Overview

Grade entry in Banner Self-Service 9 has been consolidated into a single module. You can now enter and view both midterm and final grades in the same place. This upgrade also offers more visible feedback when errors must be corrected as well as the ability to download/upload a spreadsheet with all your grades at once. Grading dates are still governed by the Academic Calendar.

How to Access Faculty Grade Entry

1) Go to www.walsh.edu
2) Click on MyWalsh in the upper right-hand corner
3) Click on Cav Center
4) Click on the Faculty/Adjuncts block

Faculty/Adjuncts — Advising, Grade Entry, Registration and Planning	**Staff**
Students	**Walsh E-Forms**
Class Schedule	**Alternate Login**
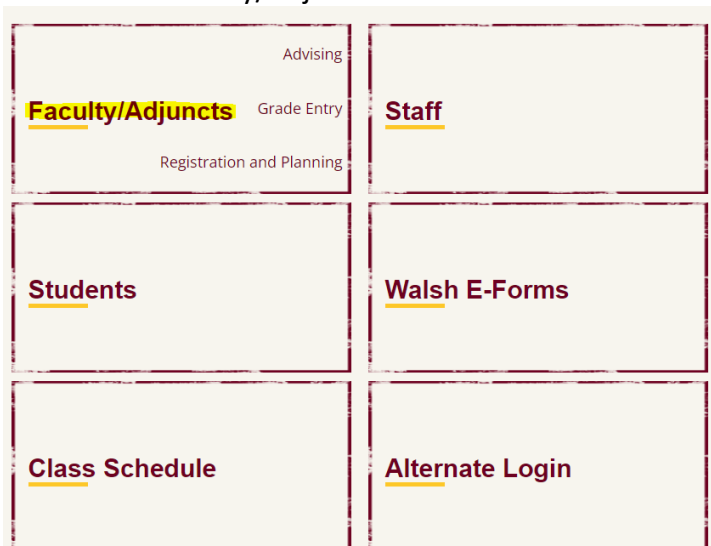
5) Click the Faculty Grade Entry link in the Faculty Services menu.

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Faculty Services

Hello

This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

- Faculty Grade Entry
- Advising Student Profile/Advisee Listing
- Browse Classes

Midterm Grades

Click on the Midterm grades tab to access midterm grades. All your courses will show with a grading status at the left (not started, in progress, completed).

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades   Final Grades

My Courses

Grading Status		Subject		Course		Section
Not Started		AAST - African American Studies		200		01
Not Started		HTMT - Hospitality And Tourism Manage		310		06
Not Started		HTMT - Hospitality And Tourism Manage		310		01
Not Started		PHIL - Philosophy		155		01
Completed		ACCT - Accounting		203		02
In Progress		EDLS - Learning Strategies		100		02

It may be helpful to click the **Term** heading to sort the courses in term order.

Term

202 To sort enter or space

202120 - 2021 Spring

Click to select the course you wish to work with and the roster will open below.

Your list will be displayed in alphabetical order, but you may click on the Full Name column to sort in reverse order. Notice that the student name is hyperlinked. Clicking on the link pulls up a student card with the student's photo and basic information about the student.

Enter your grades from the dropdown menu. Students who have withdrawn or are auditing the course will display with **Not Gradable** next to their name. You do not have to do anything with these students. You also should not enter anything into the Last Attend Date or Verify Attendance fields during midterm grading.

Make sure to click **Save** after you have entered your grades.

You will see a confirmation at the top of the screen when your **Save** is successful.

Notes About Midterm Grades

- Midterm grades are vital to allow students to know their progress in the course and also to help them make an informed decision whether to remain in the course or withdraw.
- "I" - The grade of "I" is available but should NOT be selected.

Final Grades

Final grading works in the same manner as Midterm grading. In addition to the Grading Status indicator, a Rolled status appears. Once grades have been rolled, they cannot be changed via Self-Service Banner.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades   Final Grades

My Courses

Grading Status		Rolled		Subject		Course
Not Started		Not Started		AAST - African American Studies		200
Not Started		Not Started		HTMT - Hospitality And Tourism Manage		310
Not Started		Not Started		HTMT - Hospitality And Tourism Manage		310
Not Started		Not Started		PHIL - Philosophy		155
Completed		Completed		ACCT - Accounting		203
In Progress		In Progress		EDLS - Learning Strategies		100

Make sure to **Save** often.

To grade another class, simply click on the course at the top of the screen to select it.

Sorting Courses

Courses may appear in different order and you may need to sort the courses by Term to see the current semester courses available to grade.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACCT - Accounting	203	02	Financial Accounting	202210 - 2021 Fall	10003
Completed	Completed	ACCT - Accounting	203	02	Financial Accounting	202120 - 2021 Spring	20001
Not Started	Not Started	ACCT - Accounting	203	09	Financial Accounting	202220 - 2022 Spring	20007
Completed	Completed	EDFS - Education:Foundations/Sec/SPED	794	01	Clin Prac in Musc Thtr or Danc	202120 - 2021 Spring	21517

Records Found: 4

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Grading Status	Rolled
Completed	Completed
Completed	Completed
Not Started	Not Started
Completed	Completed

Term
202210 - 2021 Fall
202120 - 2021 Spring
202220 - 2022 Spring
202120 - 2021 Spring

Click on Term and it will re-order the list to the current term on the top or bottom of the list.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACCT - Accounting	203	02	Financial Accounting	202120 - 2021 Spring	20001
Completed	Completed	EDFS - Education:Foundations/Sec/SPED	794	01	Clin Prac in Musc Thtr or Danc	202120 - 2021 Spring	21517
Completed	Completed	ACCT - Accounting	203	02	Financial Accounting	202210 - 2021 Fall	10003
Not Started	Not Started	ACCT - Accounting	203	09	Financial Accounting	202220 - 2022 Spring	20007

Completed	Completed
Completed	Completed
Completed	Completed
Not Started	Not Started

Term
202120 - 2021 Spring
202120 - 2021 Spring
202210 - 2021 Fall
202220 - 2022 Spring