

# Faculty Guide for Entering Grades and Viewing Student Information



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**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

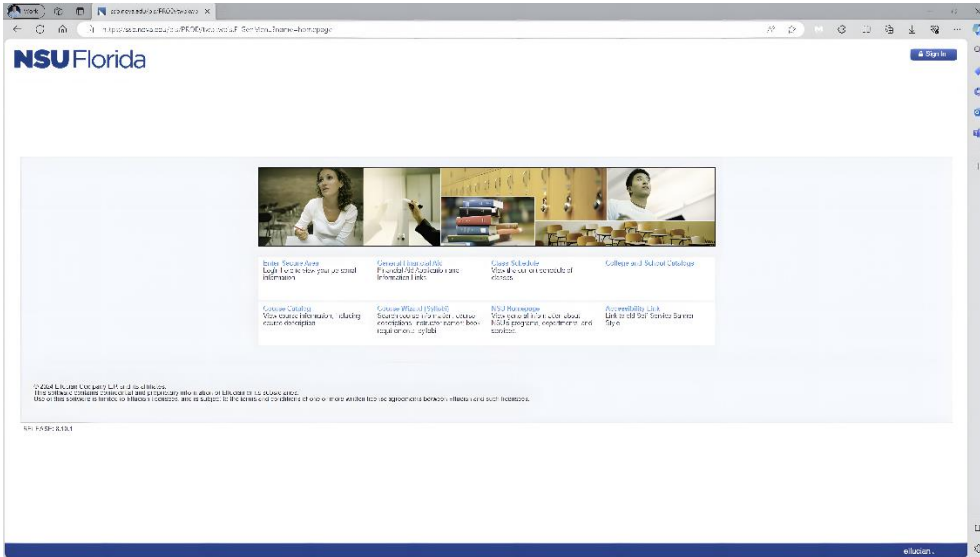
Section 4- Grade Entry using Self-Service Banner (SSB)

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

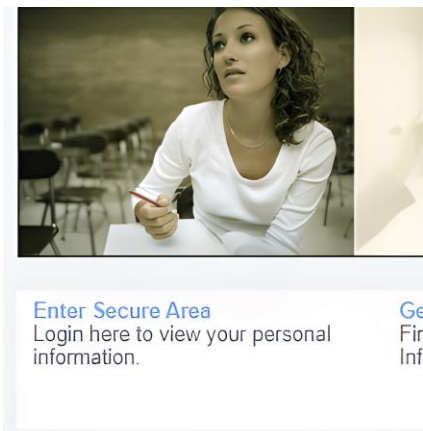
Section 6- How to Navigate Self-Service for Student Profile and Advising

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

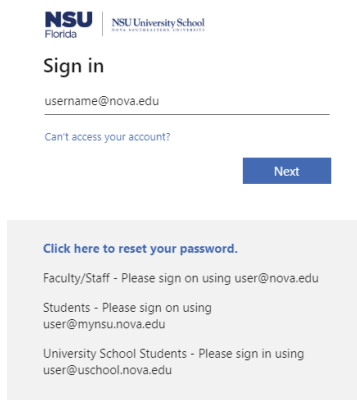
1. Open an internet browser and navigate to [ssb.nova.edu](http://ssb.nova.edu).



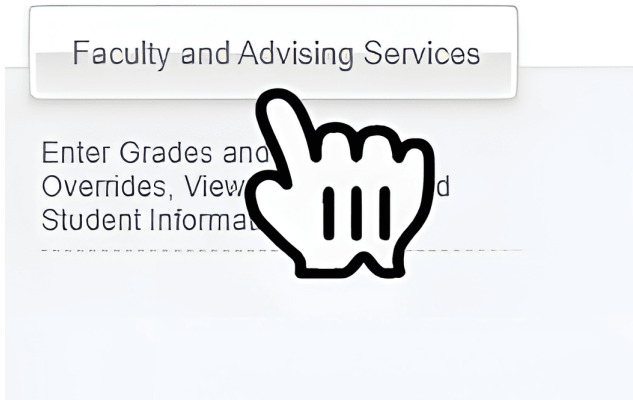
2. Click the enter secure area link.



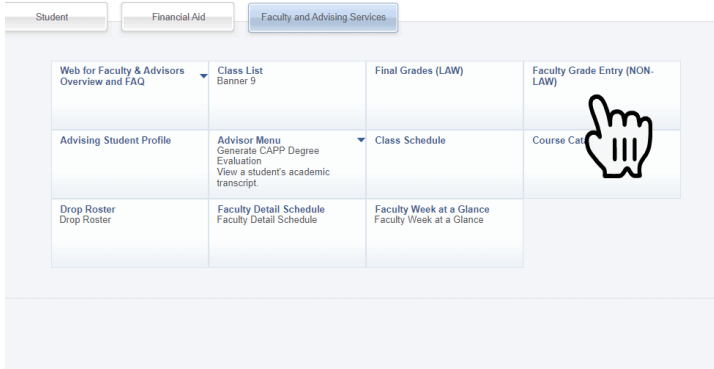
3. Login with your NSU full username and password.



- Click on the Faculty and Advising Services Button

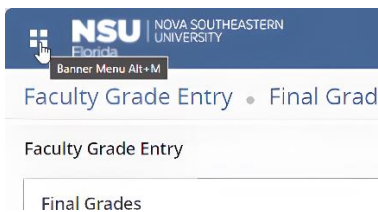


- Select the area of SSB you would like to work in from the selection menu. In this example, Faculty Grade Entry is selected.



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.

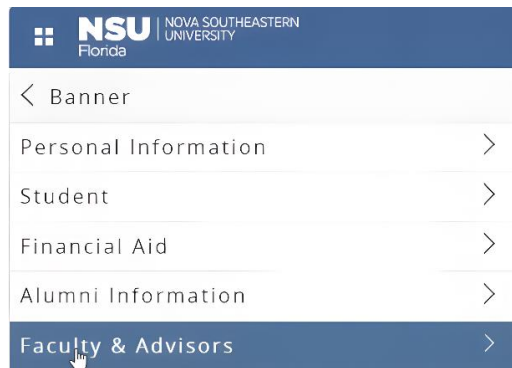
- Once you are on the page you are working on, to navigate to other areas of Self-Service Banner you would click on the postage stamp icon in the left hand corner to open up a Banner menu



7. Click the Banner Menu to expand the menu.



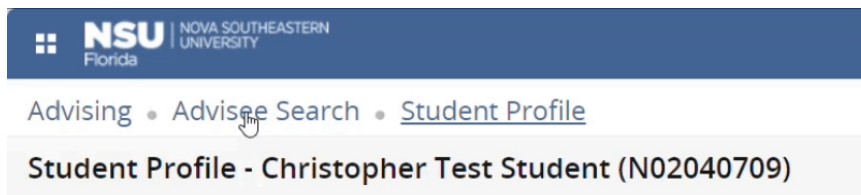
8. Select from the menu the area you want to navigate to.



### 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.



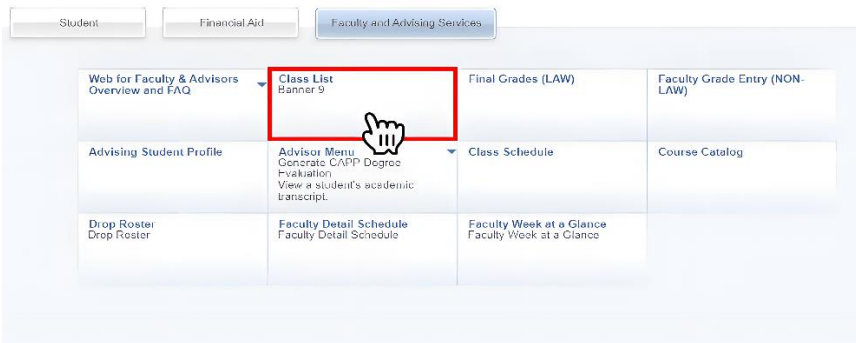
Video Link: [Login to SSB with how to navigate SSB - SharkMedia \(nova.edu\)](#)

## 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

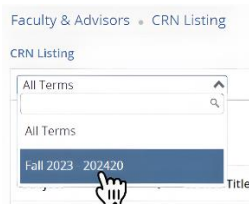


or if already inside another page by using the banner menu in the left corner to drop down the menu and drill down to the Class List.



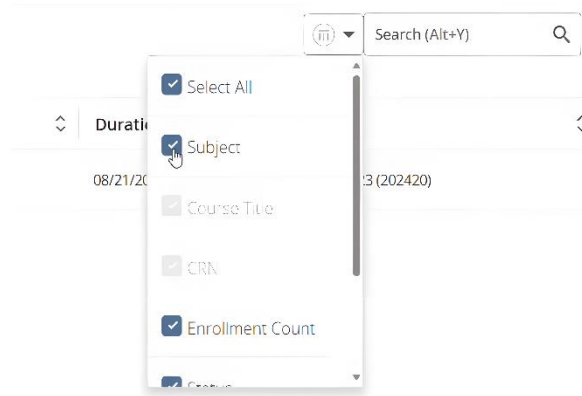
### CRN Listing

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.

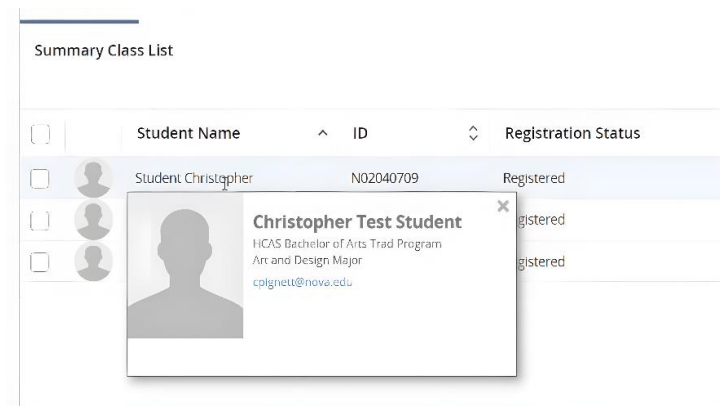


The CRN Listing will display rows of all classes you are assigned for the term. To view a class list of your students, click in a blank area of the row corresponding to your class.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ARTS 4950, P01	Internship in the Arts	24329	3	Active	08/21/2023 - 12/10/2023	Fall 2023 (202420)

### 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.

Faculty & Advisors • Class Li

Class List

Fall 2023 - 202420 ARTS 4950 | 24329


▼ Course Information 

**Internship in the Arts - ARTS 4950 P01**  
CRN: 24329  
Duration: 08/21/2023 - 12/10/2023  
Status: Active 

Class List Wait List

Summary Class List

Enrollment Counts can be found on the right pane area.

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	1	3	-2
Wait List	10	0	10
Cross List	0	0	0

Sum




## Email Function

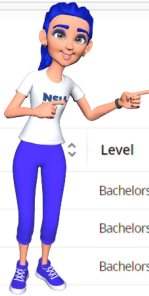
The email function can be used to email students with your default email. Check the box next to student's name and then click the email icon.




Class List Wait List

Summary View ▼

Summary Class List

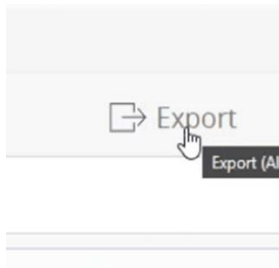
  Search (Alt+Y) 

 Email (Ctrl+Alt+U)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final
<input checked="" type="checkbox"/>	 Student Christopher	N02040709	Registered	Bachelors - Traditional Day	3	Enter Grade
<input type="checkbox"/>	 TEST Student Mike	N02006150	Registered	Bachelors - Traditional Day	3	Enter Grade
<input type="checkbox"/>	 TEST Student Steve	N01987108	Registered	Bachelors - Traditional Day	3	Enter Grade

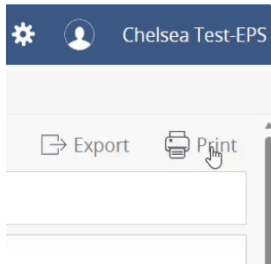
### Export Function

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-

- 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.
- In the Course details tab, look down on the page for the Grading Scheme area.
- Enable by selecting the check box Enable course grading scheme.
- Drop down the menu to select a scheme

Enable course grading scheme

Default Canvas Grading Scheme ▼ View/Edit

Default Canvas Grading Scheme  
Letter Default

Private (Copyrighted) ▼ ?

Copyright and license information must be provided for files before they are published.

Course ▼ ?

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

**Update Course Details**

### NSU Grades

- 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.
- 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 \(nova.edu\)](https://nova.edu/SharkMedia/how-to-enter-final-grades-in-canvas)

## 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:

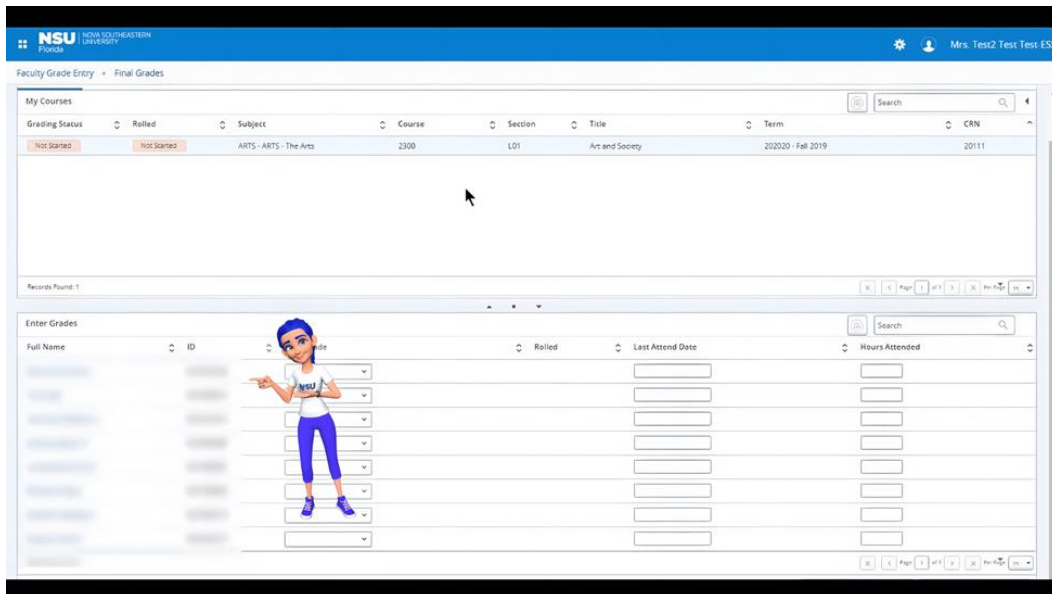
- Upon landing on the faculty grade entry page, you will be presented with a list of courses assigned to you.
- Alongside each course, there will be an indication of the grading status, including whether the grades have been rolled.



Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ARTS - ARTS - The Arts	2300	L01	Art and Society	202020 - Fall 2019	20111

### 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.

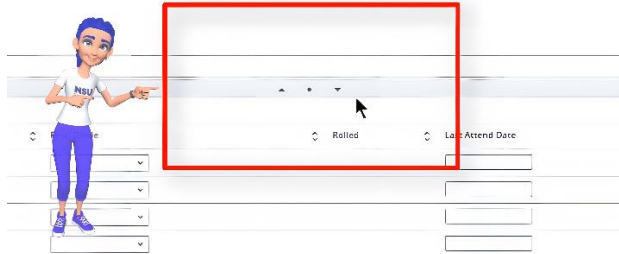


The screenshot shows the NSU Faculty Grade Entry interface. At the top, there is a blue header with the NSU logo and the text "NSU FLORIDA". Below the header, the page title is "Faculty Grade Entry - Final Grades". The main content area is divided into two sections. The top section, "My Courses", displays a table with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The bottom section, "Enter Grades", displays a table with columns for Full Name, ID, Rolled, Last Attend Date, and Hours Attended. A cartoon character of a woman in a white shirt and blue pants is standing in the "Enter Grades" section, pointing towards the table. The "Enter Grades" table has several rows, each with a dropdown menu for the student's name and input fields for the other columns.

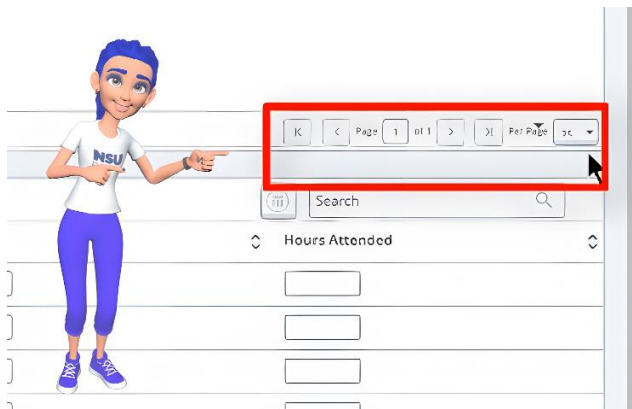
### 3. Adjusting the Display Pane:

- Use the provided buttons to alter the view of the student list pane.

ITS - ARTS - The Arts 2300 L01 Art and Society 202020

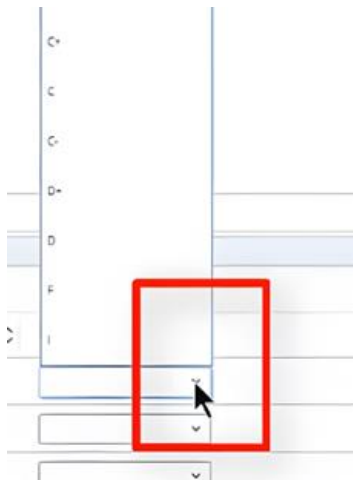


- Control the number of items displayed and navigate through pages using the respective buttons.



### 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.

The screenshot shows the NSU Faculty Grade Entry interface. A red callout box with white text says: "You can only edit grades if the grades are not rolled. This column will indicate the status of rolled or unrolled." An arrow points from this box to a red-bordered box around the 'Rolled' column in the student grade table. The table has columns for Student Name, ID, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Rolled' column contains checkboxes for each student.

Student Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
Iako Michael	N02020828	Not Gradable	<input type="checkbox"/>		
azor Jimmy	N02076597	Not Gradable	<input type="checkbox"/>		
hark Sherry	N02113819	Not Gradable	<input type="checkbox"/>		
tudent Christopher	N02040709	A-	<input type="checkbox"/>		
EST Student Mike	N02006150		<input type="checkbox"/>		
EST Student Steve	N01987108		<input type="checkbox"/>		

- 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 \(nova.edu\)](https://www.sharkmedia.com/nova.edu/how-to-enter-final-grades-in-self-service-banner)



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

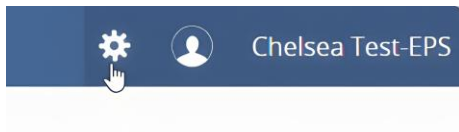
### Introduction

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

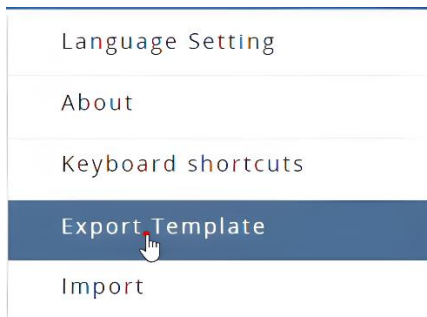
#### Steps for Exporting Template

##### 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.

1	A	B	C	D	E	F	G	H	I	J
	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
2	202420	24329	Student Christopher	N0204709	No	No	ARTS - Tre Arts	A-		
3	202420	24329	TEST Student Mike	N02008160	No	No	ARTS - Tre Arts	B+		
4	202420	24329	TEST Student Steve	N01997108	No	No	ARTS - Tre Arts	C+		
5										

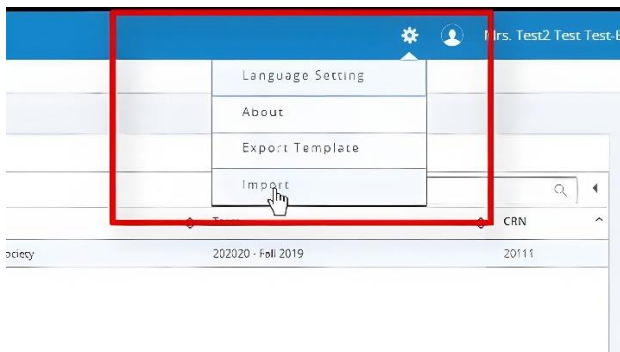
## Entering and Saving Grades

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.

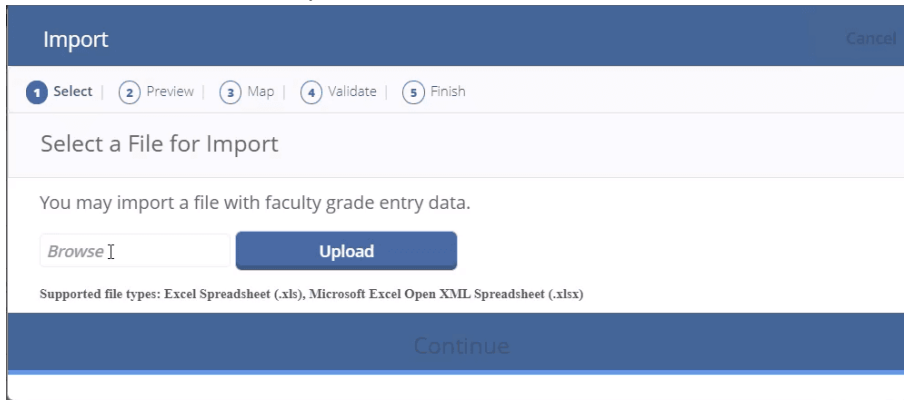
## Importing Grades Back into the System

### File Selection :

-Click gear icon and select import



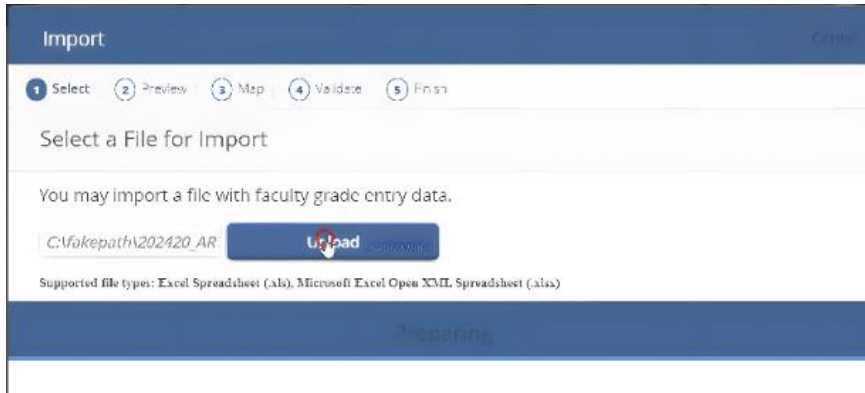
- Click "Browse" to find your file.



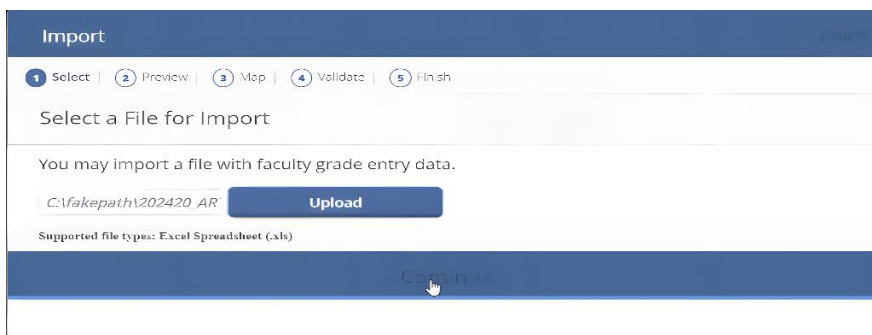
- Select the file and click "Open."

## 2. Uploading File :

- Click the "Upload" button.



- Click Continue.



### 3. File Preview and Validation :

- Ensure all files are correctly mapped and click continue

**Import** Cancel

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

#### 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  
 Narrative Grade Comment

Map       | Row | Term Code | CRN | Full Name | Student ID | Rolled | Confidential |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 202420 | 24329 | Student Christopher | N02040709 | No | No | AR Att |
| 2 | 202420 | 24329 | TEST Student Mike | N02006150 | No | No | AR Att |
| 3 | 202420 | 24329 | TEST Student Steve | N01987108 | No | No | AR Att |

Go Back Continue

- Validate the data and click continue

**Import** Cancel

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

#### Validate

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

The following 3 records will be imported:  
 0 records containing errors will not be imported.  
 0 unchanged records will not be imported.

Download the validation report.

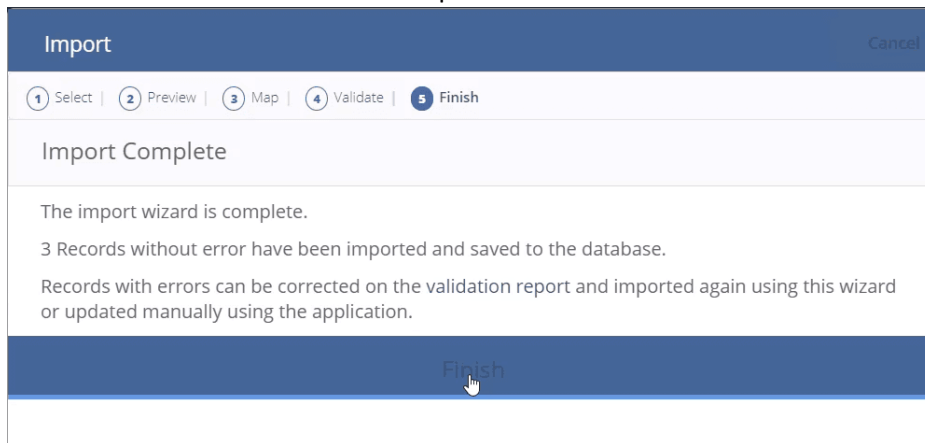
Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
1	202420	24329	Student Christopher	N02040709	No	No	ARIS - The Arts	C		
2	202420	24329	TEST Student Mike	N02006150	No	No	ARIS - The Arts	D		
3	202420	24329	TEST Student Steve	N01987108	No	No	ARIS - The Arts	A		

Go Back 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.

Advising • Advisee Search

## Advisee Search

Change term, search for a student, or view your advisee list

Term

Fall 2023

Winter 2024

Fall 2023

Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

### 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.

Change term, search for a student, or view your advisee list

Term

Fall 2023

View advisee listing, or search by

Student ID

Student Email

Student Name

Student ID

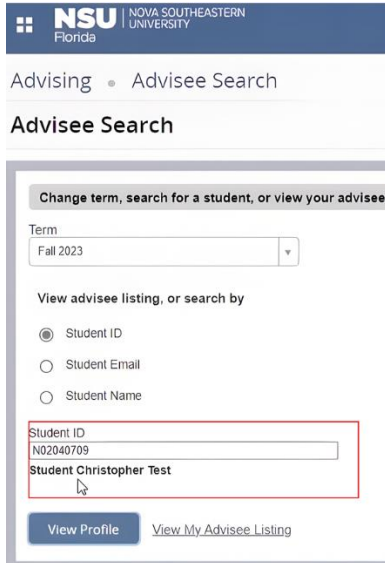
[View Profile](#) [View My Advisee Listing](#)

## 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 .



The screenshot shows the NSU Florida logo at the top left. Below it, the breadcrumb "Advising > Advisee Search" is visible. The main heading is "Advisee Search". A search bar contains the text "Change term, search for a student, or view your advisee". Below this is a dropdown menu for "Term" set to "Fall 2023". Under "View advisee listing, or search by", three radio buttons are shown: "Student ID" (selected), "Student Email", and "Student Name". A text input field for "Student ID" contains "N02040709" and a dropdown menu below it shows "Student Christopher Test". At the bottom, there are two buttons: "View Profile" and "View My Advisee Listing".

## 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.





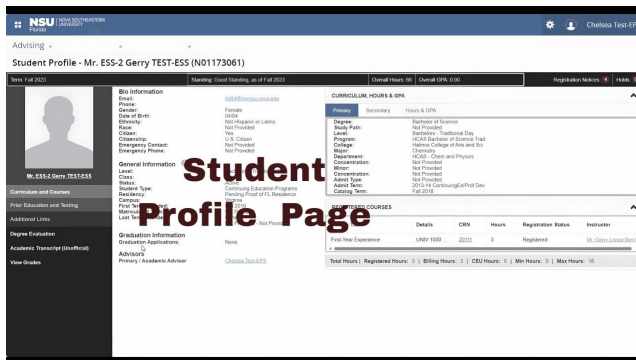
## 8. Accessing Individual Student Profiles via the Advisee List:

- Click the name and ID link of a student to view their profile.

Fall 2023			
	Name and ID	Program	Primary Major
	<a href="#">TEST-ESS_ESS-2 Gerry N01173061</a> <a href="#">View Profile</a>	HCAS Bachelor of Scienc...	Chemistry
	<a href="#">TEST-ESS_ESS-3 Gerry N01233077</a> <a href="#">View Profile</a>	MBA (One Year)	Business
	<a href="#">TEST-ESS_Preferred Nam... N01129862</a> <a href="#">View Profile</a>	HCAS Bachelor of Arts Trad	Philosophy

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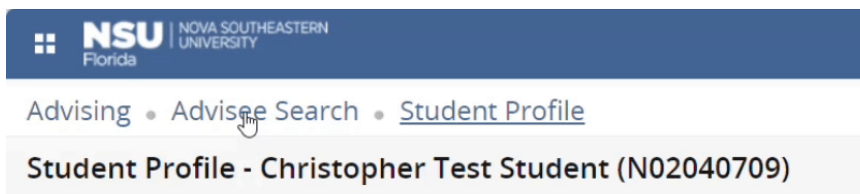
This will take you to the student Profile page.



**Student Profile Page**

The screenshot shows a detailed student profile page. On the left, there is a navigation menu with options like 'Advising', 'Student Profile', 'Curriculum and Courses', 'Prior Education and Testing', 'Additional Links', 'Degree Evaluation', 'Academic Transcript (Unofficial)', and 'View Grades'. The main content area is divided into several sections: 'Bio Information' (Name, Phone, Email, etc.), 'CURRICULUM, HOURS & GPA' (Primary, Secondary, Hours & GPA), and 'RECENT COURSES' (Table with columns for Course, Details, CNU, Hours, Registration Status, Instructor). A large red watermark 'Student Profile Page' is overlaid on the center of the page.

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



The screenshot shows the top navigation bar of the NSU website. The breadcrumb path is: [Advising](#) > [Advisee Search](#) > [Student Profile](#). Below the breadcrumbs, the page title is 'Student Profile - Christopher Test Student (N02040709)'. A mouse cursor is pointing at the 'Advisee Search' link.

## 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.

The screenshot shows the 'Student Profile' page for Mr. ESS-2 Gerry TEST-ESS (N01173061). The page is divided into several sections:

- Header:** NSU Florida logo, user name 'Chelsea Test-EPS', and navigation icons.
- Student Profile - Mr. ESS-2 Gerry TEST-ESS (N01173061):** Term: Fall 2023, Standing: Good Standing, as of Fall 2023, Overall Hours: 66, Overall GPA: 0.00, Registration Notices: 4, Holds: 0.
- Bio Information:** Email: td84@mynsu.nova.edu, Gender: Female, Date of Birth: 04/04, Ethnicity: Not Hispanic or Latino, Race: Not Provided, Citizen: Yes, U.S. Citizen, Citizenship: U.S. Citizen, Emergency Contact: Not Provided, Emergency Phone: Not Provided.
- General Information:** Level: Undergraduate, Class: Active, Status: Active, Student Type: Continuing Education Programs, Residency: Pending Proof of FL Residence, Campus: Virginia, First Term: 2010, Matriculation: 2010, Last Term: 2010.
- Graduation Information:** Graduation Applications: None.
- Advisors:** Primary / Academic Advisor: Chelsea Test-ESS.
- CURRICULUM, HOURS & GPA:** Primary, Secondary, Hours & GPA. Degree: Bachelor of Science, Study Path: Not Provided, Level: Bachelors - Traditional Day, Program: HCAS Bachelor of Science Trad, College: Halmos College of Arts and Sci, Major: Chemistry, Department: HCAS - Chem and Physics, Concentration: Not Provided, Minor: Not Provided, Concentration: Not Provided, Admit Type: Not Provided, Admit Term: 2013-14 ContinuingEd/Prof Dev, Catalog Term: Fall 2018.
- REGISTERED COURSES:** Table with columns: Details, CRN, Hours, Registration Status, Instructor. Row: First-Year Experience, UNIV 1000, 20111, 3, Registered, Mr. Gerry Lopez/they/...
- Summary:** Total Hours | Registered Hours: 3 | Billing Hours: 3 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18.

Video Link:

[Edit How to Navigate to the Student Profile - SharkMedia \(nova.edu\)](#)