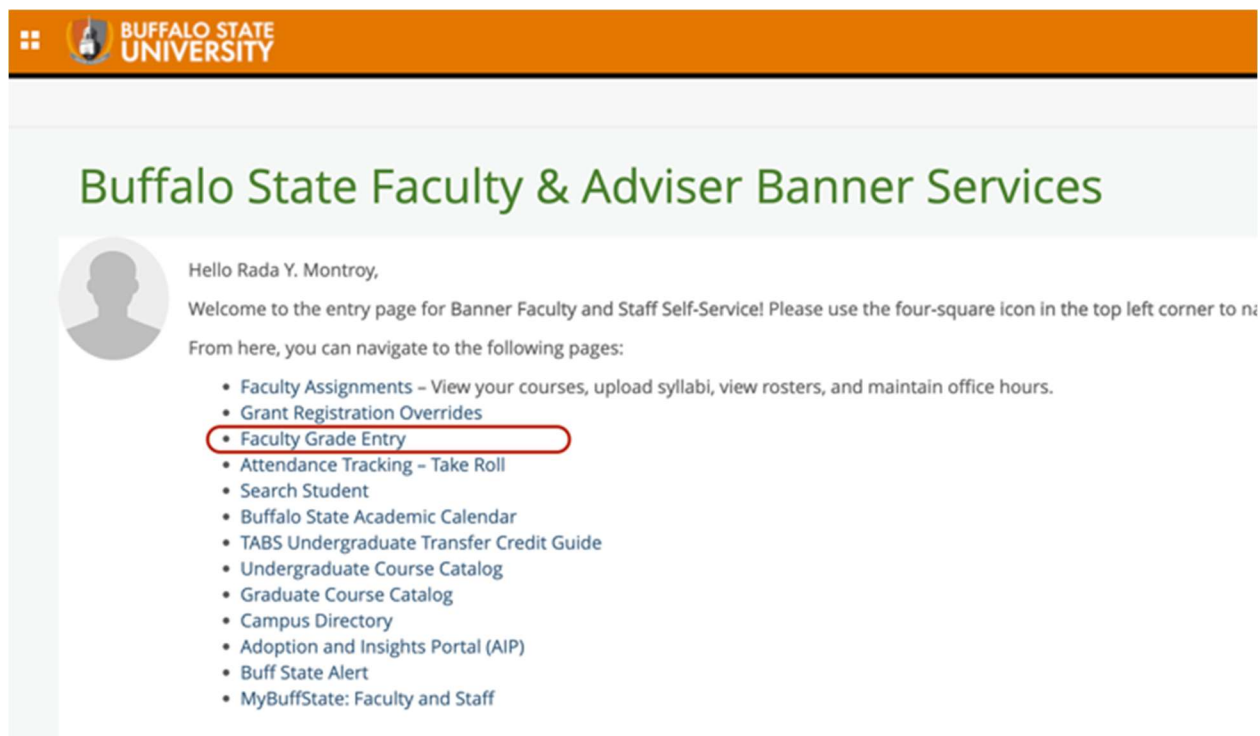



## Self-Service Banner: How to Enter Grades

Important notes: *We do not recommend using a mobile device to access Faculty Grade Entry because the column headers from the grading roster may display incorrectly.*

1. Login to your Faculty Self-Service account using your Buffalo State username and password: <https://banner.buffalostate.edu/FacultySelfService/ssb/facultyCommonDashboard>
2. Select **Faculty Grade Entry**:



 **BUFFALO STATE UNIVERSITY**

### Buffalo State Faculty & Adviser Banner Services

Hello Rada Y. Montroy,

Welcome to the entry page for Banner Faculty and Staff Self-Service! Please use the four-square icon in the top left corner to navigate.

From here, you can navigate to the following pages:

- Faculty Assignments – View your courses, upload syllabi, view rosters, and maintain office hours.
- Grant Registration Overrides
- **Faculty Grade Entry**
- Attendance Tracking – Take Roll
- Search Student
- Buffalo State Academic Calendar
- TABS Undergraduate Transfer Credit Guide
- Undergraduate Course Catalog
- Graduate Course Catalog
- Campus Directory
- Adoption and Insights Portal (AIP)
- Buff State Alert
- MyBuffState: Faculty and Staff

3. Select the **Midterm Grades** or **Final Grades** tab above the list of courses. Select a course from the **My Courses** list of by clicking in the row. This will only show gradable sections.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook									
My Courses <input type="text" value="Search"/>									
Grading Status	Rolls	Subject	Course	Section	Title	Term	CRN		
Not Started	Not Started	BIO - Biology	100	01	PRIN OF BIOLOGY	202510 - Spring 2025	2154		
Not Started	Not Started	BIO - Biology	104	03	ENVIRON BIOLOGY	202510 - Spring 2025	3630		
Records Found: 2								Page 1 of 1	Per Page 10

4. After selecting a course, the list of students that require grades will display below the course list. Clicking on any column header will sort the list in ascending or descending order.
5. Grades can be assigned to an individual student by using the dropdown box or by typing in the respective letter grade. Only applicable grades can be entered or selected in this field. Be sure to click **Save** at the bottom of the class list to submit the final grades that have been entered.

### **Grades Import/Export Feature**

There are two ways to import a grading roster into Banner:

1. You can export a grading roster out of Banner prior to adding grades. Using the roster template significantly simplifies your future grading roster import. This is a recommended approach.
2. If you already have your own grading roster template, you can import it into Banner after completing a field mapping process.

## To Export/Import a Grading Roster

1. Click on the gear icon in the top-right side of the page then click on **Export Template** from the drop-down menu that appears.



2. From “Export files as” click the radio button next to the Excel file type you prefer (.xls or .xlsx). Select the **Export** button.

The image shows a web form titled "Export Template". Under the heading "Export files as", there are two radio button options: "Excel spreadsheet(.xls)" which is selected, and "Excel spreadsheet(.xlsx)". At the bottom of the form is a large blue button labeled "Export".

Export Template

Export files as

☒ Excel spreadsheet(.xls)

☐ Excel spreadsheet(.xlsx)

Export

3. Save the file to a secure location, as this is non-directory information about students. The exported spreadsheet will have the correct column titles needed for using the Import feature.

Enter the grade for each student on the spreadsheet and save when complete. Do not change any values in the spreadsheet other than final grade, last date of attendance, or Hours Attended.

1	Term Code	CRN	Full Name	Student ID	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade
2	120241	31318	Student1	123456789	No	Classical Civilization				
3	120241	31318	Student2	234567891	No	Classical Civilization				
4	120241	31318	Student3	345678912	No	Classical Civilization				
5	120241	31318	Student4	456789123	No	Classical Civilization				
6	120241	31318	Student5	567891234	No	Classical Civilization				
7	120241	31318	Student6	678912345	No	Classical Civilization				
8	120241	31318	Student7	789123456	No	Classical Civilization				
9	120241	31318	Student8	891234567	No	Classical Civilization				
10	120241	31318	Student9	912345678	No	Classical Civilization				
11	120241	31318	Student10	987654321	No	Classical Civilization				

4. **Once you have grades saved to a spreadsheet**, click on the gear icon in the top-right side of the page, then click on **Import** from the drop-down menu that appears.

- Click inside the **Browse** field to open your file manager. Select the graded file. Click the **Upload** button.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

**Browse** **Upload**

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

**Continue**

- Once the blue ribbon no longer says “Preparing,” click **Continue**. You will then be shown a preview of the spreadsheet you uploaded. If the file is ok, click **Continue**.
- If you made no changes to the column titles on the exported spreadsheet, the Map Columns will not need anything changed. Select **Continue**.

### To Import Your Own Grading Roster:

- If you did not use the **Export** feature, then you need to map each column to the required data elements:
  - Term code
  - CRN
  - Student ID
  - Midterm Grade or Final Grade

- When you have mapped your spreadsheet to the required data elements, those columns turn green. Click **Continue**.

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Please note: this step may take some time to complete. Please do not click "Continue" more than once.

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

✓ Term Code\*

✓ CRN\*

✓ Student ID\*

✓ Final Grade

✓ Last Attended Date

✓ Hours Attended

✓ Incomplete Final Grade Extension Date

Map

Term Code\*

CRN\*

Other

Student ID\*

Other

Other

Final Grade

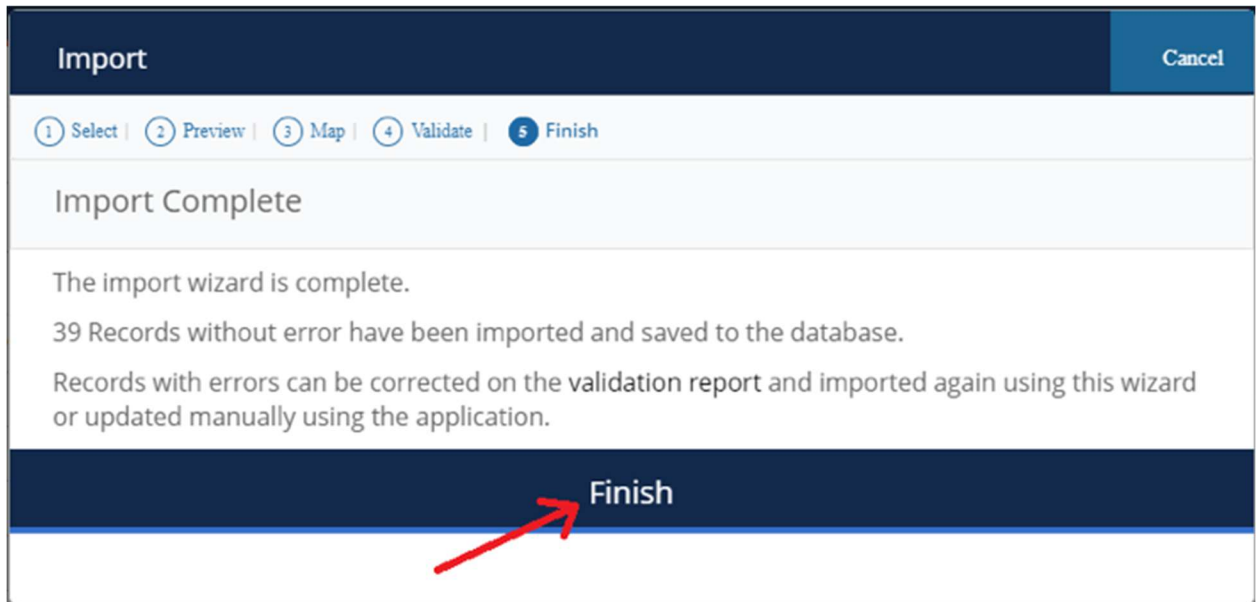
Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	Final Grade
1	120241	31318	Student1	123456789	No	Classical Civilization	A
2	120241	31318	Student2	234567891	No	Classical Civilization	B
3	120241	31318	Student3	345678912	No	Classical Civilization	C
						Classical	

Go Back

Continue

- The next page will give you an overview of what will be imported and any errors that will cause a grade to not be imported. Once you've reviewed the import information, click **Continue**.

4. Click **Finish**.



**Import** Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 **Finish**

### Import Complete

The import wizard is complete.

39 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

**Finish**

If there were no errors upon import, the **Grading Status** will show as Completed. If there were errors on import or a grade was purposely left blank, then the **Grading Status** will show as In Progress.