



Banner - Grade Entry

Faculty Manual

Banner system is one of the e-services provided by the Office of IT that allows you to access many features such as: class schedule, syllabus information, office hours, reports, plan ahead, class registration for warned students, grade entry, tracking attendance, etc. This document is a manual guide for the Grade Entry feature in Banner.

The Office of Information Technology



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Table of Content

1. Introduction	3
2. Enter the Grades for a batch of students at once	3
2.1 Access the Grade Entry Sheet on Argos	3
2.2 Fill and save the Grade Entry Sheet.....	5
2.3 Import the Grade Entry Sheet to Banner	7
3. Enter/Update the grades manually	11

1. Introduction

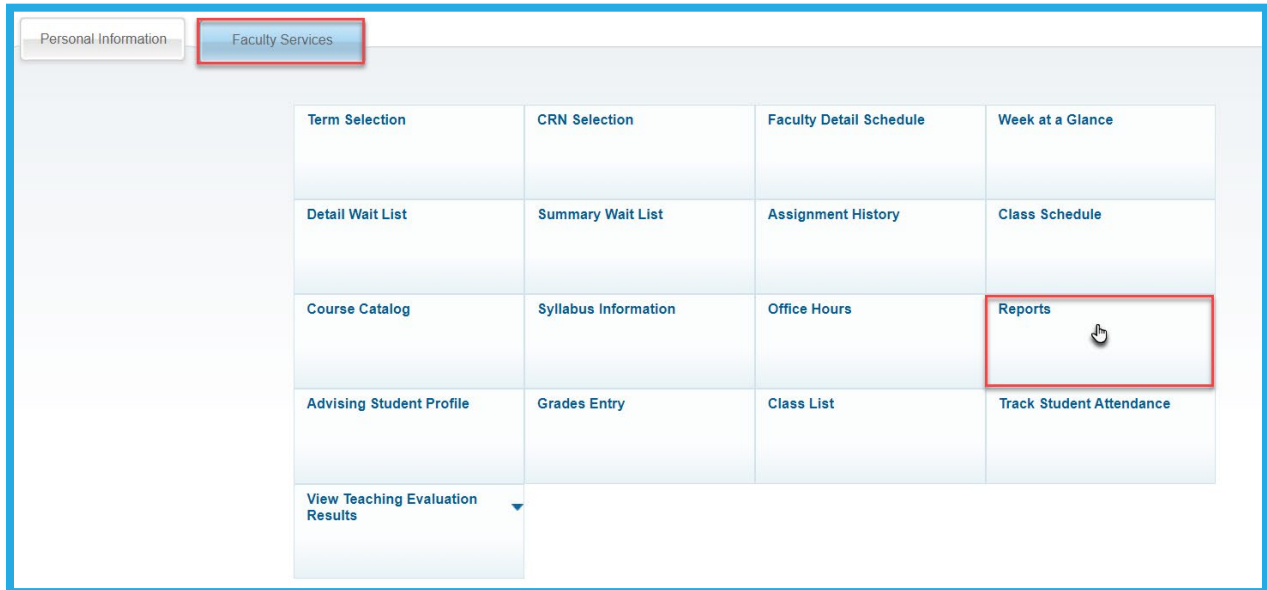
This feature of Banner allows you to reflect your students' grades on the system. And there are two ways of doing this, you can either enter the grades for a batch of students at once through an Excel sheet ([Section 2](#) of this manual), or enter it manually ([Section 3](#) of this manual). The later is advised to be used when you would like to enter/update a grade for very few students.

2. Enter the Grades for a batch of students at once

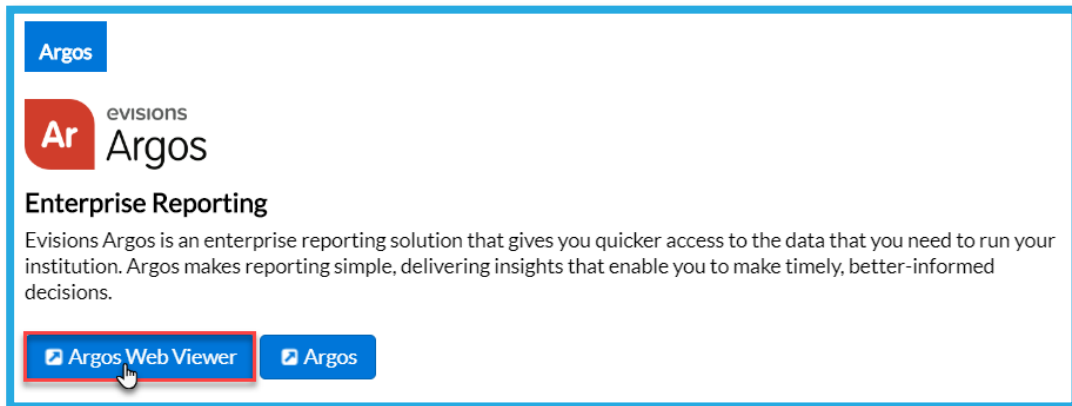
To use this method of grade entry, you need to access Argos, Microsoft Excel, and Banner by following the below steps:

2.1 Access the Grade Entry Sheet on Argos

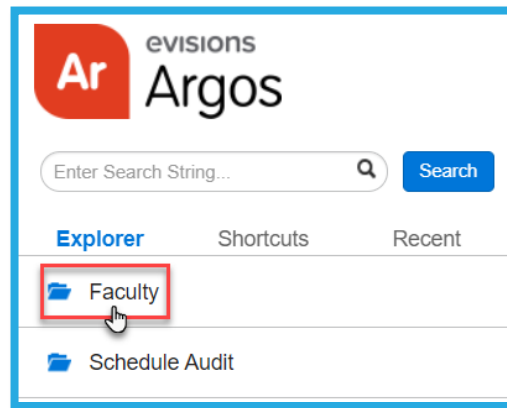
1- You can access Argos through this [link](#) or through Banner's home page, as illustrated below:



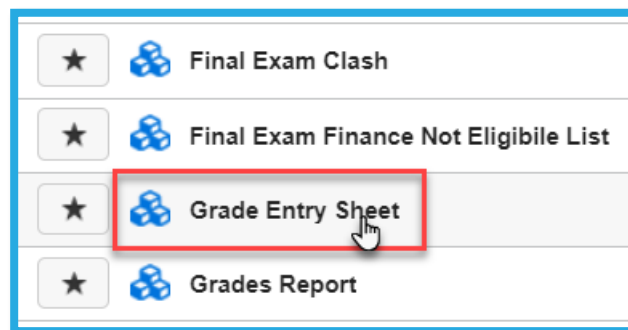
2- Click on **Argos Web Viewer**, as illustrated below:



3- Go to **Faculty** folder, as illustrated below:



4- Click on the **Grade Entry Sheet**, as illustrated below:



5- By default, the current semester is chosen. Choose the Exam Type, which reflects the grades you'd like to enter, as illustrated below:

*Semester: 202010 - First Academic Semester 2020

*Exam Type: Semester Activity

*Course: Semester Activity

Mid Term Exam

Oral Exam

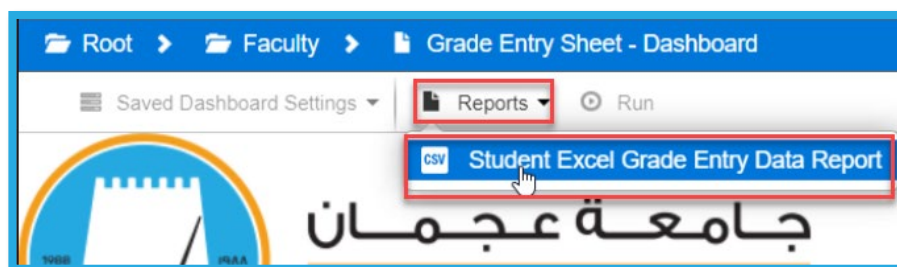
Final Exam

Total (in some courses)

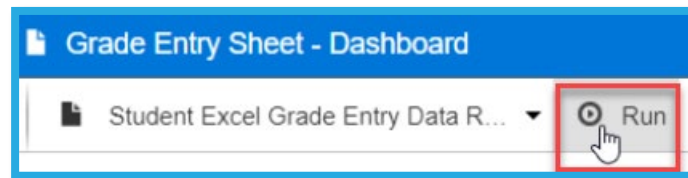
Note:
1) If you want to ch

6- Choose the course.

7- From the navigator, click on **Reports** and then on **Student Excel Grade Entry Data Report**, as illustrated below:



8- Click on **Run**, as illustrated below. This will download a predefined Excel Sheet with a list of all the students in the specified course. Kindly use this sheet to proceed to the next steps.



2.2 Fill and save the Grade Entry Sheet

1- Open the downloaded Excel sheet.

2- Note that the sheet contains the list of student ID, student name, the maximum grade assigned to the Exam Type which was specified in step 5 in the previous section, etc. Fill the **Score column (column G)** for each student, as illustrated below:

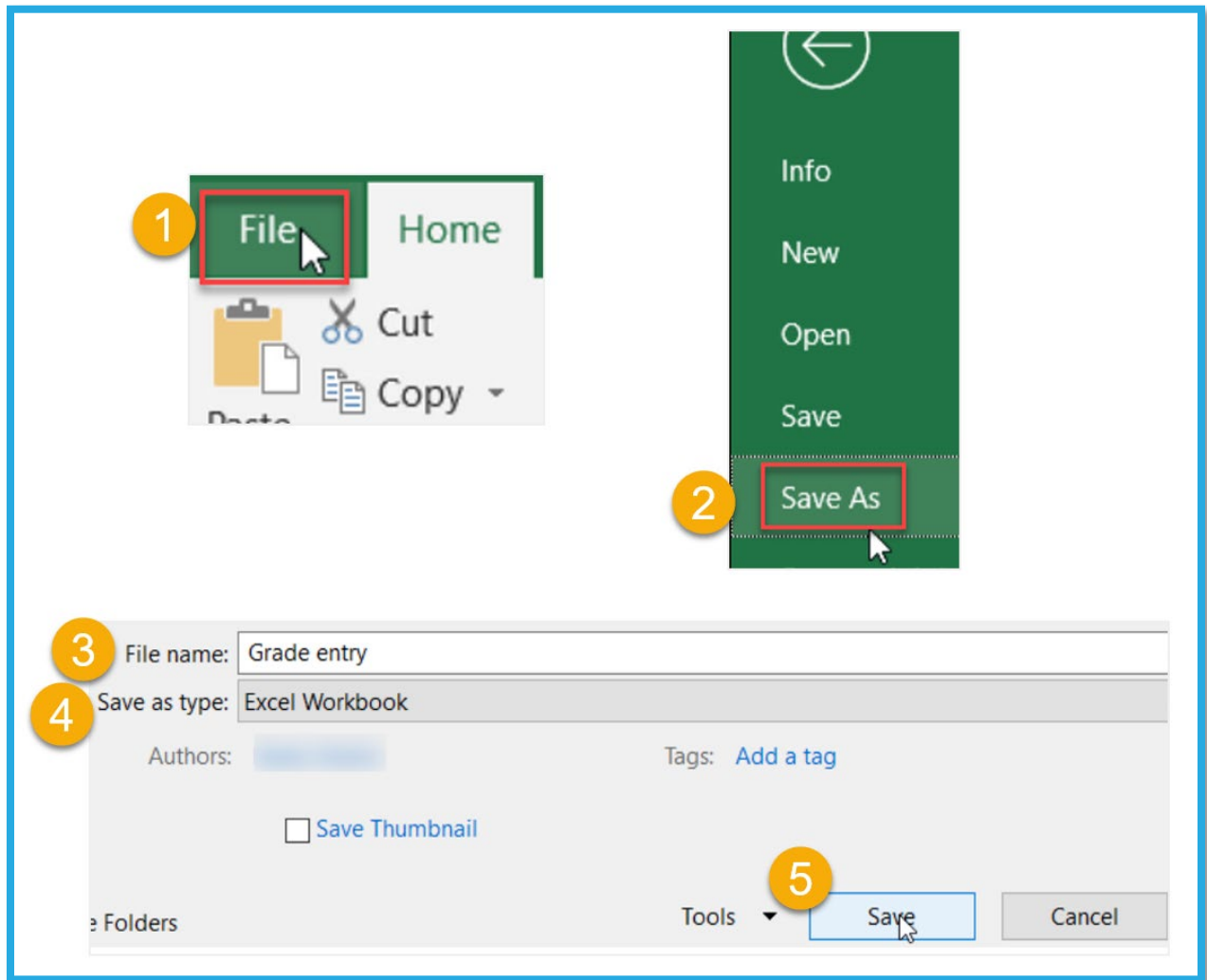
	A	B	C	D	E	F	G	H	I	J	K	L
1	Student ID	Student Name	Course Code	Course Title	CRN	Section Number	Score	Out of	Submission	Grade Change	Component ID	
2			ACC200	Principles of Accounting	10015	F1	15	20	#####	OE	1102	
3			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
4			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
5			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
6			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
7			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
8			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
9			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
10			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
11			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
12			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
13			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
14			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
15			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
16			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
17			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
18			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
19			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
20			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
21			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	
22			ACC200	Principles of Accounting	10015	F1		20	#####	OE	1102	

Notes:

1. You can sort the students based on student ID or name for an easier grade entry.
2. You can enter the grades for a few students only and leave the rest empty.

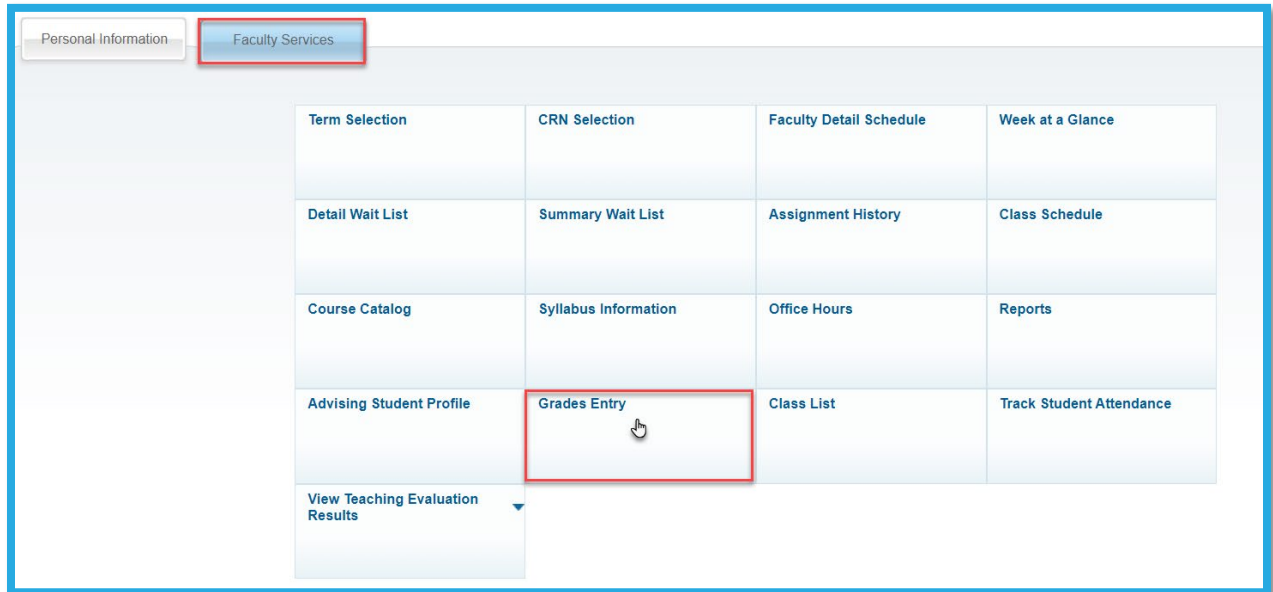
3- Save the Excel Sheet in .xls format by following the below sequence:

Click on **File** → **Save As** → Enter the **File name** → Choose **Excel Workbook** type → Click on **Save**, as illustrated below:

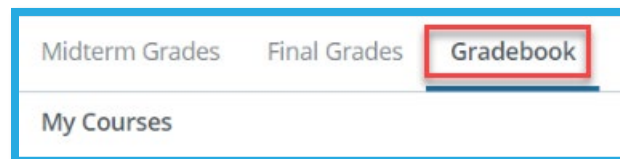


2.3 Import the Grade Entry Sheet to Banner

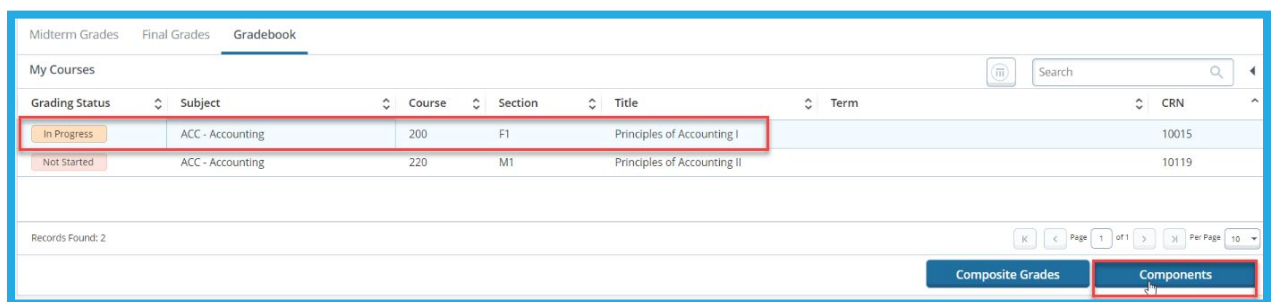
- 1- Log in to [Banner](#).
- 2- Go to **Faculty Services** and click on **Grade Entry**, as illustrated below:



- 3- Click on **Gradebook**, as illustrated below:



- 4- Choose the course, which you have already filled the Excel sheet for, and click on **Components**, as illustrated below:



5- Choose the **Component**, noting that it should match the **Exam Type** selected in step 5 of [section 2.1](#).

Midterm Grades

Final Grades

Gradebook

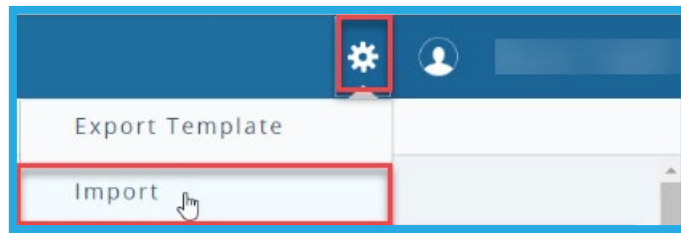
ACC, 200, F1, Principles of Accounting

Principles of Accounting I - Components

Search

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining
F_EXAM	Final Exam	30	201920_UG	NO	Final	31
M_EXAM	Midterm Exam	20	201920_UG	NO	Midterm	26
SEM_TESTS	Semester Tests and Activites	50	201920_UG	NO	Midterm	24

6- From the navigator, click on the **gear icon** then on **Import**, as illustrated below:



7- Click on **Browse**, to locate the Excel Sheet, then click on **Upload**, and then on **Continue**, as illustrated below:

A screenshot of a dialog box titled 'Import' with a 'Cancel' button in the top right corner. The dialog shows a progress bar with five steps: 1. Select (active), 2. Preview, 3. Map, 4. Validate, and 5. Finish. Below the progress bar, the text 'Select a File for Import' is displayed. A message states: 'You may import a file with faculty grade entry data.' Below this message are two buttons: 'Browse' (highlighted with a red box) and 'Upload' (highlighted with a red box). At the bottom of the dialog, a 'Continue' button is highlighted with a red box. At the very bottom, small text reads: 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'.

8- Preview the data and then click on **Continue**, as illustrated below:

Import Cancel

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

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

ent ne	CourseCode	Course Title	CRN	Section Number	Score	Out of	Submission Date	Grade Change Reason	Component ID
hilo	ACC200	Principles of Accounting I	10015	F1	15	20	04/19/2020	OE	1102
akhed	ACC200	Principles of Accounting I	10015	F1	16	20	04/19/2020	OE	1102

Go Back **Continue**

9- Click on **Continue**, as illustrated below:

Import Cancel

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

Map Columns

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

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

☒ Student ID* ☒ Score ☐ Grade ☒ Submission Date
☐ Extension Date ☒ Grade Change Reason ☐ Comment ☒ Component ID*

Map Student ID* Other Other Other Other Other

Row	Student ID	Student Name	CourseCode	Course Title	CRN	Section Number
1			ACC200	Principles of Accounting I	10015	F1
2			ACC200	Principles of Accounting I	10015	F1
3			ACC200	Principles of Accounting I	10015	F1

Go Back **Continue**

10- Check the number of records that contain errors and click on **Continue** if there are no errors, as illustrated below:

Import Cancel

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

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 26 records will be imported:

0 records containing errors will not be imported.

0 unchanged records will not be imported.

[Download the validation report](#)

Row	Student ID	Student Name	CourseCode	Course Title	CRN	Section Number	Score	Out of	Submission Date
1			ACC200	Principles of Accounting I	10015	F1	15	20	04/19/2020
2			ACC200	Principles of Accounting I	10015	F1	16	20	04/19/2020

Go Back Continue

Note: If there is an error or more, follow the below steps:

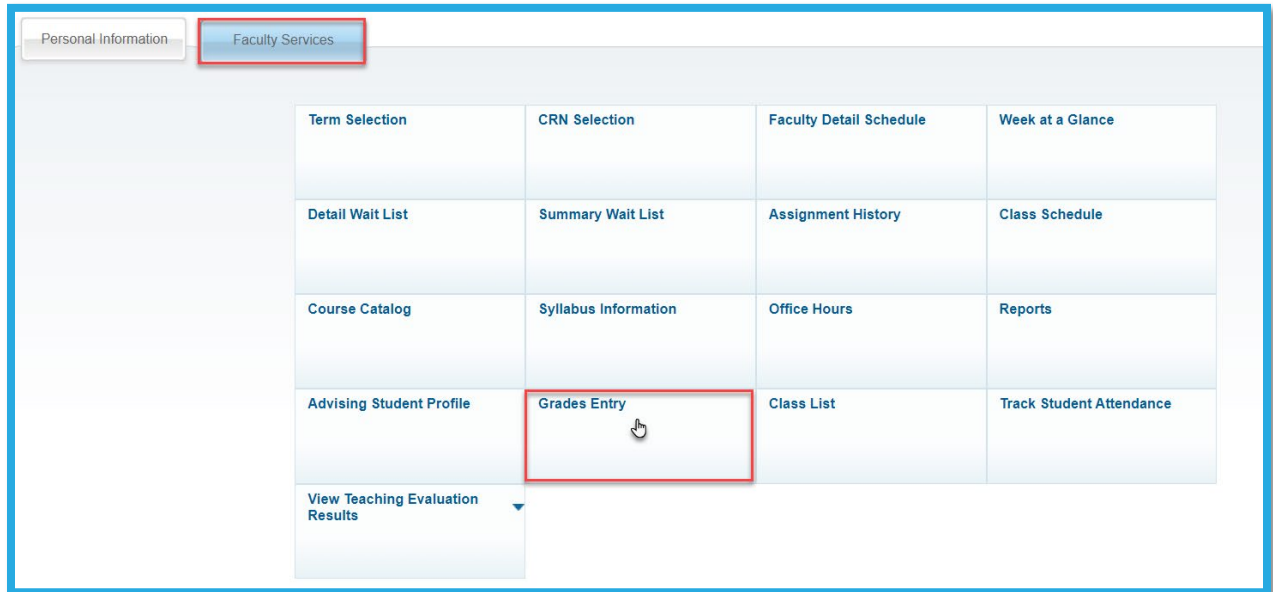
- 1- Click on **Download the validation report** to locate the errors (the cells in the first column will be highlighted in red).
- 2- Implement the needed changes in the Excel Sheet which you have already worked on and saved.
- 3- Save the file.
- 4- Repeat the steps in this section.

11- Click on **Finish**.

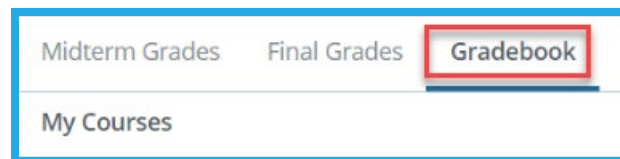
3. Enter/Update the grades manually

1- Log in to [Banner](#).

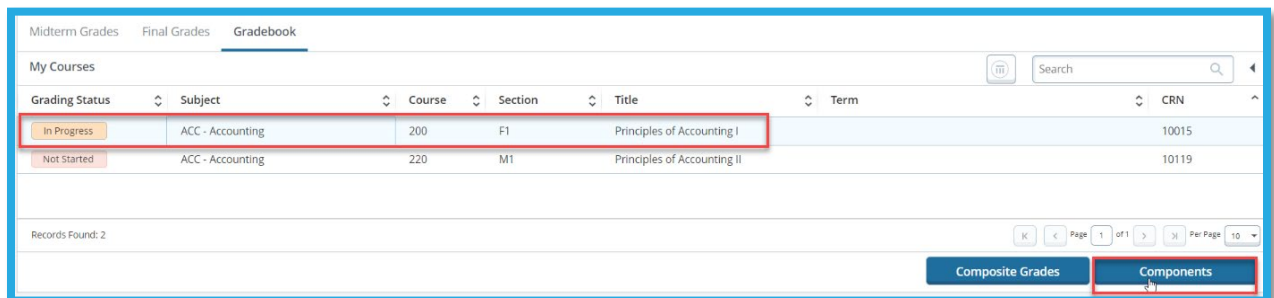
2- Go to **Faculty Services** and click on **Grade Entry**, as illustrated below:




3- Click on **Gradebook**, as illustrated below:



4- Choose the course and click on **Components**, as illustrated below:



5- Choose the **Component** that you would like to enter/update its grades.

Midterm Grades	Final Grades	Gradebook	ACC, 200, F1, Principles of Accounting				
Principles of Accounting I - Components							 Search
Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	
F_EXAM	Final Exam	30	201920_UG	NO	Final	31	
M_EXAM	Midterm Exam	20	201920_UG	NO	Midterm	26	
SEM_TESTS	Semester Tests and Activites	50	201920_UG	NO	Midterm	24	

6- Enter the grade in the **Score** column, then scroll down and click **Save**. Noting that you can enter the grade/update at once for 20 students maximum.