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.

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2019-2020

Release Date: Monday, August 3, 2020
Version # 1

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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.

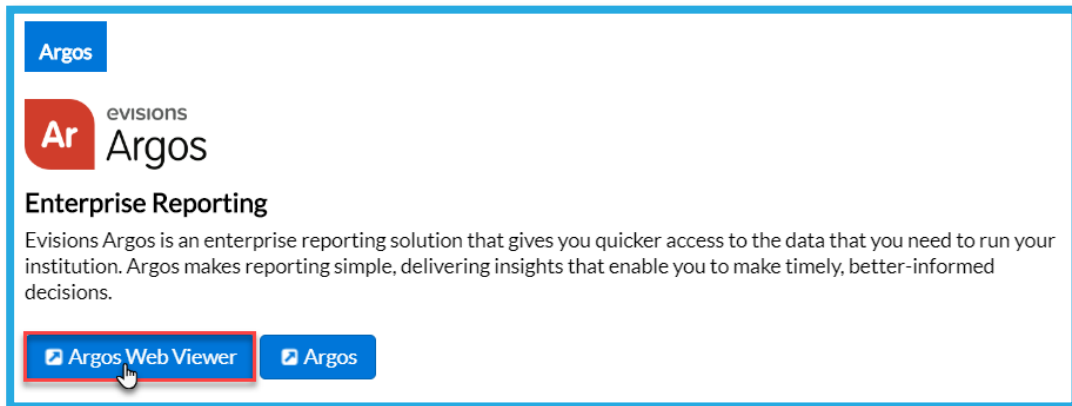## 2. Enter the Grades for a batch of students at once

To use this method of grade entry, you need to access Argos, Microsoft Excel, and Banner by following the below steps:
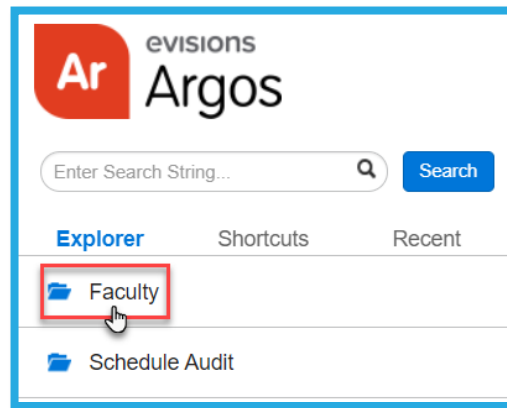
2.1 Access the Grade Entry Sheet on Argos

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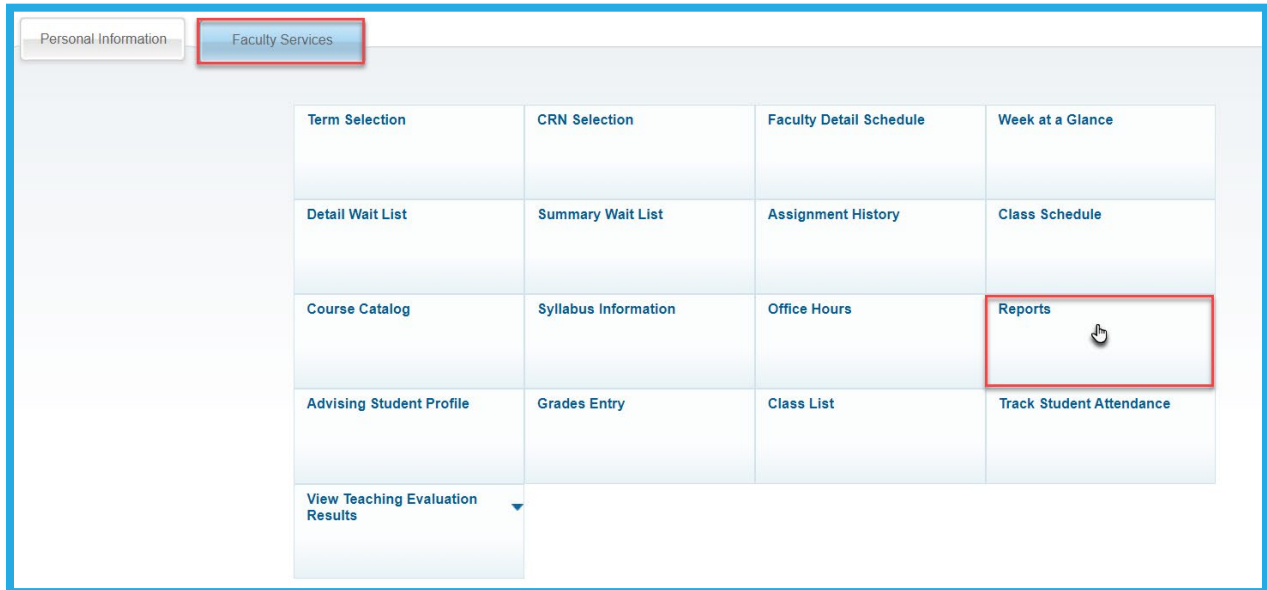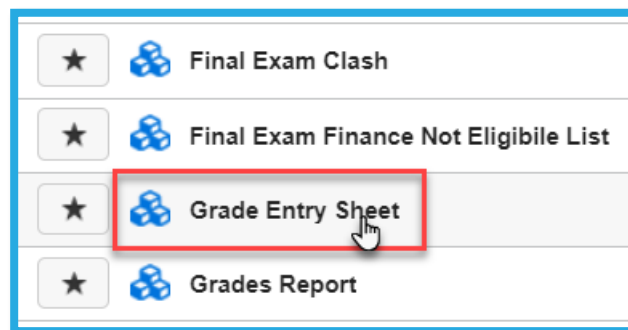

2- Click on **Argos Web Viewer**, as illustrated below:

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:
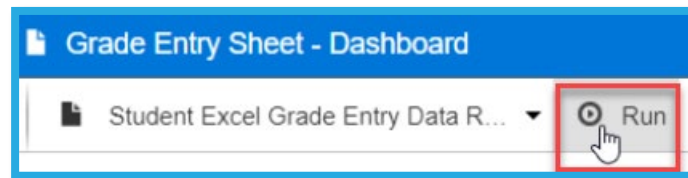

6- Choose the course.

7- From the navigator, click on **Reports** and then on **Student Excel Grade Entry Data Report**, as illustrated below:
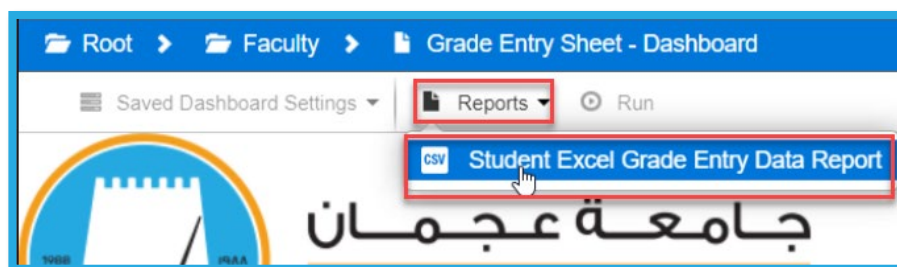
8- Click on **Run**, as illustrated below. This will download a predefined Excel Sheet with a list of all the students in the specified course. Kindly use this sheet to proceed to the next steps.

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 Na	CourseCoc	Course Titl	CRN	Section Nu	Score	Out of	Submission	Grade Cha	Component ID	
2			ACC200	Principles (	10015	F1	15	20	########	OE	1102	
3			ACC200	Principles (	10015	F1		20	########	OE	1102	
4			ACC200	Principles (	10015	F1		20	########	OE	1102	
5			ACC200	Principles (	10015	F1		20	########	OE	1102	
6			ACC200	Principles (	10015	F1		20	########	OE	1102	
7			ACC200	Principles (	10015	F1		20	########	OE	1102	
8			ACC200	Principles (	10015	F1		20	########	OE	1102	
9			ACC200	Principles (	10015	F1		20	########	OE	1102	
10			ACC200	Principles (	10015	F1		20	########	OE	1102	
11			ACC200	Principles (	10015	F1		20	########	OE	1102	
12			ACC200	Principles (	10015	F1		20	########	OE	1102	
13			ACC200	Principles (	10015	F1		20	########	OE	1102	
14			ACC200	Principles (	10015	F1		20	########	OE	1102	
15			ACC200	Principles (	10015	F1		20	########	OE	1102	
16			ACC200	Principles (	10015	F1		20	########	OE	1102	
17			ACC200	Principles (	10015	F1		20	########	OE	1102	
18			ACC200	Principles (	10015	F1		20	########	OE	1102	
19			ACC200	Principles (	10015	F1		20	########	OE	1102	
20			ACC200	Principles (	10015	F1		20	########	OE	1102	
21			ACC200	Principles (	10015	F1		20	########	OE	1102	
22			ACC200	Principles (	10015	F1		20	########	OE	1102	

Student Excel Grade Entry Data

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:
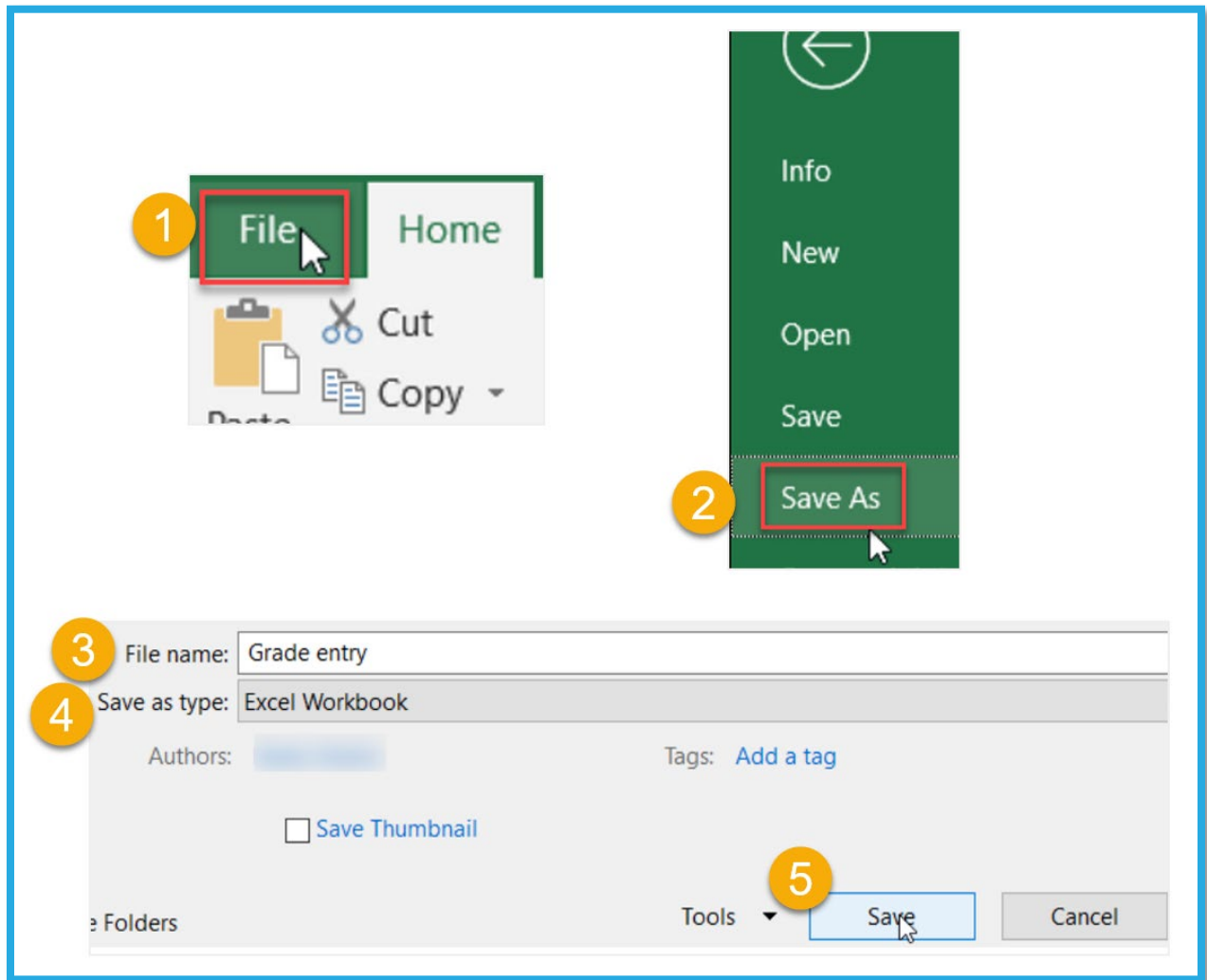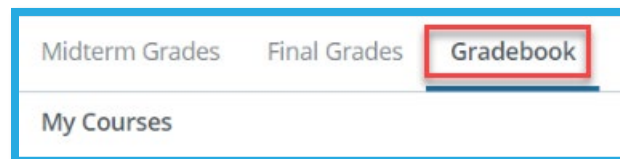
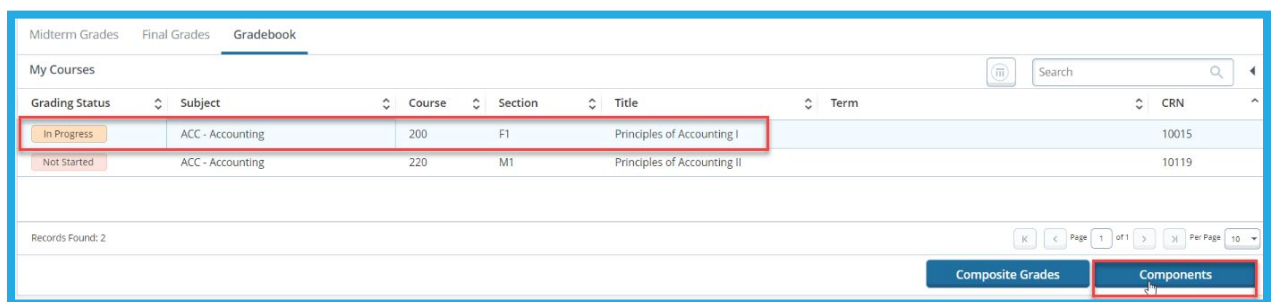## 2.3 Import the Grade Entry Sheet to Banner

1- Log in to Banner.

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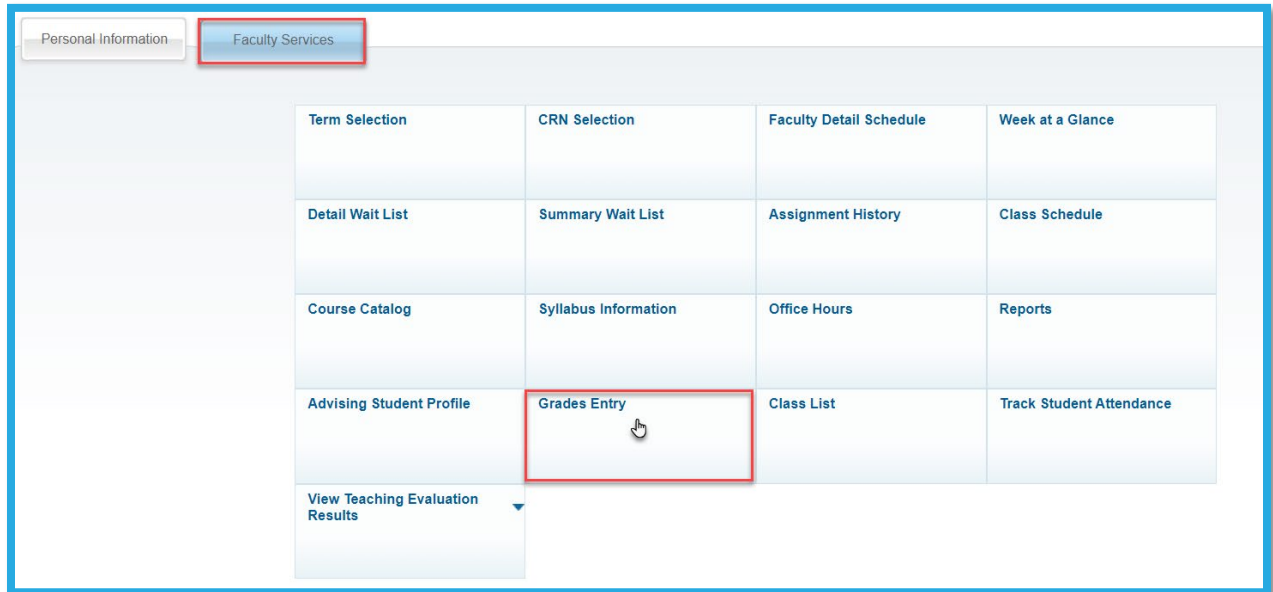
3- Click on **Gradebook**, as illustrated below:

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 is step 5 of section 2.1.

6- From the navigator, click on the **gear icon** then on **Import**, as illustrated below:
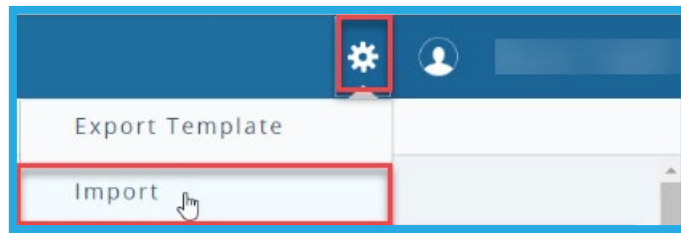
7- Click on **Browse**, to locate the Excel Sheet, then click on **Upload**, and then on **Continue,** as illustrated below:

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

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

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

**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.
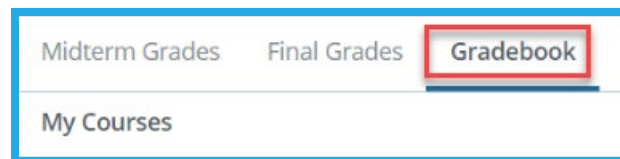
11- Click on **Finish**.

3. Enter/Update the grades manually
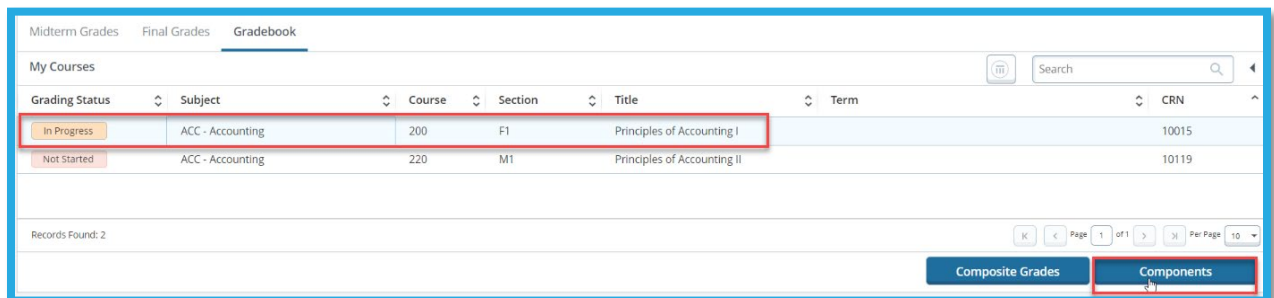
1- Log in to [Banner](#).

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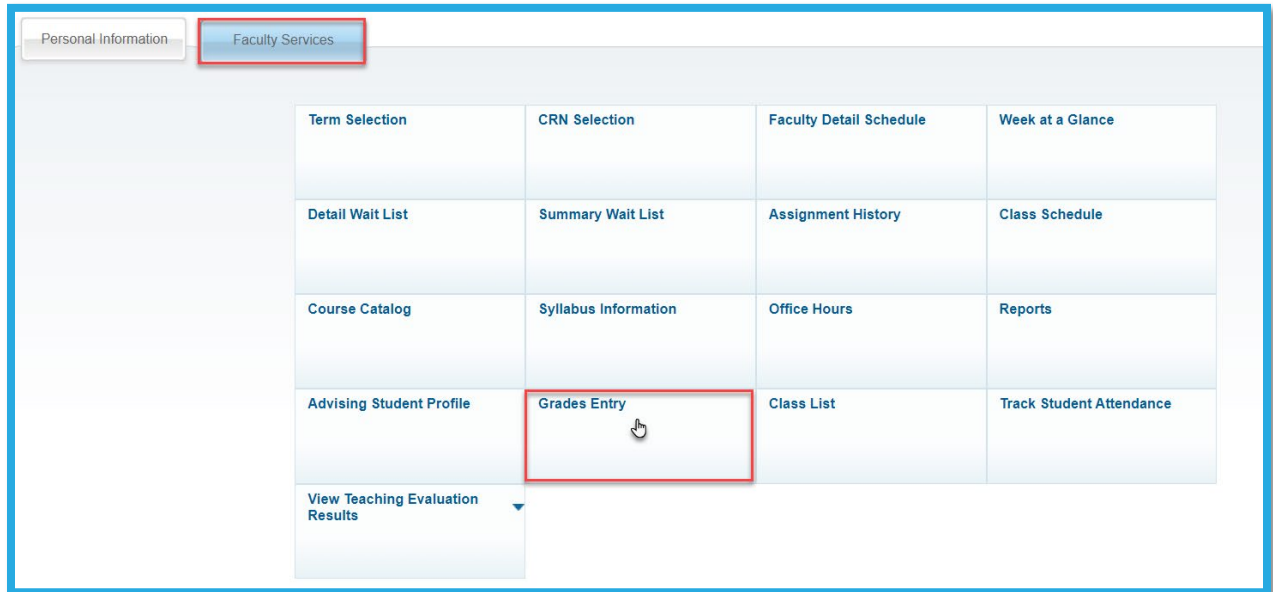
3- Click on **Gradebook**, as illustrated below:

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

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

Name		Description		Weight		Grade Scale		Must Pass		Included In		Grades Remaining
Midterm Grades	Final Grades	Gradebook										ACC, 200, F1, Principles of Accounting
Principles of Accounting I - Components												Search
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.