Banner 9 Faculty Grading Instructions

Logging into the application:

1. Log into BengalWeb (bengalweb.isu.edu)
2. Select Academics on the left side of the page
3. Select the link Faculty Grade Entry **New**
Navigating the application:

Your courses will appear at the top of the screen. You can sort your class list by clicking on sorting arrows in the column headings. Listed below are detailed steps on how to navigate the application.

Please note: By default, only ten courses are displayed. In order to view more courses, either navigate to the next page or change the number of courses that will appear per page.

1. Review the directions for grading by clicking on the arrow button to the right of the search bar. The Getting Started tab will now be visible on the fly-out panel.
2. Click on a course to view your course roster (class list). The roster will appear below your list of courses.

![Course roster screenshot]

Please note: After selecting a course, you can now view the **Course Details** tab by clicking on the arrow to the right of the search bar. This tab will display basic course information.

![Course details screenshot]

By default, 25 students are displayed for the selected course. However, you can change the number of students displayed per page in the lower left-hand corner. The number can range anywhere from five to 100 students.
3. Use the scroll bar to the right to browse the list of students.

4. Hover over a student’s name, or click on the row associated with the student record, to view additional details. The information will appear in a popup window (on hover), or in the fly-out arrow below the Course Details (on click).
5. You can also click on a student’s name to view his or her **Student Profile** page. The profile for the selected student will open in a new browser tab. Please note: The data displayed on the student profile page will vary depending on your role in Banner (i.e., Faculty or Faculty Advisor).

6. To add a grade, select the appropriate student and choose a grade from the dropdown menu. Please note: You can only change grades if they have not rolled.
7. If you elect to give a grade of “I” (Incomplete) to a student, you will be taken to a new tab, Incomplete Grades. On this screen, you will need to enter the Incomplete Final Grade, which is the grade the student will receive if they do not complete the course within the timeframe you set. You will also need to set the extension date, which will default to one year, but can be set to any date within the year timeframe.

To return to the full list of students for the course, click on the Roster tab.

8. If you elect to give a grade of “X” (Stopped Attending) to a student, you will be required to enter a Last Attend Date. This field only needs to be completed for students with a grade of “X”. **Please do NOT enter a Last Attend Date for normal letter grades!** If you attempt to save an “X” grade without entering a Last Attend Date, a warning will pop up on the top right corner of the screen.
9. A student who has withdrawn from a course will remain on your roster, but will be listed as “Not Gradable,” and will not require a grade or Last Attend Date.

10. Click the Save button in the lower right corner when complete. You do not need to click save for each grade entry, but it would be wise to save often while entering a large number of grades.

If you click on the Reset button, a warning popup will appear in the upper-right corner of the screen. Click on “Yes” if you would like to clear all unsaved changes. Click on “Cancel” if you do not want the unsaved information deleted.
11. The **Grading Status** column in your **My Courses** list shows your progress towards submitting all grades for the students in your courses. After refreshing your screen or logging back into Faculty Grading, the status bars will update. Please note: You can sort your course list by **Grading Status** to quickly view the courses that need your attention.

To view the progress in an individual course, select the line that the course is listed on, then click on the arrow button to the right of the search bar to open the fly-out panel. On this panel, you can view how many grades still need to be entered, how many students are registered for the course (including those students who registered and then withdrew), how many students are eligible to receive grades (does not include withdrawn students), and how many grades have been saved.