

Rolling Grades to Academic History

Banner 8 User Guide

March 2012



Rolling Grades to Academic History

Contents

1. WHEN TO USE SFASLST TO ROLL MARKS 3
2. ROLLING FINAL MARKS TO ACADEMIC HISTORY 4

Refer to this tutorial to learn how to roll grades for a single Course Section (CRN) to Academic History, following Gradebook mark entry.

Banner forms:

FORM	FUNCTION
SFASLST	Class Roster This form displays the Final Grades for each student registered to a Course Section and is used to roll them to Academic History (e.g. finalise the marks).

Pre-requisites to this tutorial:

- At least one registered student must have had a Final Grade calculated, based on marks entered through Gradebook

1. WHEN TO USE SFASLST TO ROLL MARKS

Marks for UG Courses will be rolled automatically by the Exams Office following the Gradebook mark entry deadline. You do not need to roll standard UG student marks in **SFASLST**.

There are two main scenarios where you do need to roll marks in **SFASLST**.

1. **Postgraduate Taught courses.** Marks for PGT courses are not rolled automatically by the Exams Office as they may have all their marks finalised at different times. Once you have completed the Gradebook mark entry and all students have a Final Grade or outcome, and you are certain that no further changes are required, use **SFASLST** to roll the marks.
2. **Visiting Students.** Since the majority of Visiting Students on UG courses will not be around for the Summer Term, they often take alternative assessment. They also must have their marks rolled to Academic History to produce transcripts, which they need shortly after finishing their studies at RHUL. Therefore, once any Visiting Students on your courses have had their marks entered and have a Final Grade for the course, they should be rolled in **SFASLST**. You can roll just the Visiting Students on a course, as by this point they are the only students with Final Grades - students without Final Grades will not be rolled at this point.

WARNING! If you have Visiting Students registered on the same Course Sections as the standard students, you **MUST** ensure the Component setup for the section is accurate **BEFORE** you roll the Visiting Student marks. If you roll marks for Visiting Students and then later realise the Component setup is wrong for your standard students, it **CANNOT** then be changed and you will have to resort to Final Grade entry only, and maintain a separate record of individual Component Marks for reporting audits.

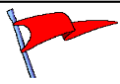
2. ROLLING FINAL MARKS TO ACADEMIC HISTORY

2.1. Navigate to SFASLST (Figure 1).

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
1	1006	O, K D.	RE	09-AUG-2011		56	P			30.000
3	1006	A, O A.	RE	09-AUG-2011		28	S			30.000
4	1006	A, L P.	RE	23-AUG-2011		66	S			30.000
5	1006	P, A J.	RE	06-SEP-2011		71	D			30.000
5	1006	B, B E.	RE	26-SEP-2011		69	P			30.000
6	1006	A, F	RE	06-SEP-2011		55	D			30.000

Figure 1

- 2.2. Enter the Academic Year into the *Term* field (Figure 1, Box 1).
- 2.3. Enter the CRN of the Course Section into the *CRN* field (Figure 1, Box 2).
- 2.4. *Block down* to view the students registered and their Final Grades (Figure 1, Box 3). Students will be listed in 'Sequence' order which is the order in which they were registered to the section. You will see an information window pop-up to tell you that these are the grades of registered students and can be overwritten by Gradebook processing. Click OK.
- 2.5. Check that all the Final Grades look correct. If any students are missing a Final Grade, it has not been calculated which means there are one or more component marks missing for that student. If any marks are missing or incorrect, log into Gradebook and make the necessary updates.
- 2.6. Assuming all Final Grades are now present and correct, *Rollback* to the Key Block. Click on the *Roll* indicator check-box (Figure 2, Box 1).



IMPORTANT!
Once grades are
"rolled"
they **cannot** be
changed in
Gradebook.

If a grade does
need to be
amended, please
contact the
Exams Office.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
1	100645884	Brazil, Patricia M.	RE	06-JUL-2010		IN	P			30.000
2	100645689	Ng, Nicholas E.	RE	23-JUL-2010		42	P			30.000
4	100628117	Floyd, Paula R.	RE	29-JUL-2010		47	S			30.000
5	100595283	Lloyd, Thomas A.	RE	10-SEP-2010		46	P			30.000
5	100592105	Hayes, Dexter J.	RE	09-SEP-2010		57	D			30.000
6	100637178	Canty, Roy J.	RE	09-SEP-2010		66	D			30.000

Figure 2

- 2.7. *Block down.* You will see the message pop-up again – click OK. To roll the grades, you just need to click the *Save* icon (Figure 2, Box 2). Once done, the *Rolloled* indicator (Figure 2, Box 3) will appear next to each student whose marks have rolled to Academic History.