

Faculty Grade Entry (FGE) Banner XE

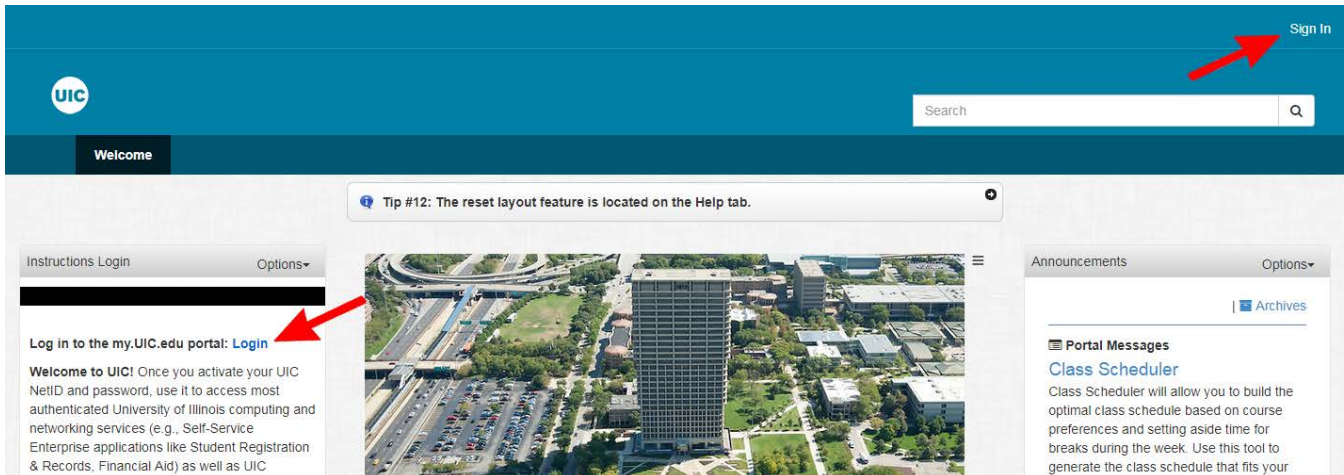
Manual Grade Entry

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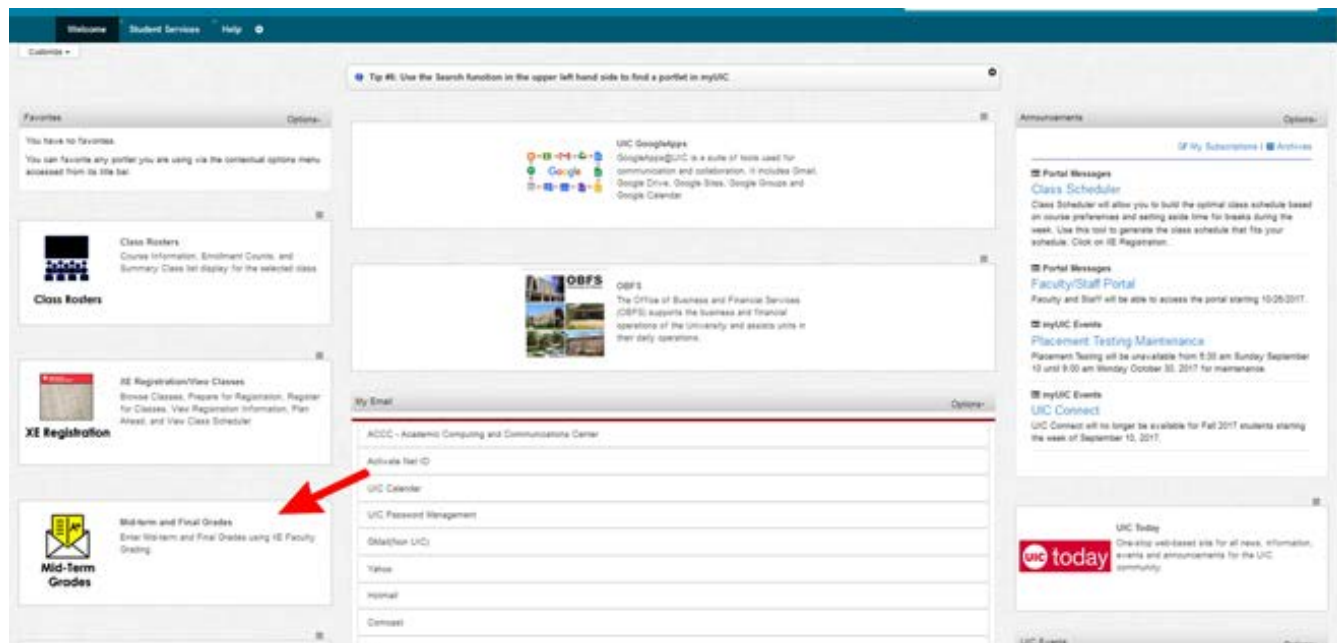
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Log into Faculty Grade Entry

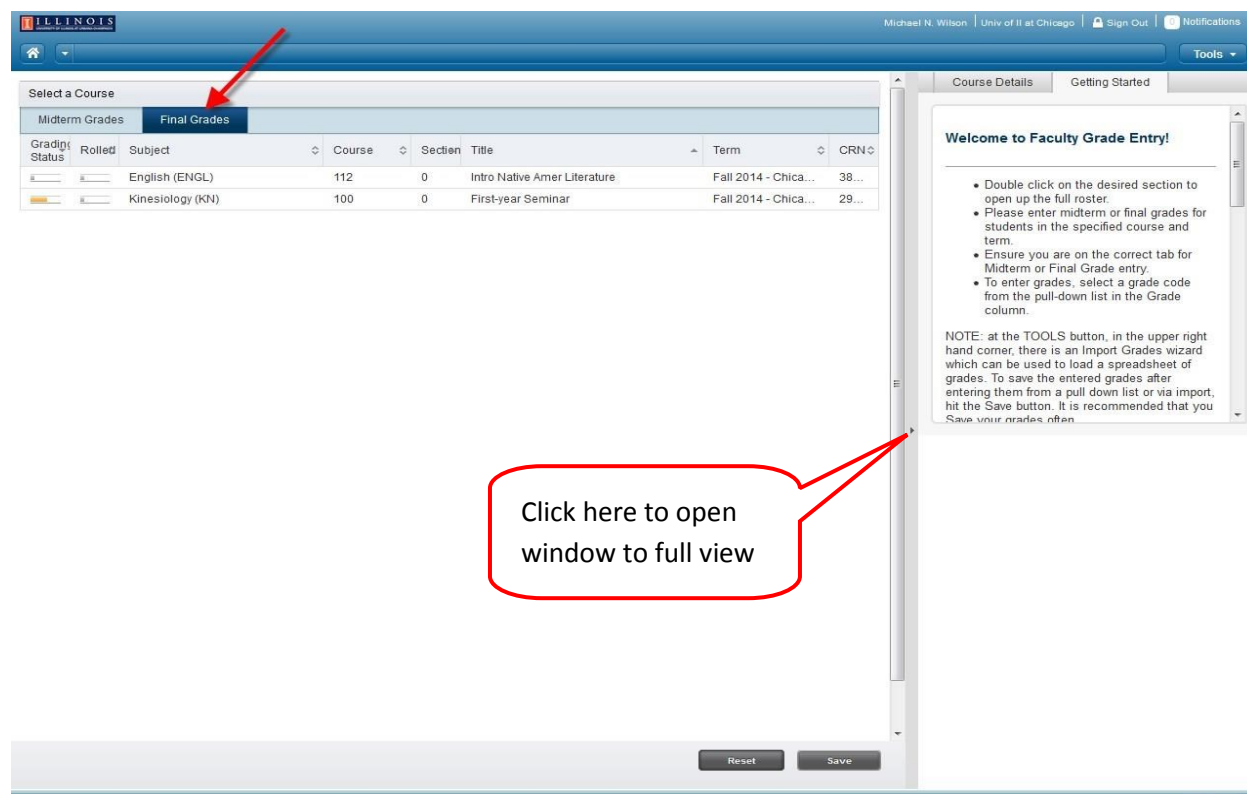
Log into Banner via the **my.UIC portal** - <https://my.uic.edu>



Click the Mid-Term and Final grade portlet which can be found on the left side of the **Welcome** page.



Select Grade Type and Section to Grade and Create a Spreadsheet
Defaults to Final Grades (For midterm grades, click on **Midterm Grades** tab) - All of your gradable sections will display.



Click on section to grade

Michael N. Wilson | Univ of Il at Chicago | Sign Out | Notifications

Tools

Select a Course

Midterm Grades Final Grades

Grade Status	Rolled	Subject	Course	Section	Title	Term	CRN
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chica...	38...
		Kinesiology (KN)	100	0	First-year Seminar	Fall 2014 - Chica...	29...

Reset Save

Course Details Getting Started

Welcome to Faculty Grade Entry!

- Double click on the desired section to open up the full roster.
- Please enter midterm or final grades for students in the specified course and term.
- Ensure you are on the correct tab for Midterm or Final Grade entry.
- To enter grades, select a grade code from the pull-down list in the Grade column.

NOTE: at the TOOLS button, in the upper right hand corner, there is an Import Grades wizard which can be used to load a spreadsheet of grades. To save the entered grades after entering them from a pull down list or via import, hit the Save button. It is recommended that you Save your grades often.

Section and grading information displays

Tools

Select a Course

Midterm Grades Final Grades

Grade Status	Rolled	Subject	Course	S...	Title	Term	CRN
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chicag...	38...
		Kinesiology (KN)	100	0	First-year Seminar	Fall 2014 - Chicag...	29...

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Test_Student1, Tom	668061627					
Test_Student10, Nancy	671116852					
Test_Student11, Robert	@03297106					
Test_Student12, Randy	@03297107					
Test_Student13, Bonnie	@03297108					
Test_Student14, Sally	@03297109					
Test_Student15, Fred	@03297110					
Test_Student16, Carol	@03297111					
Test_Student17, George	@03297112					
Test_Student18, Carl	@03297113					
Test_Student19, Betsy	@03297114					
Test_Student2, Terry	651147991					
Test_Student20, Connie	@03297115					
Test_Student3, Tony	667259334					
Test_Student4, Mike	679814700					
Test_Student5, Molly	674567706					
Test_Student6, Mary	658304731					
Test_Student7, Paul	678859651					
Test_Student8, Peter	674714611					
Test_Student9, John	652372674					

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Reset Save

Course Details Getting Started

English 112, Section 0

Intro Native Amer Literature
Course Reference Number: 38137

20 Grades Remaining

Eligible: 20
Registered: 20
Graded Final: 0

Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Michael N. Wilson

Click on column headers to change sort order

You can change the number of records displayed

Enter grades and save. You can select grade from the list or type in grade. You do not need to enter all grades at once.

IMPORTANT: Final grade of F or U require Last Attend Date. If the student never attended enter the first day of instruction as Last Attend Date and enter 0 in the Attend Hours column.

(Midterm grade of F or U does not require a Last Attend Date)

The screenshot shows a web-based interface for entering grades. At the top, there's a 'Select a Course' section with tabs for 'Midterm Grades' and 'Final Grades'. Below this is a table with columns for 'Grade Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. The selected course is 'English (ENGL) 112 0 Intro Native Amer Literature Fall 2014 - Chica... 38...'. Below the course selection is an 'Enter Grades' table with columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', 'Last Attend Date', and 'Hours Attended'. A dropdown menu is open for the 'Final Grade' column of the row for 'Test_Student20, Connie', showing options A, B, C, D, and DFR. A red callout box with a white background and a red border contains the text: 'Final grade of F or U Require Last Attend Date. If the student never attended enter first day of instruction in Last Attend Date and 0 for Attend Hours. (Midterm grades do not require Last Attend Date)'. Three red arrows point to the 'Final Grade' dropdown, the 'Last Attend Date' field, and the 'Hours Attended' field. At the bottom right, there are 'Reset' and 'Save' buttons.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Test_Student1, Tom	668061627		B			
Test_Student10, Nancy	671116852		C			
Test_Student11, Robert	@03333965		D			
Test_Student12, Randy	@03333966		B			
Test_Student13, Bonnie	@03333968		C			
Test_Student14, Sally	@03333969		F		10/03/2014	
Test_Student15, Fred	@03333970		C			
Test_Student16, Carol	@03333971		D			
Test_Student17, George	@03333972		A			
Test_Student18, Carl	@03333973		B			
Test_Student19, Betsy	@03333974		F		08/25/2014	0
Test_Student2, Terry	651147991		C			
Test_Student20, Connie	@03333976					
Test_Student3, Tony	667259334		A			
Test_Student4, Mike	679814700		B			
Test_Student5, Molly	674567706		C			
Test_Student6, Mary	658304731		D			
Test_Student7, Paul	678859651		DFR			
Test_Student8, Peter	674714611					
Test_Student9, Inhn	652372674					

Correct errors and Save

The Final Grade "E" is not valid.

Select a Course

Midterm Grades	Final Grades
Grade S...	Rolled Subject Course S... Title Term CRN
English (ENGL)	112 0 Intro Native Amer Literature Fall 2014 - Chicag... 38...
Kinesiology (KN)	100 0 First-year Seminar Fall 2014 - Chicag... 29...

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Test_Student1, Tom	668051627		B			
Test_Student10, Nancy	671116852		C			
Test_Student11, Robert	@03297106		D			
Test_Student12, Randy	@03297107		B			
Test_Student13, Bonnie	@03297108		C			
Test_Student14, Sally	@03297109		F		10/06/2014	
Test_Student15, Fred	@03297110		C			
Test_Student16, Carol	@03297111		A			
Test_Student17, George	@03297112		B			
Test_Student18, Carl	@03297113		C			
Test_Student19, Betsy	@03297114		C			
Test_Student2, Terry	651147991		E			
Test_Student20, Connie	@03297115					
Test_Student3, Tony	667250334					
Test_Student4, Mike	679814700					
Test_Student5, Molly	674567706					
Test_Student6, Mary	658304731					
Test_Student7, Paul	678669651					
Test_Student8, Peter	674714611					
Test_Student9, John	652372674					

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Reset Save

English 112, Section 0
Intro Native Amer Literature
Course Reference Number: 38137

20 Grades Remaining

Eligible: 20
Registered: 20
Graded Final: 0

Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Michael N. Wilson

Student Details

Connie Test_Student20

Registration Status: **Web Registered**
Credits: 3

Note: Entering a grade of "I" requires you to save and then continue entering grades

Select a Course

Midterm Grades	Final Grades
Grade S...	Rolled Subject Course S... Title Term CRN
English (ENGL)	112 0 Intro Native Amer Literature Fall 2014 - Chicag... 38...
Kinesiology (KN)	100 0 First-year Seminar Fall 2014 - Chicag... 29...

Enter Grades

Roster **Incomplete Grades**

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Test_Student2, Terry	651147991	I	F		12/12/2015	

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Reset Save

English 112, Section 0
Intro Native Amer Literature
Course Reference Number: 38137

20 Grades Remaining

Eligible: 20
Registered: 20
Graded Final: 0

Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Michael N. Wilson

Student Details

Terry Test_Student2

Registration Status: **Web Registered**
Credits: 3
[Email student](#)

See grade status information on right side of page. Click on section to reopen and continue entering grades. Consider entering all Incomplete grades last.

Select a Course

Midterm Grades Final Grades

Grading S...	Rolled	Subject	Course	S...	Title	Term	CRN
		Kinesiology (KN)	100	0	First-year Seminar	Fall 2014 - Chicag...	29...
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chicag...	38...

Enter Grades

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Test_Student2, Terry	651147991	I	F		12/12/2015	

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Course Details Getting Started

English 112, Section 0

Intro Native Amer Literature
Course Reference Number: 38137

8 Grades Remaining

Eligible: 20
Registered: 20
Graded Final: 12

Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Michael N. Wilson

Student Details

Terry Test_Student2

Registration Status: **Web Registered**
Credits: 3
[Email student](#)

Enter all grades and save. Review grade status and update any grades if necessary and re-Save.

Save Successful

Select a Course

Midterm Grades Final Grades

Grading S...	Rolled	Subject	Course	S...	Title	Term	CRN
		Kinesiology (KN)	100	0	First-year Seminar	Fall 2014 - Chicag...	29...
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chicag...	38...

Enter Grades

Roster Incomplete Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Test_Student1, Tom	668061627		B			
Test_Student10, Nancy	671116852		C			
Test_Student11, Robert	@03297106		D			
Test_Student12, Randy	@03297107		B			
Test_Student13, Bonnie	@03297108		C			
Test_Student14, Sally	@03297109		F		10/06/2014	
Test_Student15, Fred	@03297110		C			
Test_Student16, Carol	@03297111		A			
Test_Student17, George	@03297112		B			
Test_Student18, Carl	@03297113		C			
Test_Student19, Betsy	@03297114		C			
Test_Student2, Terry	651147991		I			
Test_Student20, Connie	@03297115		C			
Test_Student3, Tony	667259334		B			
Test_Student4, Mike	679814700		D			
Test_Student5, Molly	674567706		B			
Test_Student6, Mary	658304731		C			
Test_Student7, Paul	678859651		A			
Test_Student8, Peter	674714611		B			
Test_Student9, John	652372674		A			

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Reset Save

Course Details Getting Started

English 112, Section 0

Intro Native Amer Literature
Course Reference Number: 38137

Eligible: 20
Registered: 20
Graded Final: 20

Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Michael N. Wilson

Student Details

John Test_Student9

Registration Status: **Web Registered**
Credits: 3
[Email student](#)

Export Grade Verification Summary

Click on **Tools > Export** (upper right hand corner)

UIC UNIVERSITY OF ILLINOIS AT CHICAGO Michael N. Wilson Univ of Il at Chicago Sign Out Notifications

Tools

Select a Course

Midterm Grades Final Grades

Grade	Roll	Subject	Course	S...	Title	Term	CRN
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chicag...	38...

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Roll	Last Attend Date	Hours Attended
Test_Student1, Tom	668061627		B			
Test_Student10, Nancy	671116852		C			
Test_Student2, Terry	651147991		A			
Test_Student3, Tony	667259334		F		10/13/2014	
Test_Student4, Mike	679814700		B			
Test_Student5, Molly	674567706		C			
Test_Student6, Mary	658304731		A			
Test_Student7, Paul	678859651		F		08/25/2014	0
Test_Student8, Peter	674714611		C			
Test_Student9, John	652372674		B			

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Course Details

Export Grade Template...
Import...

English 112, Section 0

Intro Native Amer Literature
Course Reference Number: 38140

Eligible: 10
Registered: 10
Graded Final: 10

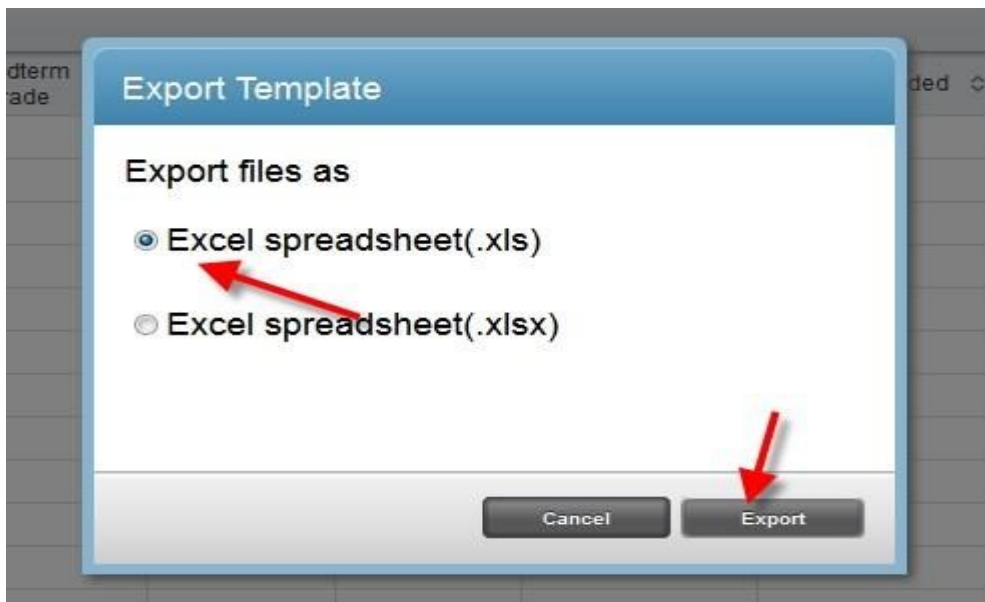
Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Carl A. Grazier, Michael N. Wilson

Student Details

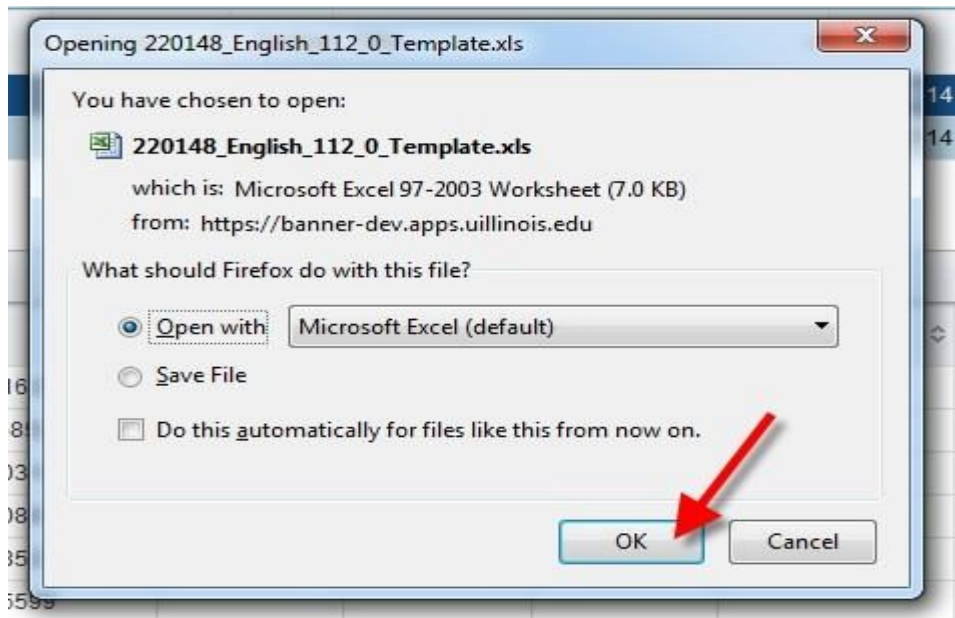
John Test_Student9

Registration Status: **Web Registered**
Credits: 3
[Email student](#)

Export as Excel Spreadsheet(.xls)



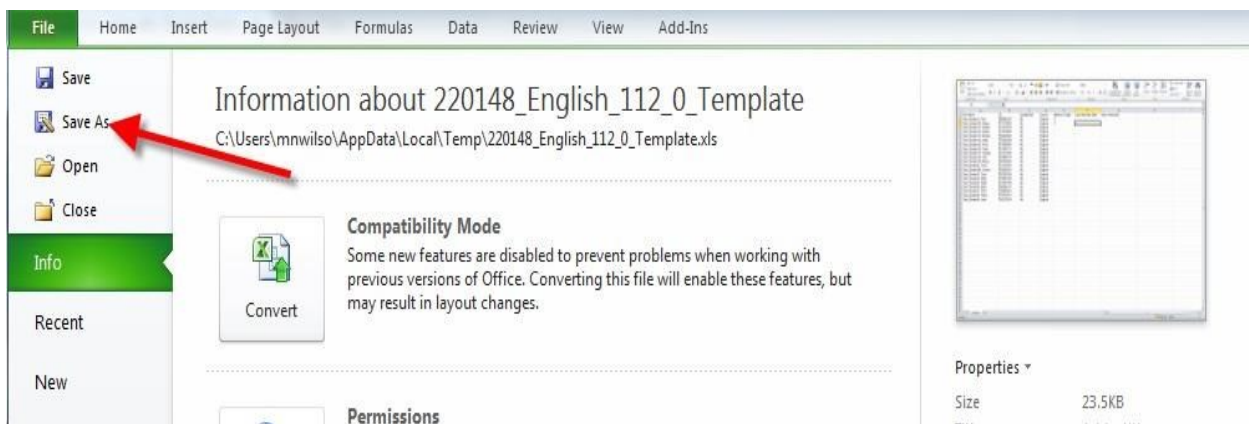
Open the spreadsheet, do not save it yet



View spreadsheet

	A	B	C	D	E	F	
1	Full Name	ID	Roll	Confidential	Course	Final Grade	Last At
2	Test_Student1, Tom	668061627	No	No	English	B	
3	Test_Student10, Nancy	671116852	No	No	English	C	
4	Test_Student2, Terry	651147991	No	No	English	A	
5	Test_Student3, Tony	667259334	No	No	English	F	
6	Test_Student4, Mike	679814700	No	No	English	B	
7	Test_Student5, Molly	674567706	No	No	English	C	
8	Test_Student6, Mary	658304731	No	No	English	A	
9	Test_Student7, Paul	678859651	No	No	English	F	
10	Test_Student8, Peter	674714611	No	No	English	C	
11	Test_Student9, John	652372674	No	No	English	B	
12							

Do "Save As" and save spreadsheet in the appropriate folder (**Note:** if you just click Save it will be saved in a Temp folder that you may have difficulty locating)



Choose your folder and save

