

# Banner 9 CougarNet – Faculty Grade Entry (FGE)

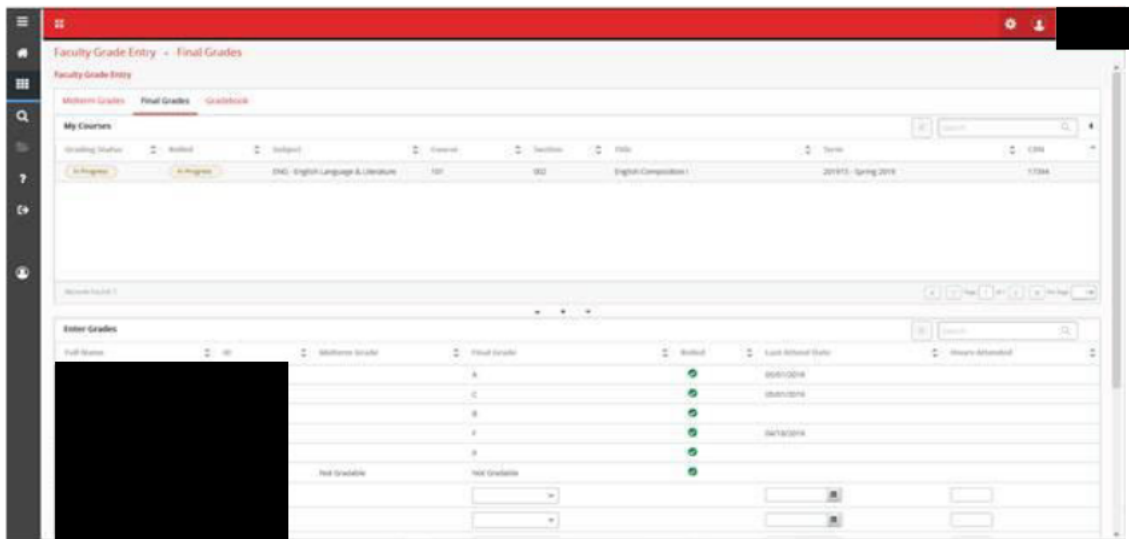
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## Basic how to Enter Grades:

After logging into Banner CougarNet, click on the Applications icon in the Navigation column. Then Click on Faculty Grade Entry. Please note, after 30 minutes of inactivity, the faculty member will be forced to sign back into CougarNet and any unsaved grades will not be retained.

Click on the Final Grades tab:

- If you are assign to grade one or multiple classes, the classes are listed in the My Courses grid section. You can select a course you want to enter grades and the student roster will populate in the section below. If multiple courses are listed, you can easily navigate from one course to the next by selecting the courses at the top.



- When entering a grade, click the dropdown menu under Final Grades and select the appropriate grade. If you select a grade of F, UW, WR you will be prompted to enter a “Last Attend Date” when you click Save.
  - **Note** - If you are needing to advance to the next page, you must click Save before advancing. Grades will **NOT** be retained on the page unless you click Save before advancing.



- After you have entered in all the grades, please select Save.
  - **Note** - Reset will revert the grades that you have NOT saved back to null values.

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### Exporting and Importing Grades using Excel

Instructors who wish to import final grades for students can use the "Import" feature that can be found by clicking the "gear or sprocket" icon in the top, right-hand corner of the page (keyboard shortcut - ALT+L to see the Tools menu).

#### Exporting -

- On the Final Grades page of FGE
  - Select your course
  - Click on the “gear or sprocket” icon in the upper, right-hand corner.
  - Click on Export to export an Excel File Template (created in downloads folder)
    - Insert your grades for the corresponding student. Again, F, UW, and WR grades will require a "Last Attend Date". Then save your file.
    - Date format:

#### Importing -

- On the FGE page, click on the “gear or sprocket” icon in the upper, right-hand corner. Then click on Import.
  - Click into the text box by Upload button that say **Browse**. Then browse to the File you wish to import.
  - Once you have selected your file and clicked open, click **Upload** your file; then click **Continue**.
  - Preview your file to verify the changes are correct. If your spreadsheet has headers, verify that the My Spreadsheet has Headers box is checked. Then click **Continue**.

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.

No	Language & Literature	A				Any date allowed
No	English Language & Literature	A				Any date allowed
No	English Language & Literature	A				Any date allowed

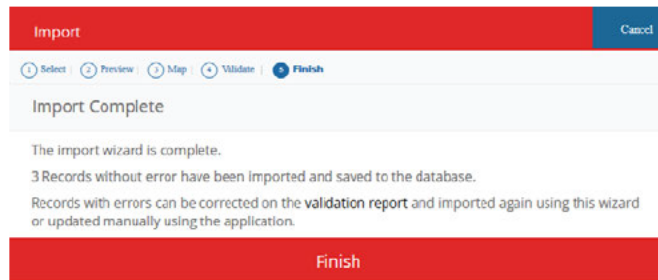
Go Back Continue

- Verify the header columns mapped to the required fields and other appropriate columns.
  - IF there are errors or blank grade fields, there will be a summary on the top section of this screen.
    - You can also click on *Download the Validation Report* to review any errors or confirm the records that will be changed or unchanged.
  - Then click **Continue**.

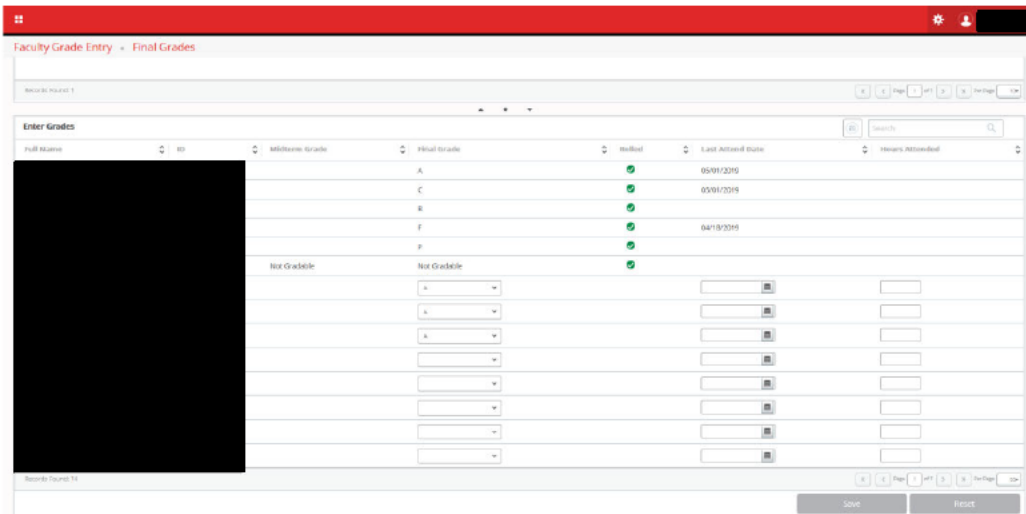
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- On the Finish screen, there is another quick summary on how many grades imported without errors.
  - Click on Finish



- Verify the import was successful and click Save.



- Upon successfully saving your grades, these grades will be now viewable on SFAALST

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date	Rolltd	Grade Comment	Grade Comment Description
19			RE	01/09/2019	A	K			3.000		05/01/2019	✓		
18			RW	01/03/2019	C	K			3.000		05/01/2019	✓		
22			RW	01/10/2019	B	K			3.000			✓		
7			RW	12/03/2018	F	K			3.000		04/18/2019	✓		
13			RE	12/17/2018	P	K			3.000			✓		
11			WZ	03/07/2019	W	K			3.000			✓		
15			RE	12/17/2018	A	K			3.000			✓		
17			RW	12/19/2018	A	K			3.000			✓		
5			RW	11/29/2018	A	K			3.000			✓		
18			RE	12/17/2018		K			3.000			✓		
12			RE	12/17/2018		K			3.000			✓		
21			RE	01/10/2019	C	K			3.000			✓		
16			RW	12/18/2018		K			3.000			✓		
1			RW	11/09/2018		K			3.000			✓		

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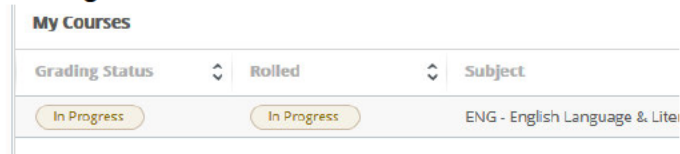
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## Things to Note:

- On the Faculty Grade Entry form, you can sort by clicking the column headings.
- If you are needing to advance to the next page, you must click **Save** before advancing. Grades will **NOT** be retained on the page unless you click **Save** before advancing.
- If you choose to use the Import function, we recommend utilizing the Export in order for the all required fields are accounted for in the file and reduce mapping issues during step 3 of Import process.
- Importing grades into the Faculty Grade Entry screen on CougarNet must match our grading convention (A, B, C, D, F, W, WP, WF, etc). If entering in a grade that requires you to enter Last date of Attendance, you must enter this date or it will error. This is the same functionality if you are manually entering the grade and will receive the Required Last Date of Attendance error message when clicking **Save**. Not following our grading convention or not entering Last Attended Date, will case the import to error. These errors will be listed in the Validation Report on step 4 of the Import process.

Term Code	CRN		Rolled	Confidential	Course	Final Grade	Last Attended Date
201915	17344		Yes	No	English Language & Literature A		5/1/2019
201915	17344		Yes	No	English Language & Literature C		5/1/2019
201915	17344		Yes	No	English Language & Literature B		
201915	17344		Yes	Yes	English Language & Literature F		4/18/2019
201915	17344		Yes	No	English Language & Literature P		
201915	17344		Yes	No	English Language & Literature W		
201915	17344		No	No	English Language & Literature A		
201915	17344		No	No	English Language & Literature A		
201915	17344		No	No	English Language & Literature A		
201915	17344		No	No	English Language & Literature B+		
201915	17344		No	No	English Language & Literature B		
201915	17344		No	No	English Language & Literature C		
201915	17344		No	No	English Language & Literature		
201915	17344		No	No	English Language & Literature		

- As grades are entered and eventually rolled, the “In Progress” and “Complete” indicators are on each course for Grading Status and Rolled.



- If you hover over the student’s name, a popup box will display with the student’s information and picture.
- If you click on the student’s name, it will direct you to that Student’s Profile.
- By clicking on the arrow icon next to the Search bar, a menu will expand to display Course Details of which includes information about course you are grading and the student you have selected below in that course.

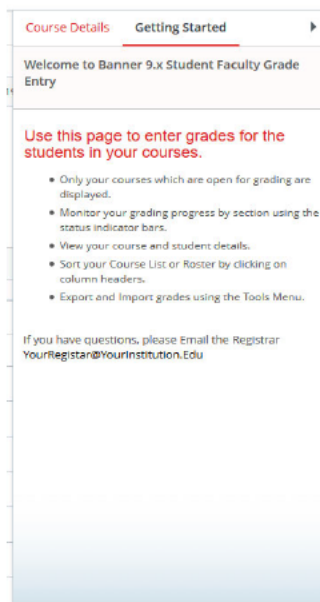


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- Getting Started menu will provide you with some basic details on how to enter grades.



- Message that pops up after 30 minutes of inactivity. When you reload the page, it takes you back to the Welcome screen and **unsaved grades are lost.**

