text"/>
[Redacted]	[Redacted]			<input type="checkbox"/>	<input type="text"/>
[Redacted]	[Redacted]			<input type="checkbox"/>	<input type="text"/>
[Redacted]	[Redacted]			<input type="checkbox"/>	<input type="text"/>

The student's preferred name is displayed

Grades rolled to academic history have a green check here

<<snip>>

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

The screenshot shows a web interface for entering grades. At the top, there are two rows of input fields, each with a dropdown menu to its right. Below these is a section labeled 'Records Found: 11'. To the right of this section are navigation controls: a 'K' button, a left arrow, 'Page 1 of 1', a right arrow, a 'X' button, and 'Per Page 25' with a dropdown arrow. At the bottom, there are two buttons: a blue 'Save' button and a white 'Reset' button. Two red callout boxes with arrows point to these buttons. The first box, pointing to the 'Save' button, contains the text: 'Save your final grade entries! The Save button becomes active as soon as you enter your first grade.' The second box, pointing to the 'Reset' button, contains the text: 'Reset will clear to blank all unsaved grade entries on this page.'