MID-TERM & FINAL GRADING BANNER TIP SHEET

(Revised March 13, 2017)

This grading tip sheet is provided to assist you in successful grading.

Visit the Registrar's Office webpage and click on "Faculty Grading and Resources" for additional grading information. http://registrar.buffalostate.edu/

MID-TERM GRADING:
Mid-Term grades are entered in SSB Banner following the same process as final grading.

In addition to assigning an estimated midterm grade, faculty members can mark how regularly a student has attended a course by entering 0 (never attended), 1 (sporadic, unsatisfactory attendance), or 2 (consistent satisfactory attendance) in the "Attended Hours field".

A "Last Date of Attendance" should not be entered during mid-term grading. Entry of a "Last Date of Attendance" is reserved for final grading.

Banner Screen Shot of Mid-Term Grade entry with attendance code:

Mid Term Grades

Mar 13, 201

💬 Enter mid-term grades. If Confidential appears next to a student's name, the personal information is to be kept confidential.

VIEW EXPLANATION OF UNDERGRADUATE GRADES

VIEW EXPLANATION OF GRADUATE GRADES

Course Information
INTRODUCTION TO PSYCHOLOGY - PSY 101 01
CRN: 1414
Students Registered: 116
Students Graded: 1

⚠️ **Please submit the grades often. There is a 15 minute time limit starting at 02:24 pm on Mar 13, 2017 for this page.**

✔️ The changes you made were saved successfully.

Record Sets: 1 - 25   26 - 50   51 - 75   76 - 100   101 - 116

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Nun
1	Abdi, Lul A.	B00744147	3.000	**Web Registered** Nov 15, 2016	D		1	100
2	Abduljabbar, Zaid	B00709011	3.000	**Web Registered** Nov 09, 2016	None			29

Mid-term grades are useful for all registered students as these grades are helpful for campus-wide academic intervention and retention.

Mid-Term and Final Grading Window Schedules:

Mid-term and Final grading window schedules are located in the Academic calendar, on the Registrar's Office webpage under "Faculty Grading and Resources" and dates are posted in the Daily Bulletin.

SPECIAL NOTES:

The "**EV**" grade is now a permanent grade that will show on student academic records. The "EV" grade is defined as failure, never attended. You should not assign a "Last Date of Attendance" when an EV" grade is assigned to a student.

Links to grade definitions – There are new links on your roster which connect you to a list of grade definitions (Grading Explanation Sheets) on the registrar's office web site at
http://www.buffalostate.edu/registrar/FacultyGrading.xml

Banner Screen Shot of Links located on Grading Rosters:

☐ Enter your final grades below. For **E, F, U, N and I** grades enter last date of class contact in the following format: **mm/dd/yyyy**. You need not enter hours. If Confidential appears next to a student's name, the personal information is to be kept confidential. Added:

If the student has never attended class, enter a grade of "EV".

More Options:
View Printable Summary Class List with Grades | Select a different section to grade

| VIEW EXPLANATION OF UNDERGRADUATE GRADES |
| VIEW EXPLANATION OF GRADUATE GRADES |

Course Information

THE ATYPICAL INFANT - PSY 417 12
CRN: 4485
Course Start/End Date: 01/28/2013 to 05/16/2013
Students Registered: 4
Students Graded: 0

☐ **Please submit the grades often. There is a 15 minute time limit starting at 09:** n Apr 26, 2013 for this page.

0 Grade(s) assigned: 0 of 4 students on this page have been graded

Final Grades

Record Number	Student Name	ID	Credits	Registration Status		Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Student, Samantha A. Confidential	B00557829	3.000	**Registered** Jan 31, 2013	A	N			2	✉

Grade dropdown menu showing: None, A, A-, B, B+, B-, C, C+, C-, D, D+, E, EV, I

X Grade Alert: When a grade is left blank on a submitted grade roster, Banner assigns an "X" grade. An "X" grade is defined as "grade not submitted". A grade should be submitted for each student on your roster. If the student did not attend, use the "EV" grade (for "never attended"). "X" grades posted to your rosters cause subsequent disruption to student academic records, leading to student inquiries and submission of grade change forms.

ASSISTANCE: If you need help or have additional grading questions, you may contact the registrar's office at extension 4811. During off hours, send email to REGOFC with subject of GRADING. Staff will respond to your email first thing in the morning. Every instructor who has contacted the registrar's office for assistance has been able to enter all grades successfully in Banner.

Traveling during grading? If you know you will be unable to grade due to travel, contact your department chair at least two weeks in advance so alternate arrangements can be made.

Banner Screen Shot of How to Select Grade and Enter Last Date of Attendance:

1. Click once on the grade field to select from the drop-down menu (list of grades)
2. Click twice on the grade field to enter the grade from the keyboard

Course Information
COMPUTER FUNDAMENTALS - CIS 101 17
CRN: 4477
Course Start/End Date: 01/25/2016 to 05/12/2016
Students Registered: 5
Students Graded: 4

⚠ Please submit the grades often. There is a 15 minute time limit starting at 12:36 pm on Apr 15, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Amatul Nafi, Ijnne Z.	B00721141	3.000	**Registered** Jan 21, 2016	E	N	02/09/2016		4	✉
2	Davis Jr., Mensah J.	B00741807	3.000	**Registered** Jan 21, 2016	B	N			5	✉
3	Day, Virgil	B00721142	3.000	**Registered** Jan 21, 2016	C+	N			1	✉
4	Dickinson, Jamar M.	B00741810	3.000	**Registered** Jan 21, 2016	A	N			2	✉
5	Ferguson, NyAire D.	B00721145	3.000	**Registered** Jan 21, 2016	None	N			3	✉

3. We do not have the option to change formatting of how data needs to be entered in Banner. Be sure to enter "Last Attend Date, in the correct format of MM/DD/YYYY. **However, a new warning message has been programed to assist you if the date is not entered in the format that Banner accepts. When you attempt to submit your grades, a Pop-up message alerts you to the first student with a date format issue.**
a. For example, if the student's last date of attendance for a spring term 2016 class was February, 9th, the entry would be 02/09/2016 (as shown for record #1 in the above screenshot). Examples of incorrect entries: 2/09/2016- month must be 2 characters; 02/9/2016 – day must be 2 characters; 02/09/16- year must be 4 characters.

b. The date entered must be within the start and end dates of the semester, otherwise the entry will be read as invalid.

Example of Instructor Last Date of Attendance Error with Pop-Up Message Alert:
You enter grades for all students, and enter an *incorrect* - Last Attend Date, for two students on their roster (1/31/2016, should be 0̲1/31/2016, and 2/5/2016 should be 0̲2/0̲5/2016)

⚠ Please submit the grades often. There is a 15 minute time limit starting at 12:36 pm on Apr 15, 2016 for this page.

Final Grades

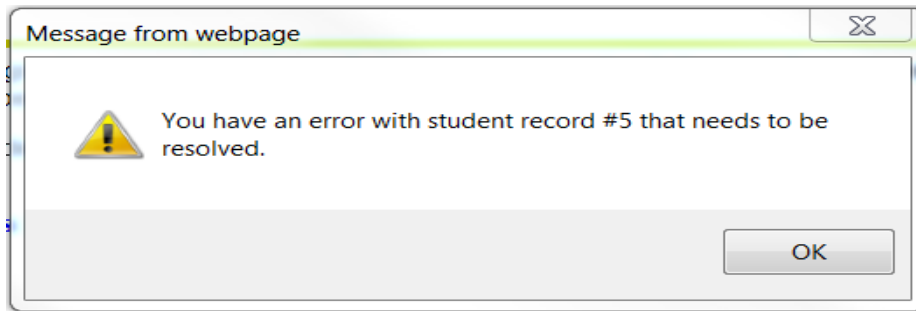| Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Amatul Nafi, Ijnne Z.	B00721141	3.000	**Registered** Jan 21, 2016	E	N	1/31/2016		4	✉
2	Davis Jr., Mensah J.	B00741807	3.000	**Registered** Jan 21, 2016	B	N			5	✉
3	Day, Virgil	B00721142	3.000	**Registered** Jan 21, 2016	C+	N			1	✉
4	Dickinson, Jamar M.	B00741810	3.000	**Registered** Jan 21, 2016	A	N			2	✉
5	Ferguson, NyAire D.	B00721145	3.000	**Registered** Jan 21, 2016	E	N	2/5/2016		3	✉

SUBMIT | Reset

⚠ Please submit the grades often. There is a 15 minute time limit starting at 12:36 pm on Apr 15, 2016 for this page.

When you attempt to submit your grades, a Pop-up message alerts you to the first student with an issue (Note: Pop-up shows that student record #1 has an error that needs resolution)
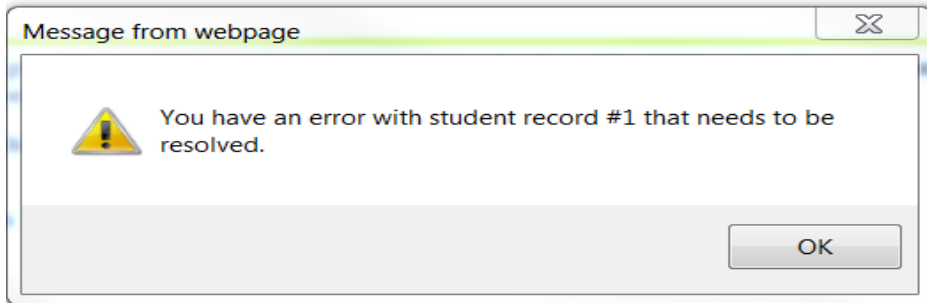
When you click on OK, you then get a second Pop-up Message, regarding the next student record on the roster that has an error, and needs to be resolved (Note this new message indicates student record #5).
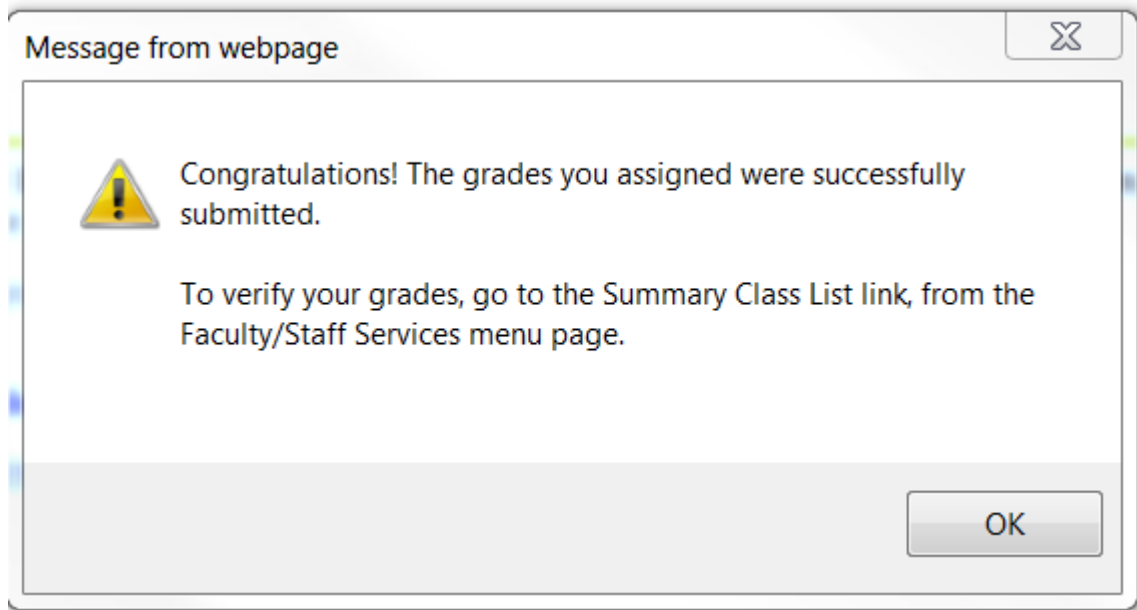

When you click on the OK button, you are back at your roster, and, when you scroll down, you can see that the Errors Column, to the right of Student #1 and #5, shows that the date format entered is incorrect – and it also shows the correct format of MM/DD/YYYY.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Amatul Nafi, Ijnne Z.	B00721141	3.000	**Registered** Jan 21, 2016	E	N	1/31/2016		4	The date must be entered in MM/DD/YYYY format (Month/Day/Year); for example 05/01/2016
2	Davis Jr., Mensah J.	B00741807	3.000	**Registered** Jan 21, 2016	B	N			5	
3	Day, Virgil	B00721142	3.000	**Registered** Jan 21, 2016	C+	N			1	
4	Dickinson, Jamar M.	B00741810	3.000	**Registered** Jan 21, 2016	A	N			2	
5	Ferguson, NyAire D.	B00721145	3.000	**Registered** Jan 21, 2016	E	N	2/5/2016		3	The date must be entered in MM/DD/YYYY format (Month/Day/Year); for example 05/01/2016

When you correct the date format, and again click the Submit button, you get a final Pop-up Message that tells you that the grades you have entered have been successfully submitted.

Message from webpage   ✕

⚠ Congratulations! The grades you assigned were successfully
    submitted.

    To verify your grades, go to the Summary Class List link, from the
    Faculty/Staff Services menu page.

                                                              OK

When you click OK, you can see that 5 out of 5 students were graded.

Final Grades   Spring 2016
                                                          Apr 15, 2016 12:56 pm

🖳 Enter your final grades below. For **E, F, U, N and I** grades enter last date of class contact in the following format: **mm/dd/yyyy**. You need not enter hours. If Confidential appears next to a student's name, the personal information is to be kept confidential. Added:

If the student has never attended class, enter a grade of "EV".

More Options:
View Printable Summary Class List with Grades | Select a different section to grade

VIEW EXPLANATION OF UNDERGRADUATE GRADES

VIEW EXPLANATION OF GRADUATE GRADES

Course Information
COMPUTER FUNDAMENTALS - CIS 101 17
CRN: 4477
Course Start/End Date: 01/25/2016 to 05/12/2016
Students Registered: 5
Students Graded: 5

⚠ **Please submit the grades often. There is a 15 minute time limit starting at 12:56 pm on Apr 15, 2016 for this page.**

4. Submit (Save) your grades often – especially with larger rosters. Banner has a time-out feature that will log you out of the system after 15 minutes of inactivity. If this happens, and you have not submitted (saved) the grades you've already entered, they will be lost. NB: if you are interrupted, submit (save) your grades first, then respond to the interruption – ringing phone, visitor, etc.

5. You may enter grades for your entire roster(s) all at once, enter and submit (save) grades in stages, or make changes/adjustments to grades any time, while the grading window in Banner is open.

6. To submit (save) your grades, click on the "Submit" (Save) button, located at the lower left of each page of your roster.

7. After you have "Submitted" (saved) your grades, do the following to ensure problem-free grading:

a. Look at the number of "students graded" vs. the number of "students registered" (see screen shot "A" below), to be sure that the number of grades you just entered is correct.

b. To _verify_ your grades, once you have finished grading your course, go to the Summary Class List Link, from the Faculty/Staff Services menu page.

Banner Screen Shot "A" Grading Roster (4 out of 5 grades have been submitted):

Course Information
COMPUTER FUNDAMENTALS - CIS 101 17
CRN: 4477
Course Start/End Date: 01/25/2016 to 05/12/2016
Students Registered: 5
Students Graded: 4

⚠ **Please submit the grades often. There is a 15 minute time limit starting at 01:36 pm on Apr 15, 2016 for this page.**

✔ The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Amatul Nafi, Ijnne Z.	B00721141	3.000	**Registered** Jan 21, 2016	E ▾	N	01/31/2016		4	✉
2	Davis Jr., Mensah J.	B00741807	3.000	**Registered** Jan 21, 2016	B ▾	N			5	✉
3	Day, Virgil	B00721142	3.000	**Registered** Jan 21, 2016	C+ ▾	N			1	✉
4	Dickinson, Jamar M.	B00741810	3.000	**Registered** Jan 21, 2016	A ▾	N			2	✉
5	Ferguson, NyAire D.	B00721145	3.000	**Registered** Jan 21, 2016	None ▾	N			3	✉

[WARNING! Missing or Omitted Grades!]   [Reset]

8. See also the Entering Final Grades in Banner (PDF) instructions on the Faculty and Staff Banner page at
http://bscbanner.buffalostate.edu/sites/bscbanner.buffalostate.edu/files/uploads/Documents/grading.pdf