

Gradebook: Entering Grades

Banner 8 User Guide

January 2011



Gradebook: Entering Grades

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Refer to this tutorial to learn how to enter final and component marks using Gradebook.

Pre-requisites to this tutorial:

- You must be set up by your Departmental Administration team. They determine which courses members of staff can enter marks for.

1. ENTERING COMPONENT GRADES

- 1.1. Go to **Campus Connect** (portal.rhul.ac.uk; Figure 1, Box 1) and enter your network username (Figure 1, Box 2) and password (Figure 1, Box 3) and click *Log In* (Figure 1, Box 4)

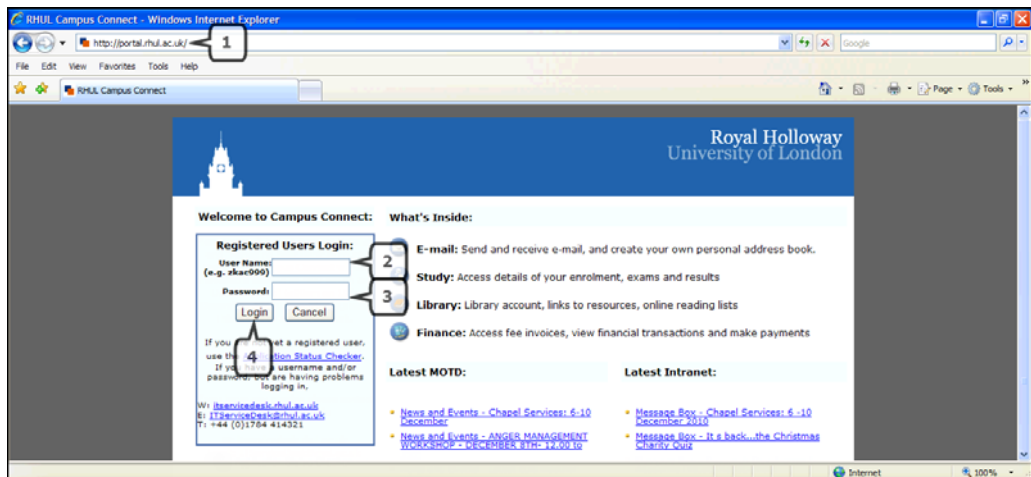


Figure 1

- 1.2. Click on the *Student Information* Tab (Figure 2, Box 1), then click on *Banner for Staff* (Figure 2, Box 3) followed by *Gradebook* (Figure 2, Box 3).

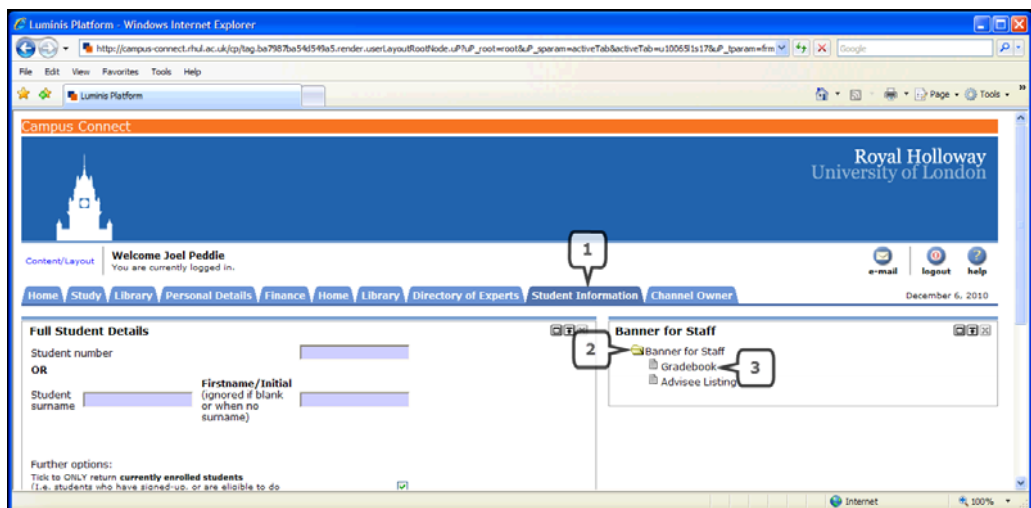


Figure 2

- 1.3. Select the *Term* that you wish to enter component grades for (Figure 3, Box 1) and click *Submit* (Figure 3, Box 2).



Figure 3

- 1.4. Click *Select Section of Course for Grade Entry* (Figure 4, Box 1).

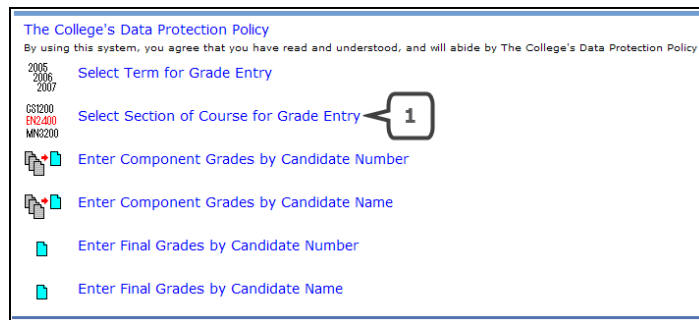


Figure 4

- 1.5. Select the relevant *Course Section* (Figure 5, Box 1) and click *Submit* (Figure 5, Box 2).

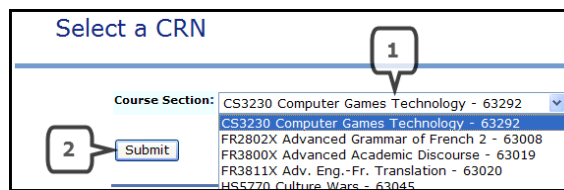


Figure 5

- 1.6. Select *Enter Component Grades by...* either Candidate number or name. This is dependant on the access you have been given (Figure 6, Box 1).

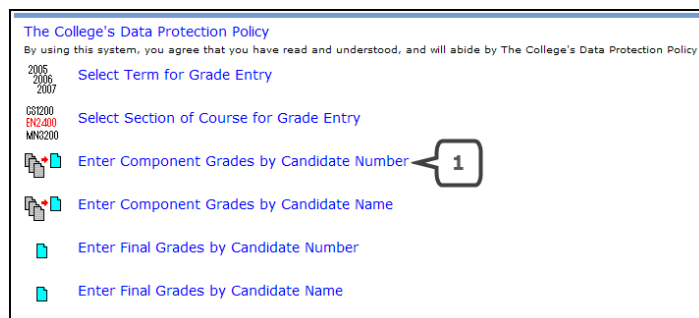


Figure 6

- 1.7. Select the appropriate component by clicking on the relevant hyperlink (Figure 7, Box 1).

Course Attributes						
Title:	The Diversity Of Life					
Course:	BS 1040 - 0					
CRN:	60020					
Students Registered:	59					
Components						
Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
CW1 - Coursework	25	DEFAULT	No	F	2	None
EX1 - Exam & MCQ	75	DEFAULT	No	F	2	View
View Final Composite Grades						

Figure 7

- 1.8. Enter grades into the *Score* Column (Figure 8, Box 1) taking care to check the candidate number on screen against the candidate number given.
- 1.9. The 'Marker' column (Figure 8, Box 2) will default to whoever is logged in. If another member of staff is assigned as a Marker to that section, you can choose their name in the drop-down list.
- 1.10. The *Reason* Column (Figure 8, Box 3) defaults to a value of OE – Original Entry. This value is only useable once per registration on a given course, so if the grade must be changed, you must select the 'RC – Recalculated' Reason Code before submitting the changed grade.

Note:

- Candidates are shown in pages of up to 25 students, to see other students click the hyperlink for other record sets (Figure 8, Box 4).

Course Attributes							
Title:	International Strategy St.2						
Course:	MN 5114 - 0						
CRN:	63307						
Component							
Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores		
CW - Coursework	20	DEFAULT	No	Final	41		
Grade Submission Cutoff Dates							
Midterm:	31 Dec, 2011						
Final:	31 Dec, 2011						
Record Sets:	1 - 25 26 - 41						
Component Marks							
Record Number	Candidate Number	Score	Out of	Percent	Grade	Marker	Reason
1	0110578	<input type="text"/>	<input type="text"/>			Strate, Joel	OE-Original Entry
2	0111425	<input type="text"/>	100			Strate, Joel	OE-Original Entry
3	0111556	<input type="text"/>	100			Strate, Joel	OE-Original Entry
4	0112167	<input type="text"/>	100			Strate, Joel	OE-Original Entry
5	0112213	<input type="text"/>	100			Strate, Joel	OE-Original Entry
6	0112505	<input type="text"/>	100			Strate, Joel	OE-Original Entry
7	0113017	<input type="text"/>	100			Strate, Joel	OE-Original Entry
8	0113165	<input type="text"/>	100			Strate, Joel	OE-Original Entry
9	0113516	<input type="text"/>	100			Strate, Joel	OE-Original Entry

Figure 8

- 1.11. It is a **HEFCE requirement** to keep a record of students who have missed the Final Assessment of a course. This impacts the funding we receive so it **MUST** be adhered to. It is only essential to record it for the Final Assessment of a course, but you are free to record this for other components as well.

1.12. Any students who have missed the Final Assessment through either absence or non-submission must be recorded appropriately using one of the Reason Codes explained below.

- If the component is a form of assessment that the student must attend (e.g. an exam/test/presentation/performance), then:

If the student was absent and **did not** provide prior notification that they would be absent, then click the drop-down for 'Reason' and select *AB-Absent*:

Score	Out of	Percent	Grade	Marker	Reason
0	100			Venables, Nick	AB-Absent

If the student was absent and **did** provide prior notification of their absence, then click the drop-down for 'Reason' and select *AN-Absent but Notified*:

Score	Out of	Percent	Grade	Marker	Reason
0	100			Venables, Nick	AN-Absent but Notified

- If the component is a piece of submitted work (e.g. an essay/project/report), then:

If the student did not submit the work, and they **did not** provide prior notification that they would not be submitting, then click the drop-down for 'Reason' and select *NS-Not Submitted*:

Score	Out of	Percent	Grade	Marker	Reason
0	100			Venables, Nick	NS-Not Submitted

If the student did not submit the work, but they **did** provide prior notification that they would not be submitting, then click the drop-down for 'Reason' and select *NN-Not Submitted but Notified*:

Score	Out of	Percent	Grade	Marker	Reason
0	100			Venables, Nick	NN-Not Submitted but Notified

Note:

When recording these Reason Codes you need to enter a mark of 0 if you want to see a Final Grade for the student (as this is based on *all* their component marks).

1.13. When you have finished entering grades click *Submit* (Figure 9, Box 1) at the bottom of the page or you can click *Reset* to cancel your changes (Figure 9, Box 2).

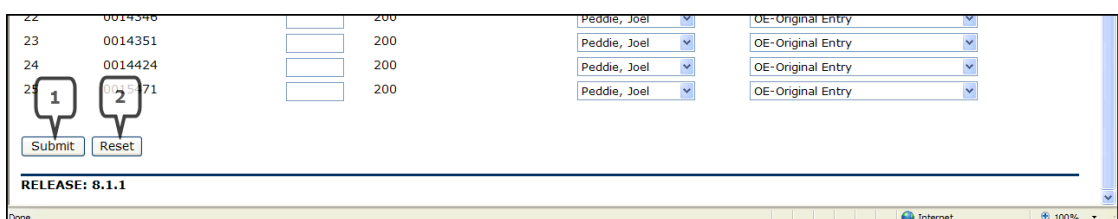


Figure 9

- 1.14. To enter more grades for other components go to step 1.2.
- 1.15. Once you have finished entering grades click *Logout*.

2. ENTERING FINAL GRADES

- 2.1. Go to **Campus Connect** (portal.rhul.ac.uk; Figure 10, Box 1) and enter your network username (Figure 10, Box 2) and password (Figure 10, Box 3) and click *Log In* (Figure 10, Box 4)

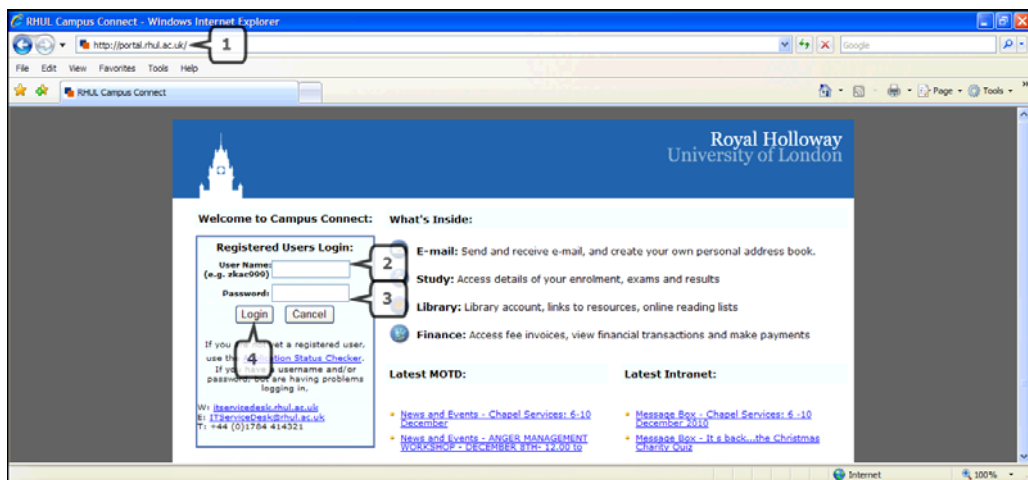


Figure 10

- 2.2. Click on the *Student Information* (Figure 11, Box 1) Tab, then click on *Banner for Staff* (Figure 11, Box 3) followed by *Gradebook* (Figure 11, Box 3)

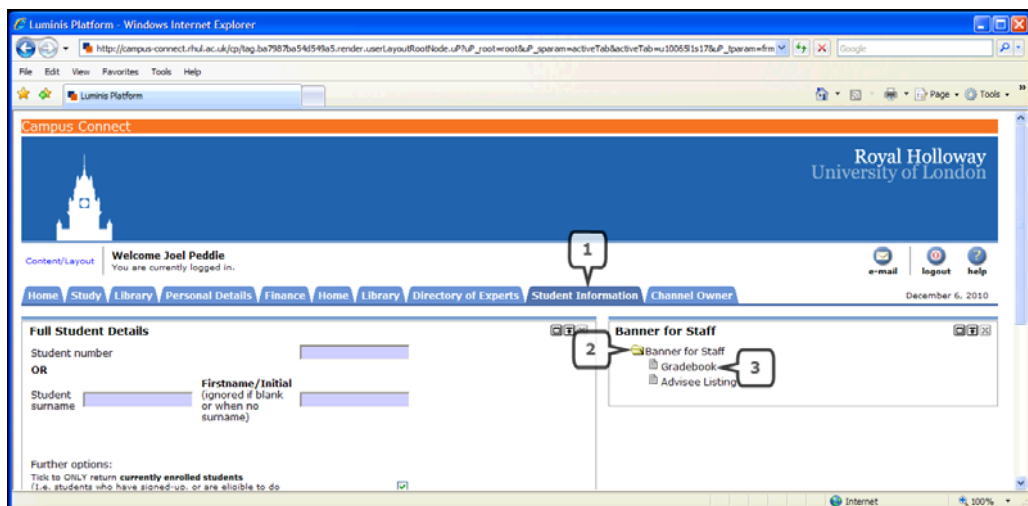


Figure 11

- 2.3. Select the *Term* that you wish to enter final grades for (Figure 12, Box 1) and click *Submit* (Figure 12, Box 2).

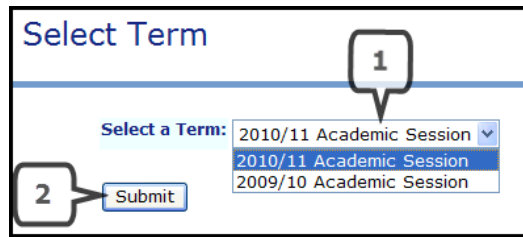


Figure 12

- 2.4. Click *Select Section of Course for Grade Entry* (Figure 13, Box 1).

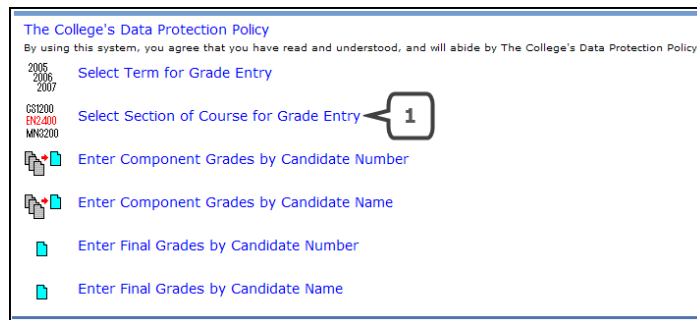


Figure 13

- 2.5. Select the relevant *Course Section* (Figure 14, Box 1) and click *Submit* (Figure 14, Box 2).

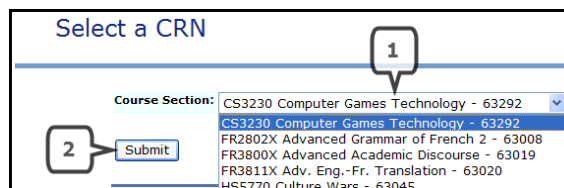


Figure 14

- 2.6. Select *Enter Final Grades by...* either Candidate number or name. This is dependant on the access you have been given (Figure 15, Box 1).

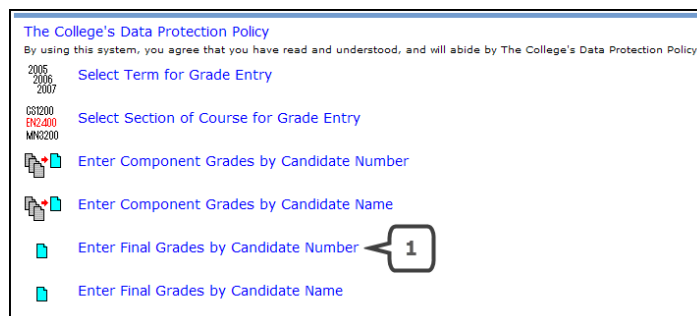


Figure 15

- 2.7. Enter grades into the *Grade Column* (Figure 16, Box 1) taking care to check the candidate number on screen against the candidate number given.

Note:

- Candidates are shown in pages of 25 students, to see other students click the hyperlink for other pages (Figure 16, Box 2).

Course Information
Quantum Theory - PH 3210 0
CRN: 64843
Students Registered: 54

⚠ Please submit the grades often. There is a 40 minute time limit starting at 09:39 am on 10 Dec, 2010 for this page.

Record Sets: 1 - 25 26 - 50 51 - 54 2

Final Grades

Record Number	Candidate Number	Grade	Rolls
1	0010239	<input type="text"/>	1
2	0010391	<input type="text"/>	N
3	0010408	<input type="text"/>	N
4	0010743	<input type="text"/>	N
5	0010791	<input type="text"/>	N

Figure 16

- 2.8. When you have finished entering grades click *Submit* (Figure 17, Box 1) at the bottom of the page or you can click *Reset* to cancel your changes (Figure 17, Box 2).

22	0013635	<input type="text"/>	N
23	0013370	<input type="text"/>	N
24	0013497	<input type="text"/>	N
25	0013614	<input type="text"/>	N

Record Sets: 1 - 25 26 - 50 51 - 54

1 2

⚠ Please submit the grades often. There is a 40 minute time limit starting at 09:39 am on 10 Dec, 2010 for this page.

Figure 17

- 2.9. To enter more grades for other courses go to step 2.2.
- 2.10. Once you have finished entering grades click *Logout*.