Faculty Guide for Entering Grades and Viewing Student Information

NSU Florida

Contents

Purpose: The purpose of this handbook is to guide faculty on using the software tools at NSU for entering grades at the end of the term, viewing student profile information for advising, and viewing a class-list.

Background: At NSU, it became apparent that updated documentation was required on entering grades for both new faculty and for experienced faculty especially now that the implementation of the Self-Service Banner 9 interface has fully replaced the Banner 8 interface.

At NSU, faculty has 2 options to enter grades at the end of the term as follows:

1. Using the NSU Grades Tool in Canvas
2. Using the Self-Service Banner 9 grade entry page

The faculty also has other information available to view for advising purposes in the Student Profile Page that includes data on major, registration, unofficial transcripts, etc.

Another feature is the class-list of students enrolled in a specific course that can be viewed with the Class-List page in Self-Service Banner.

Overview: This Handbook is divided into 6 sections and can be used alone or with the aid of videos that are linked in each section.

Section 1- Login and Navigating Self-Service Banner 9

Section 2- Class-List

Section 3- Grade Entry using the Canvas Tool

Section 4- Grade Entry using Self-Service Banner (SSB)

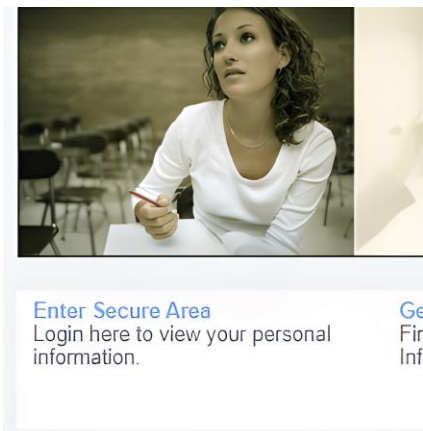Section 5- Grade Entry using Self-Service Banner (SSB) with an Excel Spreadsheet

Section 6- How to Navigate Self-Service for Student Profile and Advising

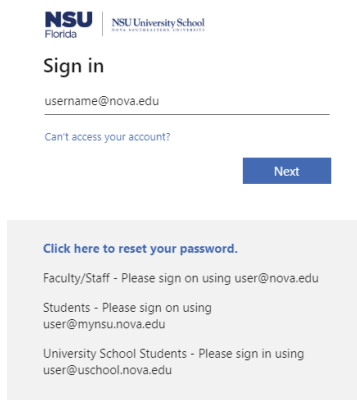# Section 1: How to Login and Navigation for Self-Service Banner 9

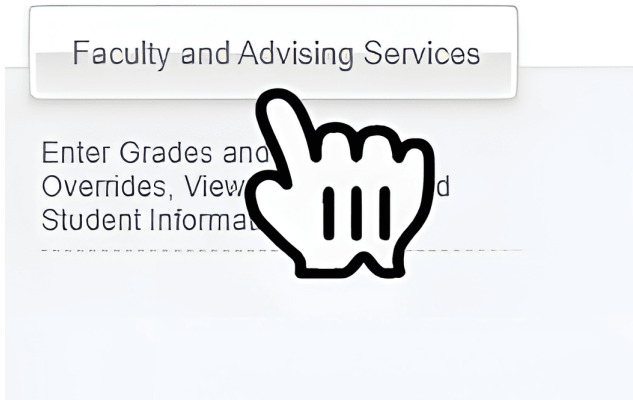1. Open an internet browser and navigate to ssb.nova.edu.
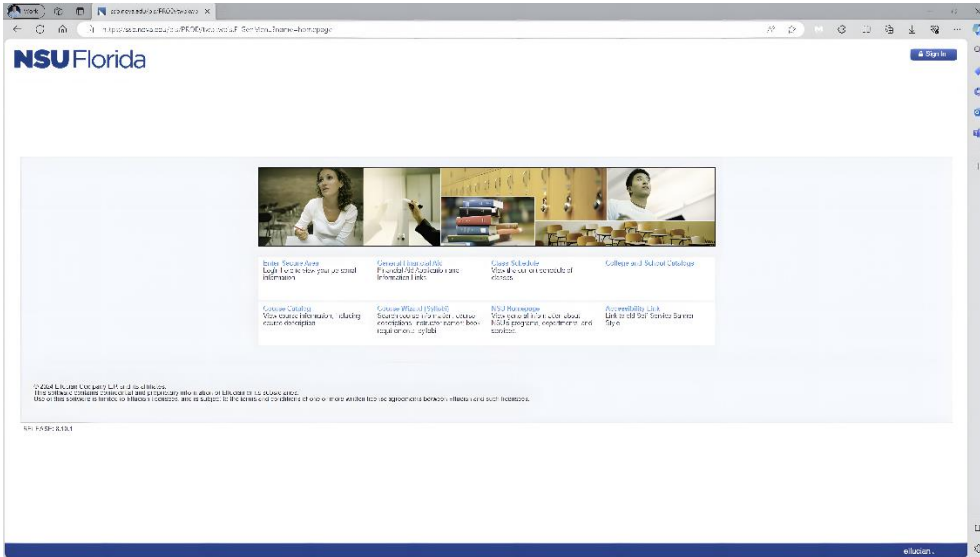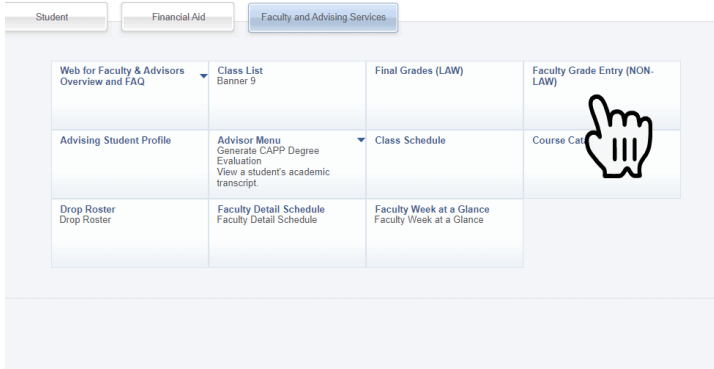

2. Click the enter secure area link.

3. Login with your NSU full username and password.

4. Click on the Faculty and Advising Services Button

5. Select the area of SSB you would like to work in from the selection menu.
In this example, Faculty Grade Entry is selected.

NOTE: You may have to authenticate again with your username and password due to security policies in place to protect confidentiality and ensure you are authorized to view the information.
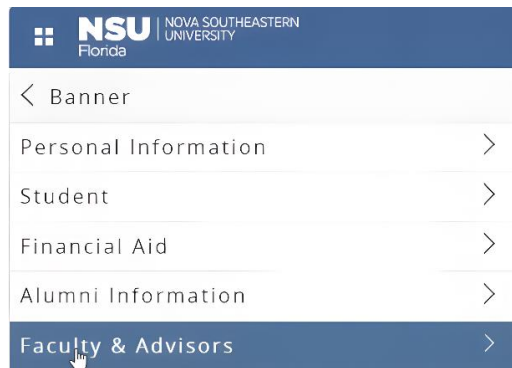
6. Once you are on the page you are working on, to navigate to other areas of Self-Service Banner you would click on the postage stamp icon in the left hand corner to open up a Banner menu
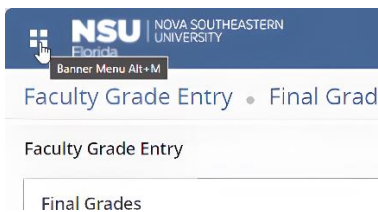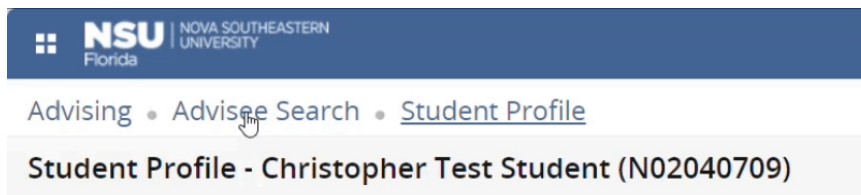
7. Click the Banner Menu to expand the menu.

8. Select from the menu the area you want to navigate to.

Breadcrumb Navigation

Some areas such as the student profile will allow you to navigate by clicking breadcrumb.

Click the breadcrumb links to return to a previous page or search area.

Video Link: Login to SSB with how to navigate SSB - SharkMedia (nova.edu)

Section 2: Class List

The Class List provides course information for a selected class for a term and provides a list of students with various details such as ID, Registration Status, Level, Credit Hours, Final grade. The Class List page allows you to switch from Summary View that provides general information to Detail View that provides specific information on each student. You may also print and email students from this page.

Accessing the Class List
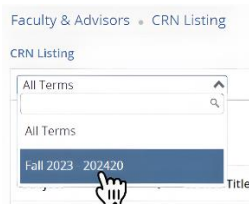
You can access the Class List from the initial menu page
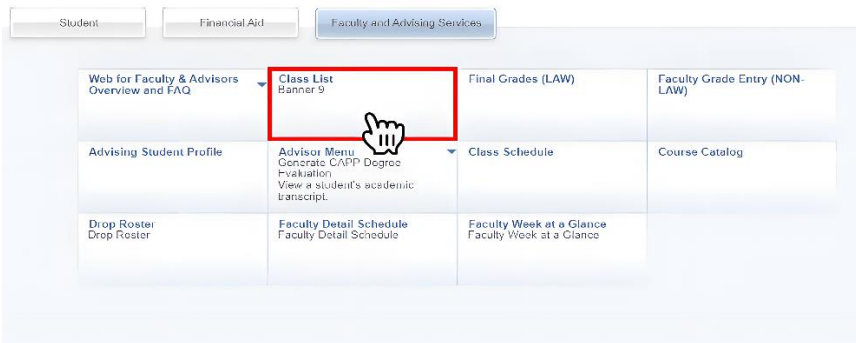
or if already inside another page by using the banner menu in the left corner to drop down the menu and drill down to the Class List.
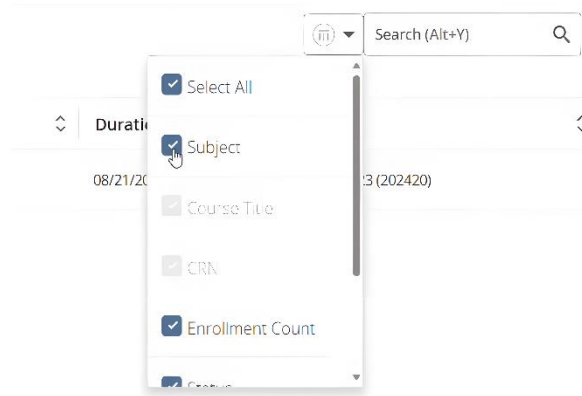

CRN Listing

Once inside the Class List you must select a term by drop down menu.

Once you select the term a listing of your courses will appear with all the columns labeled. You have the option to customize the columns you want to show or hide by clicking the show hide icon and checking or unchecking the columns you want to show or hide.
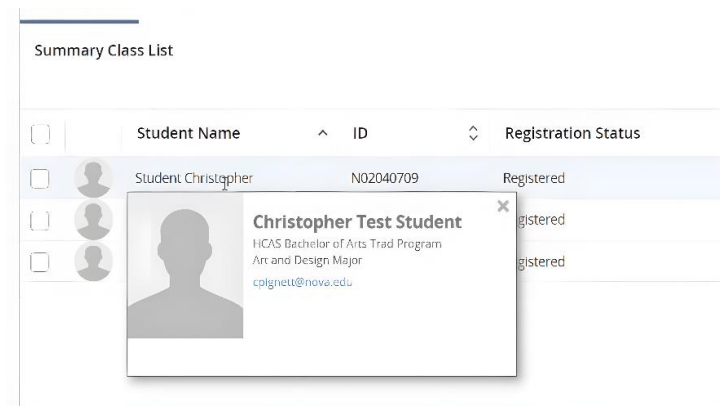

The CRN Listing will display rows of all classes you are assigned for the term. To view a class list of your students, click in a blank area of the row corresponding to your class.

Class List

The names of your students will now appear in the summary class list in rows. If you roll your mouse pointer over a student's name a card will appear with information on the student.

Course Information

Course information such as Course Name, CRN, Duration and status can be found in the top left pane.

Enrollment Counts can be found on the right pane area.
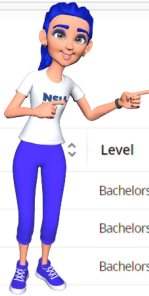

Email Function

The email function can be used to email students with your default email. Check the box next to student's name and then click the email icon.

Export Function

Export your class list by clicking on the Export button. This will download an Excel spreadsheet to your default download folder.
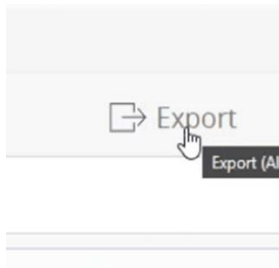
Print Function

Print your Class List by using the print button.

Video Link

How to Use the Class List - SharkMedia (nova.edu)
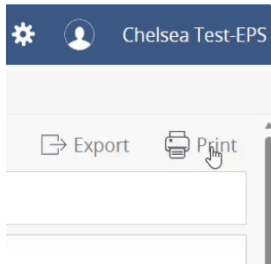
Section 3: Grade Entry using the Canvas Tool

NSU has an integration installed in Canvas that allows for the importation of the final grade for a student into the Official NSU Grade record in the Banner system. Faculty has a choice of using the NSU Grade Tool in Canvas or Using the Self-Service Banner Grade Entry page that will be discussed in a later section.

It is important to know a few processes that deal with grades before we get started. When a grade gets entered with the NSU Grade Tool using Canvas the grading scheme must be enabled with a score and a grade in Canvas. If the grading scheme is not enabled, grades will not be imported to the Banner System.

Once the grades are imported into Canvas they will be rolled into the official record. This process takes place twice a day. You will be allowed to change the grade up until they are rolled into the official record. If a change needs to be made after the grades are rolled you will have to submit a Grade Change Form through your department to the Registrar to have the grade changed.

1. Login to your Canvas course and Navigate to the Grades area of Canvas.
2. In the Total Column verify that your course has a grading scheme selected.
3. The example below is of a course without a grading scheme enabled and one with a grading scheme enabled.

Enable Grade Scheme

Grading Scheme Not Enabled		Grading Scheme Enabled		
Assignments 100.00% of grade	Total	Assignments 100.00% of grade	Total	
100%	100%	100%	100%	A
93.46%	93.46%	93.46%	93.46%	A-
96.04%	96.04%	96.04%	96.04%	A
92.31%	92.31%	92.31%	92.31%	A-
100%	100%	100%	100%	A
94.12%	94.12%	94.12%	94.12%	A
100%	100%	100%	100%	A
90.38%	90.38%	90.38%	90.38%	A-

4. If your course does not have a grading scheme you will need to enable a grading scheme by going into the course settings and enabling a course scheme from the course details tab.
5. In the Course details tab, look down on the page for the Grading Scheme area.
6. Enable by selecting the check box Enable course grading scheme.
7. Drop down the menu to select a scheme

8. Click the Update Course Details button at bottom of page to Enable the grading scheme.

NSU Grades

9. Select NSU Grades in the Navigation Menu and check that the grades are entered correctly. If not, Faculty can manually set the grades with the drop down next to the grade.
10. Click the save button and you will notice in the column labeled Submitted to Banner will have a yes in it.

Submitted To Banner	External User ID	Number	First Name	Last Name	Crn	Grade	Rolled to Banner	Last Attended	Attended Hours
Yes		1			21934	A	N		
Yes		2			21934	A-	N		
Yes		3			21934	A	N		
Yes		4			21934	A-	N		
Yes		5			21934	A	N		
Yes		6			21934	A	N		
Yes		7			21934	A	N		

Video link:

How to enter final grades in Canvas- SharkMedia (nova.edu)

Section 4: Grade Entry using Self-Service Banner (SSB)

At the end of the term, faculty will have the option to enter grades into the Self-Service Banner system (SSB). This section will explain how to enter grades with this system.
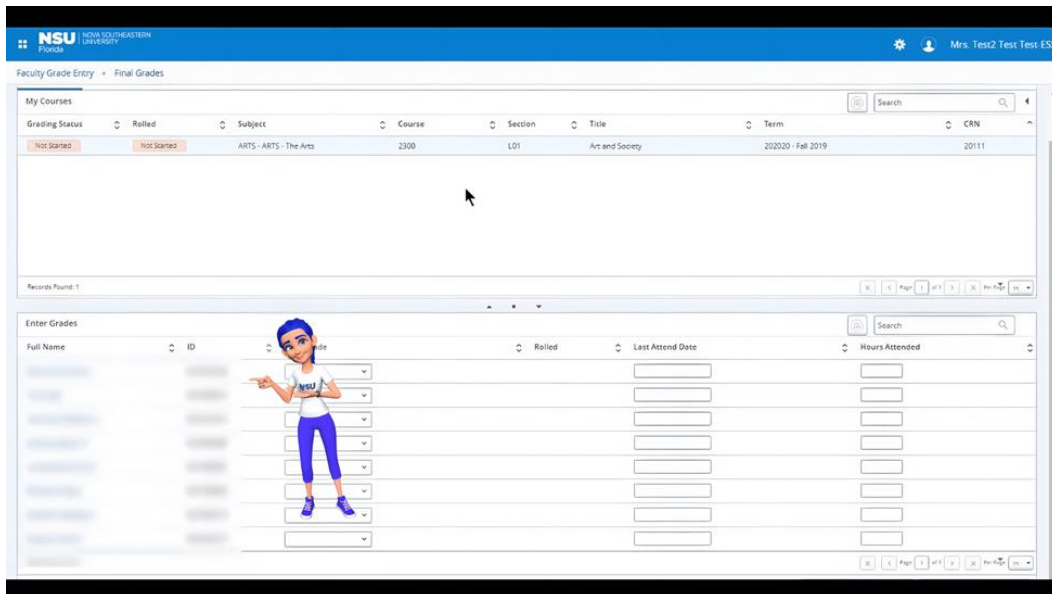
1. Accessing the Grade Entry Page:

   - Upon landing on the faculty grade entry page, you will be presented with a list of courses assigned to you.

   - Alongside each course, there will be an indication of the grading status, including whether the grades have been rolled.

2. Viewing Student List:

   - Click on any course to view a list of enrolled students.

   - Ensure to click in a blank area of the course row to avoid activating any links.

   - The list of students will appear in the lower pane of the screen.

3. Adjusting the Display Pane:
  - Use the provided buttons to alter the view of the student list pane.
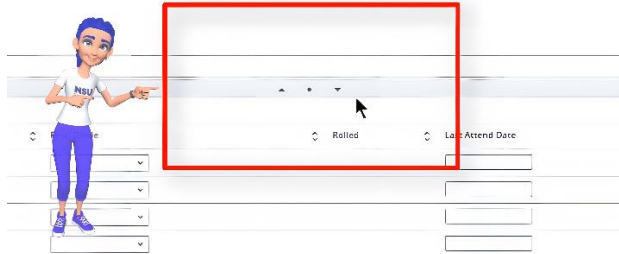
  - Control the number of items displayed and navigate through pages using the respective buttons.
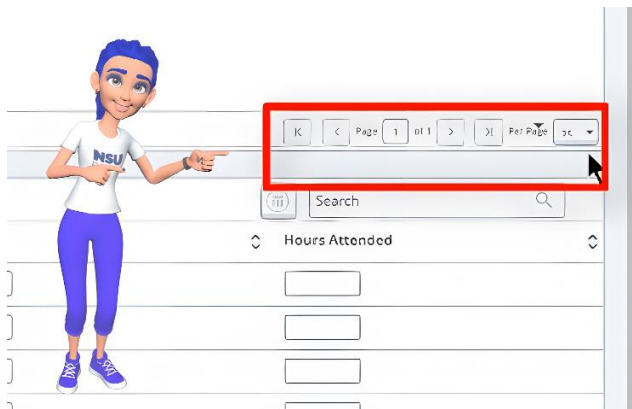
4. Entering Grades:
  - Locate the area marked for grade entry.

  - Click on the drop-down menu next to a student's name and select the appropriate grade.
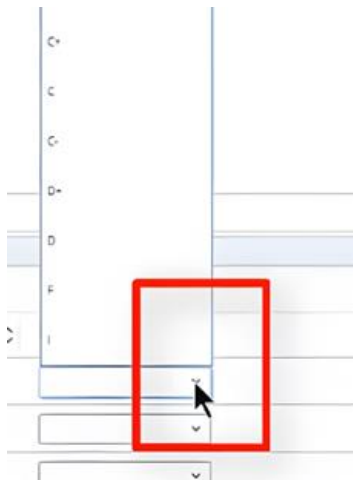
5. Saving Grades:

- After entering grades, click the 'Save' button to ensure your entries are recorded.

- It is crucial to save each entry to prevent data loss.

6. Entering Last Attend Date for Drop Students:

- Enter the last attendance date only for students who have dropped the course.

- Leave this field blank for all other students.

7. Editing Grades:

- You can edit grades if they have not been rolled.

- The 'rolled' status column indicates whether grades have been rolled or not.

- For grades that have been rolled, a grade change form must be submitted through your department to make any edits.

Note: This handout provides a streamlined guide to navigating and using the faculty grade entry system effectively. Always remember to save your work regularly and refer to your department for specific procedures related to grade changes.

Video Link:

[How to Enter Final Grades in Self-Service Banner - SharkMedia (nova.edu)](#)

Section 5: Grade Entry using Self-Service Banner (SSB) with an Excel Spreadsheet

Introduction

- Purpose: To learn how to use an Excel spreadsheet for uploading grades to the Self-Service Banner (SSB).

Steps for Exporting Template

1. Access Template Export

  - Click on the gear icon.
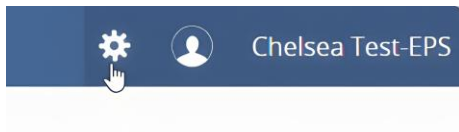
  - Select the "Export Template" link.
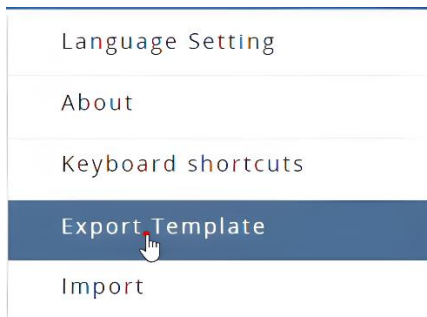
2. Export Process

  - A pop-up window will appear.

  - Choose the type of Excel spreadsheet.

  - Click on "Export."

Understanding the Excel Template

1. **Column Names** : The template includes all column names to match during import.

2. **Rolled Column**: Indicates if grades have been rolled into the banner system.
   a. "No": Changes are permissible.
   b. "Yes": No direct changes allowed; requires a faculty grade change request.

Entering and Saving Grades

1. Input Grades : Enter final grades for each student in the Final Grade column.
   a. Click on the cell and start entering grades.

2. Save Work :
   - Save your progress regularly.
   - Edit grades as necessary.

Importing Grades Back into the System

File Selection :

-Click gear icon and select import
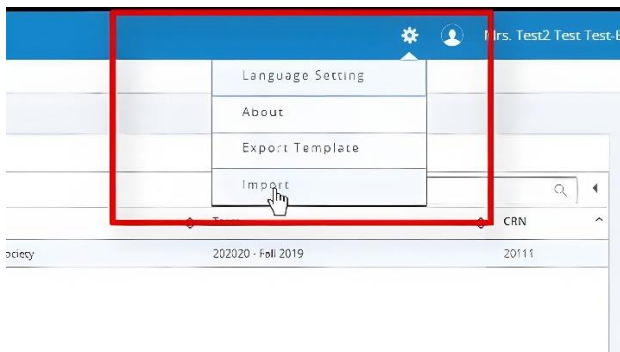
- Click "Browse" to find your file.
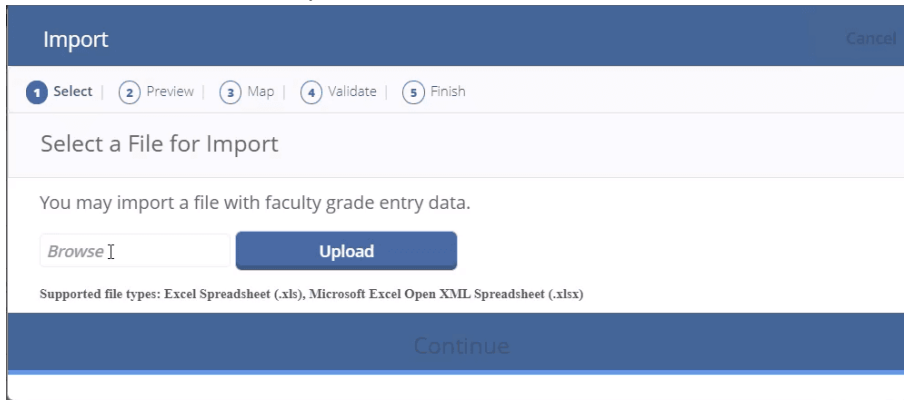
- Select the file and click "Open."

2. Uploading File :
- Click the "Upload" button.
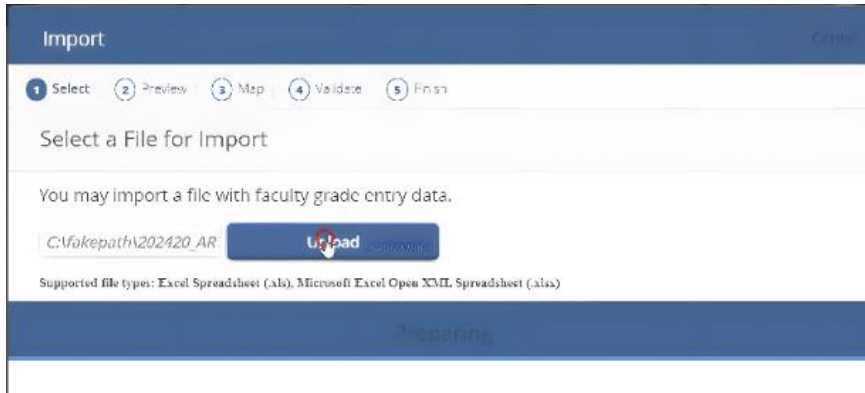
- Click Continue.
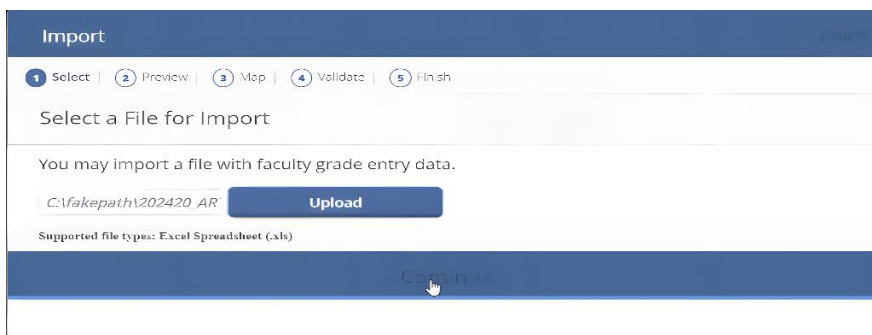
3. File Preview and Validation :

- Ensure all files are correctly mapped and click continue

- Validate the data and click continue

- If errors are found, go back, and correct them.

4. Finalizing Import :

- Select "Continue" to finish the import.
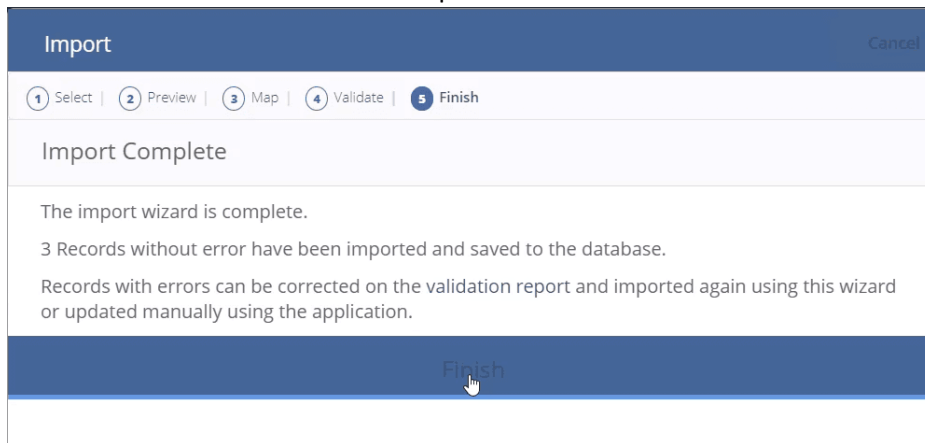
- Click "Finish" to complete the process.

Conclusion

- Your data will now be successfully integrated into the system.

Note: **Always ensure to save and verify your data at each step to prevent any data loss or errors during the upload process and after upload is complete SAVE.**

Video Link:

How to Enter Final Grades with and Excel Spreadsheet in Self-Servce Banner - SharkMedia (nova.edu)

Section 6: How to Navigate Self-Service for Student Profile for Advising

Introduction:

This guide outlines the process for accessing various features within the self-service Banner, focusing on student profile, and advising.

1. Accessing Self-Service:

- Click on the postage stamp menu to Navigate to the Advisor Search

2. Navigating to Advising Student Profile:

- Click on the banner menu to Expand it.

- Choose Faculty and Advisors Link.

- Click the Advising Student Profile link

3. Selecting a Term:

- Click the desired term in the drop-down menu.

4. Choosing a Search Method:

- Select the button to search by student ID , student email , or student name .

- The image below demonstrates searching by student ID.
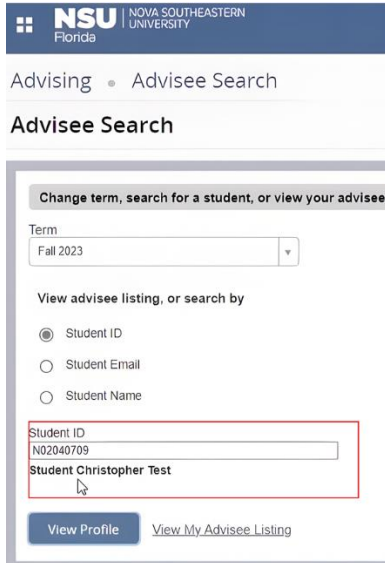
5. Entering Student ID and Searching:

- Input the student ID number in the provided field. Press the enter key.

Note: You could also click outside the field or use the Tab key to initiate the search.

- Verify the student name appears .

6. Viewing the Student Profile:

- Click on View Profile to access detailed student information.

7. Viewing Your Advisee List:

- Click on View My Advisee Listing to see a list of advised students.
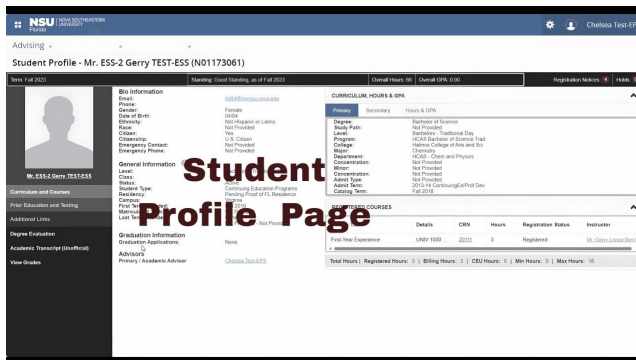
8. Accessing Individual Student Profiles via the Advisee List:

- Click the name and ID link of a student to view their profile.
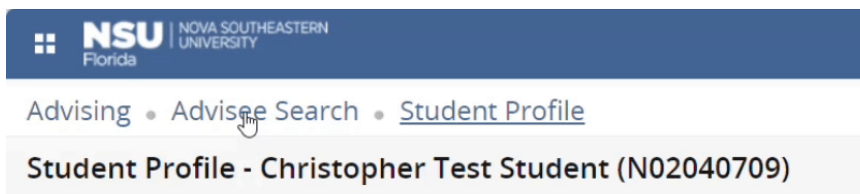
This will take you to the student Profile page.

You can use breadcrumbs to navigate back to Advisee search to initiate another search

9. Viewing Unofficial Transcripts:

- Select Academic Transcript Link in the left pane to view unofficial transcript .

- Use the drop-down to choose transcript level and type .

10. Navigating within the System:

   - Use the banner menu (postage stamp icon) to navigate back from the transcript area to other areas in the system.

11. Exploring Additional Options:

   - On the left pane, access links to academic transcripts , view grades , and more.

   - If a link is unresponsive, it indicates a lack of access rights.

12. Reviewing Student Information:

   - The student's profile includes bio information , general information , graduation information , and advisor information .

   - By clicking various tabs, you can see details like curriculum , hours, GPA , and registered courses .

Video Link:
Edit How to Navigate to the Student Profile - SharkMedia (nova.edu)