



**BANNER FACULTY & ADVISOR SELF-SERVICE**

# Grade Entry

**Salt Lake Community College  
Office Of Registrar and Academic Records**

# Banner 9 Grade Entry

## IMPORTANT NOTES

- Do NOT bookmark the Faculty Grade Entry site in your browser! The URL must be entered each time you enter grades. You can, however, save the URL in a text or Word file on your desktop and copy and paste it into your browser window.
- While the Banner Grade Entry Interface should function correctly in all common web browsers, the Banner parent company recommends using either Firefox or Google Chrome. Of those two, UT recommends Chrome.

## Accessing Faculty Grade Entry

You can access the Faculty Grade Entry from MYSLCC by either entering <https://myslcc.edu> into your web browser, or, by clicking on the MYSLCC link on the main college's webpage.

You will be prompted to enter your username and password using the Duo Authentication Service. If you have already signed up for two-factor authentication (2FA), you may be prompted for it after this screen unless you're within your 3-day "Remember Me" period on that computer.

Once on the Faculty page, click on "Faculty Grade Entry" under the 'Classroom Management':

The screenshot displays the SLCC Faculty Dashboard. On the left is a blue sidebar with navigation links: Home, Semester Checklist, Registration, Tuition & Financial Aid, Advising, Academics & Records, Campus Life, Advisor, Employee, Faculty (highlighted in yellow), Resources, and Time & Leave. The main content area is titled 'Faculty' and includes a 'myTST / Faculty' link. It is divided into three sections: 'Canvas (My Courses)' with a login notice and support information; 'Classroom Management' with a list of links including 'Input Grades' (highlighted with a red arrow); and 'Student Information Management' with a link to 'Advising Student Profile'.

**SLCC** Faculty  
myTST / Faculty

**Canvas (My Courses)**

Beginning May 14, this link will bring you to a Canvas login, and no longer sign you in automatically. If your password doesn't work with Canvas, you will need to reset it. You can reset your password by clicking [here](#).

**LOG IN TO canvas**

Access course resources including the syllabus, announcements or messages, assignments, course evaluations and more.

**24/7 Canvas support**  
801-957-5125 (option 1) or  
1-844-334-0397 (toll free)  
[slconline@slcc.edu](mailto:slconline@slcc.edu)

**Login Questions?**  
SLCC IT Help Desk  
801-957-5555

**Help Guides & Video Tutorials**  
Students: [Help Guides](#), [Video Tutorials](#)  
Faculty: [Help Guides](#), [Video Tutorials](#)

**Classroom Management**

- ▶ [Searchable class schedule](#)
- ▶ [Term Selection](#)
- ▶ [CRN Selection](#)
- ▶ [Faculty Detail Schedule](#)
- ▶ [Faculty Schedule by Day and Time](#)
- ▶ [Detail Class List](#)
- ▶ [Summary Class List](#)
- ▶ [Input Grades](#)
- ▶ [Registration Overrides](#)
- ▶ [Registration Add/Drop](#)
- ▶ [Attendance Tracking](#)

**Student Information Management**

**Advising Student Profile**


- ▶ [Display student information](#)
- ▶ [View student schedules](#)
- ▶ [Process registration overrides](#)


### My Courses



Grading Status	↕	Rolled	↕	Subject	↕	Course	↕	Section
Completed		Completed		COOP - Co-op		001		001
Completed		Completed		COOP - Co-op		001		001
Completed		Completed		COOP - Co-op		001		001
Completed		Completed		COOP - Co-op		011		001
In Progress		Not Started		BRDG - Bridge Program		001		001
Completed		Completed		COOP - Co-op		001		001
In Progress		In Progress		BRDG - Bridge Program		001		001
Not Started		Not Started		BRDG - Bridge Program		001		001
In Progress		In Progress		BRDG - Bridge Program		001		001
Completed		Completed		COOP - Co-op		001		001

The Banner Grade Entry conveniently displays all your courses in one view: current and previous semester courses, and any future semester courses that have been scheduled. You can change the sort order by selecting any of the column headings, listing the courses in ascending or descending order. For

each course, the listing provides the subject, course title, course number, section number, the term, the CRN, the grading status, and whether or not the grades have been rolled.






CRN


A course search window is located just above the course listing, which is a helpful feature if you have a list of courses several pages long. The search box allows searches by CRN, year, term or term and year. You can also use the page controls at the bottom of the screen to navigate between pages.

Faculty Grade Entry

Final Grades

My Courses

Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ENGL - English	301	002	British Culture to 1660	201520 - Spring Sem 2015	28142
Completed	Not Started	PSYC - Psychology	110	0	General Psychology	201720 - Spring Sem 2017	29315
Not Started	Not Started	PSYC - Psychology	511	001	Developmental Psychology	201720 - Spring Sem 2017	30487
Completed	Completed	ENGL - English	401	001	Medieval Literature	201440 - Fall Sem 2014	41794

Records Found: 5

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Roster Incomplete Grades

Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Jones, Chris	000000000		A-			0.0
Jones, Edward	000000000		I			
Jones, John	000000000		C			
Jones, Matthew	000000000		B+			

Records Found: 4

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Save Reset

When you select and highlight a course, a course roster of students is displayed along with their final grades or blank fields for entering the final grades. Select the down arrow to the right of the final grade field and the grade options are displayed for the selected course.

Faculty Grade Entry

Final Grades

My Courses

Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ENGL - English	301	002	British Culture to 1660	201520 - Spring Sem 2015	28142
In Progress	Not Started	PSYC - Psychology	110	0	General Psychology	201720 - Spring Sem 2017	29315
Completed	Completed	ENGL - English	401	001	Medieval Literature	201440 - Fall Sem 2014	41794
Completed	Completed	GEOG - Geography	361	001	Reg Dynamics of U.S./Canada	201540 - Fall Sem 2015	49092

All courses for which final grades have already been entered and the grades “rolled” will feature a green “Completed” button in both the Grading Status column and the Rolled column. A course for which no grades have been entered will feature a red “Not Started” button in both those columns. Courses for which some but not all final grades have been entered will feature an orange “In Progress” button in the

Grading Status column. The Registrar’s Office “rolls” grades to transcripts after grade entry closes for the term. When the “roll” job is complete, the rolled indicator will be green and say “Completed.” If you need to change a grade, you can still do so here, as long as grade entry is still open for the semester. **Any grade changes required after grade entry closes must be made according to your department’s grade change procedure. You cannot return to the grade roll to make a change after grade entry has closed for that term.**

Full Name	ID	Midterm Grade	Rolled	Last Attend Date	Hours Attended
Jones, Chris	000000000		<input type="checkbox"/>		
Jones, Edward	000000000		<input type="checkbox"/>		
Jones, John	000000000		<input type="checkbox"/>		
Jones, Matthew	000000000		<input type="checkbox"/>		

Records Found: 4

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Save Reset

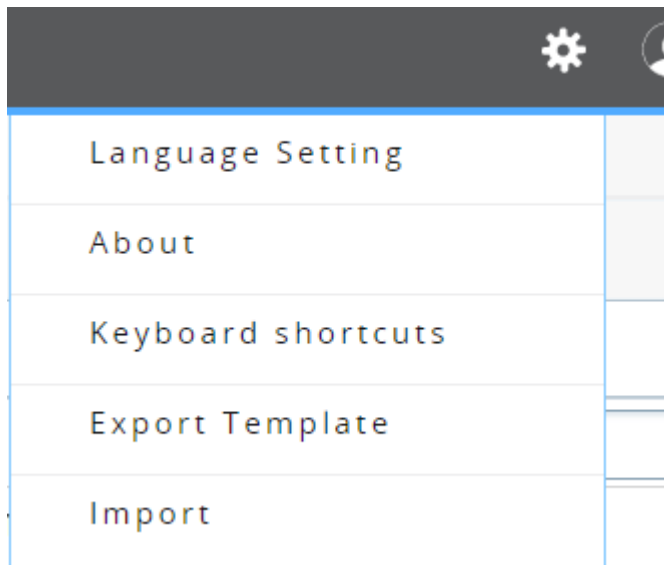
When one or more incompletes are assigned during the current grade entry period, the student listing for a course displays both a “Roster” tab and an “Incomplete Grades” tab. All incomplete grade changes for the current grade entry period must be made with the “Roster” tab selected. After changing an incomplete, be sure to SAVE the grade.

**NOTE: Changes to incomplete grades for a current term can only be made when grade entry is open! After the grading period closes, incomplete grades must be made according to your department’s grade change procedures. Check with your departmental assistant if you are unsure of the grade change method your department uses.**

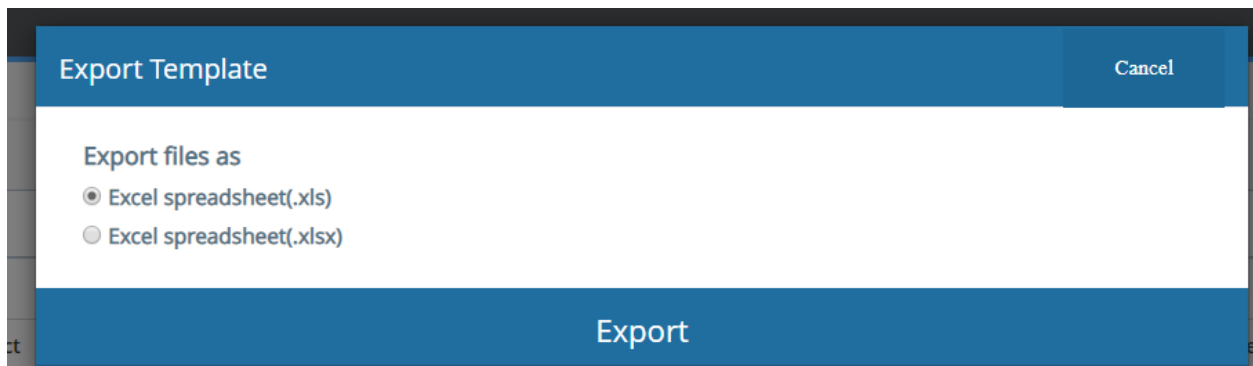
- Language Setting
- About
- Keyboard shortcuts
- Export Template
- Import

After you have entered and saved your grades, be sure to print or download a copy of the final grades roster. You can export an Excel spreadsheet of your grades by selecting the “Export Template” option under the gear to the left of your name. You can also use your browser’s print function to print grades.

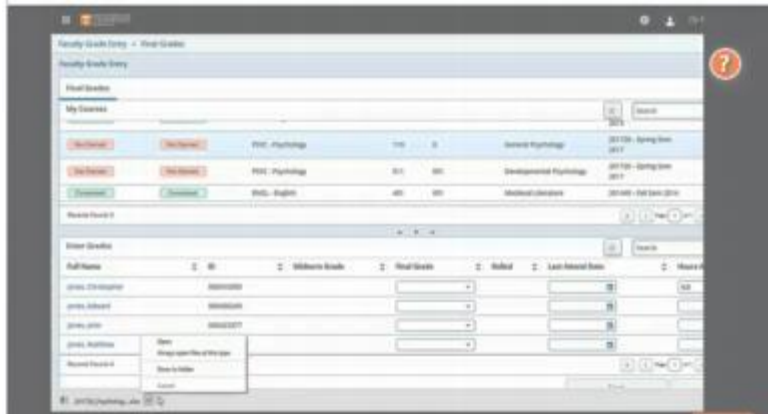
You can enter all grades for a course into Banner in one smooth import by using an Excel spreadsheet template produced initially by Banner with all pertinent student data included.



From the Faculty Grade Entry page, select the course for which you will enter final grades. Select the gear wheel to the left of your name and select “Export Template.”



When the Export Template window is displayed, select the type of Excel file that corresponds to your version of Microsoft Excel and click “Export.”



The downloaded file is displayed at the bottom of the window. Open and save it to your computer.

Term Code	CRN	Student ID	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date
201940	45913	000000000	A				
201940	45913	000000000	B				
201940	45913	000000000	C+				

Many columns will appear on the spreadsheet, but you only need eight (8) to import the grades back into Final Grade Entry. This example has only those eight (8) columns. After you enter the grades, check your work, and save the file to your computer. Last Attend Date and Hours Attended are not required. Please leave the Incomplete Final Grade and Extension Date columns empty. Banner will populate those columns if you have a student who has been assigned an (I)ncomplete.

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.

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

Continue

Return to Grade Entry and select the course. Click the gear wheel and click "Import." When the import window is displayed, place your cursor in the Browse window and a search window will be displayed showing the files on your computer. Locate and select your course file and then select the "Upload" button. Click on the continue bar.

## Preview File

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

☒ My Spreadsheet has headers.

Row	Term Code	CRN	Student ID	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date
1	201940	45913	000000000	A				
2	201940	45913	000000000	B				
3	201940	45913	000000000	C+				

The import window displays your Excel file data. Use the scroll bars to preview your data making sure that all eight (8) required columns are present. If your spreadsheet has headers, be sure to check the box marked “My Spreadsheet has headers.” After checking your grades, click the Continue bar.

## 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.

☒ Term Code\*
 ☒ CRN\*
 ☒ Student ID\*
 ☒ Final Grade
 ☒ Last Attended Date
 ☒ Hours Attended
 ☒ Incomplete Final Grade
 ☒ Extension Date

Map	Term Code*	CRN*	Student ID*	Final Grade	Last Attended I	Hours Attender	Inc
Row	Term Code	CRN	Student ID	Final Grade	Last Attended Date	Hours Attended	In F
1	201940	45913	000000000	A			
2	201940	45913	000000000	B			
3	201940	45913	000000000	C+			

Your required headers will display and a drop down list above each column of your spreadsheet to enable you to map or match you spreadsheet data headings to the required heading. A green circled check mark is displayed to the left of each required field that is successfully mapped. When finished, click on the blue Continue button.



## Validate

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

The following 4 records will be imported:

3 records containing errors will not be imported.

20 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Student ID	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date
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The Validate window indicates how many grade records will be imported and how many will not be imported due to errors. If there are no or just a few errors that you are willing to correct from within grade entry, you can click on Continue to complete the import. Otherwise, click on the “Download the validation report” link to obtain a copy of your spreadsheet with errors highlighted in red. You can correct the errors in your original spreadsheet and repeat the import process. On the Validate screen, click on the Continue box, click on the Finish box, and your grade entry is complete!

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

## Import Complete

The import wizard is complete.

4 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

Here are some general grade entry errors to look for:

-Last date of attendance errors...

...cannot be greater than the current date

...must be between semester start and end dates

...a not valid date may not exist (10/32/2019) or date is in wrong format (correct format: MMDDYYYY)

-Hours attended error: hours attended is not required

-Invalid grade error: please see valid grades below