



Faculty Guide to Entering Final Grades

Updated September 2021

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Procedures for Instructors

Step 1: Things to Remember

- SSB9/BanWeb will time out, so please save your changes often. It is recommended that you calculate final grades prior to beginning your entries in the final grade submission form.
- Grades of I, U, or F require entering a last date of attendance (MM/DD/YYYY), which must fall between the start and end date for the Part of Term, for Financial Aid purposes (R2T4). All other grades (A-D or S) do not require a date. The Attend Hours Field does not need to be completed. Please see guidance from UWG Financial Aid, on the last page of this document, regarding reporting the last date of attendance.
- Faculty should remember that when a grade of Incomplete is assigned, the Incomplete Grade Form should be filled out. This form is available [at the VPAA's website](#). The completed form should be submitted to your department chair.
- You can adjust submitted grades in Self Service Banner (SSB9)/BanWeb until the deadline listed in the [SCOOP](#). Every time you enter a new grade and Save, you will receive a message in the upper right confirming the save was successful. Checkout Step #7 for how to confirm all of your grades were successfully submitted. You will NOT receive a verification email. After grades have rolled to a student's academic history, which will occur at approximately 1:00 pm on the day of the deadline, all changes will require a [Grade Change Form](#) to be submitted for each student.
- At any time, you can **return to the Faculty & Advisor Menu in BanWeb Version 8** by clicking on the 4-square menu in the upper left corner of your screen, selecting Banner, Faculty and Advisors, then whichever link in BanWeb Version 8 you wish to view.




Step 2: Logging in

- Login to SSB9/Banweb from the [Banner Resources](#) webpage by selecting Banner Web under the 'Production Environment' heading, using your UWG credentials.
- Click on the 'Faculty Services' tab shown in the first image or the "Faculty and Advisors" link as shown in the second image.

[Personal Information](#)
[Student Services & Financial Aid](#)
[Faculty Services](#)

Search

Main Menu

-  [Personal Information](#)
View or update your address(es), phone number(s), e-mail address(es), emergency contact information.
-  [Student Services and Financial Aid](#)
Apply for Admission, Register, View your academic records and Financial Aid
-  [Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information
- [Wolf Watch Sign On](#)
Advising Tracking and Degree Audit
- [Wolf Watch](#)
Advising Tracking and Degree Audit
- [Transfer Articulation](#)
- [Student Transfer Evaluation](#)
- [Who is my advisor](#)
- [Campus Carry](#)
- [Banner Batch Job Application Areas](#)
Banner Batch Job Application Areas

RELEASE: 8.9.1.3

Step 3: Click on the Faculty Self-Service (New) link

[Personal Information](#)
[Student Services & Financial Aid](#)
[Faculty Services](#)

Search

Faculty & Advisors Menu

- [Advisor Menu](#)
View a student's transcript; View a student's grades; Remove Advisor Holds.
- [Attendance/Roster Verification](#)
- [Crosslisting](#)
Combine multiple sections into one
- [Faculty Self-Service \(New\)](#) 
- [Registration Add/Drop/Withdraw \(Classic \)](#)
- [Registration Add/Drop/Withdraw \(New \)](#)
- [Student Menu](#)
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

RELEASE: 8.9.1.3

This will take you to the new Self Service Banner 9 Faculty Services page.

Step 4: Click on the 'Faculty Grade Entry' link on the Faculty Services page.

Step 5: Faculty Grade Entry – Final Grades

- You should now be on the Faculty Grade Entry – Final Grades page. This page is used to enter or update final grades. This new version now allows you to enter your final grades via the Banner interface or via an excel spreadsheet upload.
- To begin, use the Search function to find the appropriate course for final grade entry or simply select a course currently displayed by clicking anywhere on the course row. You can use the arrows in the column headers to sort the list in your current view.

***If the course you have selected is available for grade entry you will see drop down boxes in the Final Grade Column.

If the course you have selected is not yet available for grade entry, you will not see any boxes, the header will state “Read Only” and you will be unable to enter final grades.

Enter Grades (Read Only) ←			
Full Name	ID	Midterm Grade	Final Grade
[Redacted]	[Redacted]		
[Redacted]	[Redacted]		
[Redacted]	[Redacted]		
[Redacted]	[Redacted]		

Step 6: Entering Final Grades

There are two ways to enter final grades: directly through the SSB interface or by importing an excel spreadsheet. Both options are covered below.

Option 1: Entering Grades into SSB

Entering Grades into SSB In Faculty Grade Entry, click on the course you want to enter grades for. A list of enrolled students will appear (example below).

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

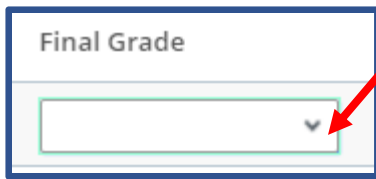
Grading Status	Rolled	Subject	Course	Section
Not Started	Not Started	ENGL - English	1101	02
Not Started	Not Started	ENGL - English	1101	01

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade
[Redacted]	[Redacted]		<input type="text"/>
[Redacted]	[Redacted]		<input type="text"/>
[Redacted]	[Redacted]		<input type="text"/>

- Choose a grade from the dropdown menu. Please note that the Grade Mode of the section determines what grades will appear. For example, if a course or section is setup to allow S/U grading, grades of A-F should not appear.



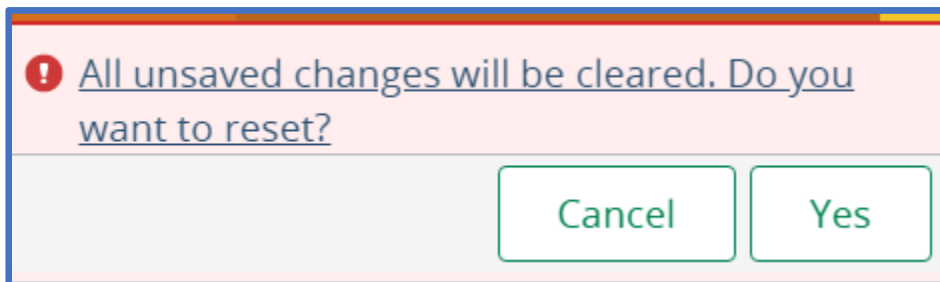
A screenshot of a form field labeled "Final Grade". It is a dropdown menu with a small downward-pointing arrow on the right side. A red arrow points to this arrow.

- Select the “SAVE” button. Please note that if you do not make any changes, the ‘Save’ button will not be green and will not work.



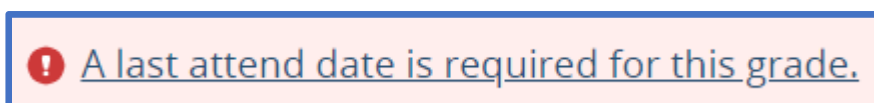
A screenshot of two buttons: a green "Save" button and a white "Reset" button. A red arrow points to the "Save" button.

- If you make an error and wish to start over, you can click on the ‘Reset’ button to clear any grades entered since your last save. Once you click, ‘Reset’ you will receive a message in the upper right requesting confirmation that you wish to reset. You can Cancel the Reset or click ‘Yes’ to continue with the reset.



A screenshot of a confirmation dialog box. It has a red exclamation mark icon and the text: "All unsaved changes will be cleared. Do you want to reset?". Below the text are two buttons: "Cancel" and "Yes".

- If you enter an “I” or a “F” grade, remember that you must enter a last date of attendance within the part of term start and end date before the grade can be successfully saved. The Hours Attended does not need to be completed. If you do not enter a last date of attendance, the below error message will appear when you attempt to Save.



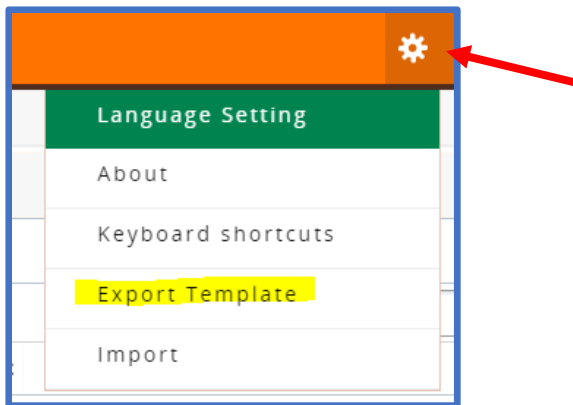
A screenshot of an error message in a pink box with a red exclamation mark icon. The text reads: "A last attend date is required for this grade."

Option 2: Importing Grades into SSB

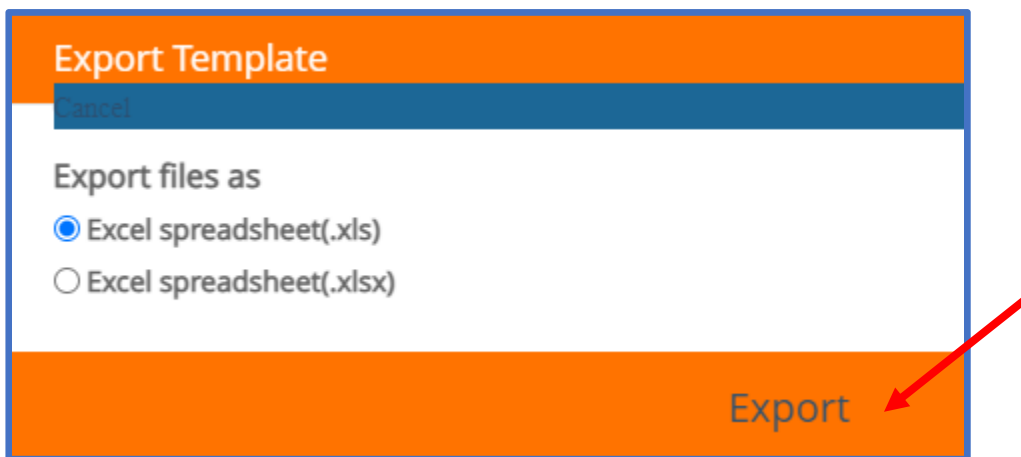
You may import grades by using a template for recording grades in excel. Note: If you do not use a template, the spreadsheet you create must contain columns for Term Code, CRN, student ID, Final Grade, and Last Attend Date (if applicable) in order to be imported.

To download a template:

1. Go to Faculty Grade Entry within SSB9.
3. Select the appropriate course.
4. Click the gear icon in the top menu bar and click “Export Template”.



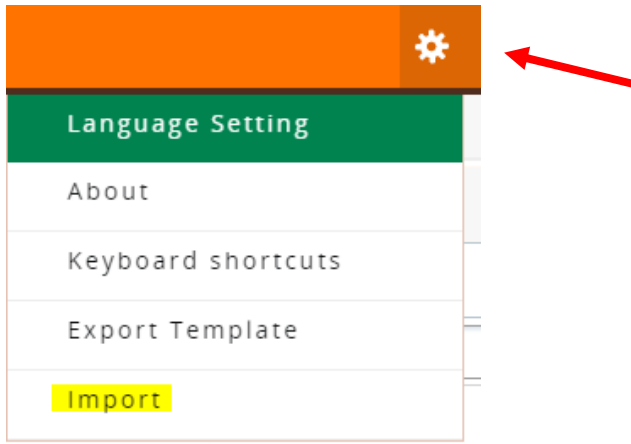
You will be asked to export as an .xls or .xlsx file. If you are using a version of excel older than 2007, choose .xls. If you are using a newer version of excel, choose .xlsx and click “Export”.



- The template will be downloaded to your computer and you can save it in a convenient spot for you. You may edit columns H up to and including column L. If you enter an “I” or a “F” grade, remember that you must enter a last date of attendance. Otherwise, the grade will not import. When you are finished entering grades, save the document.

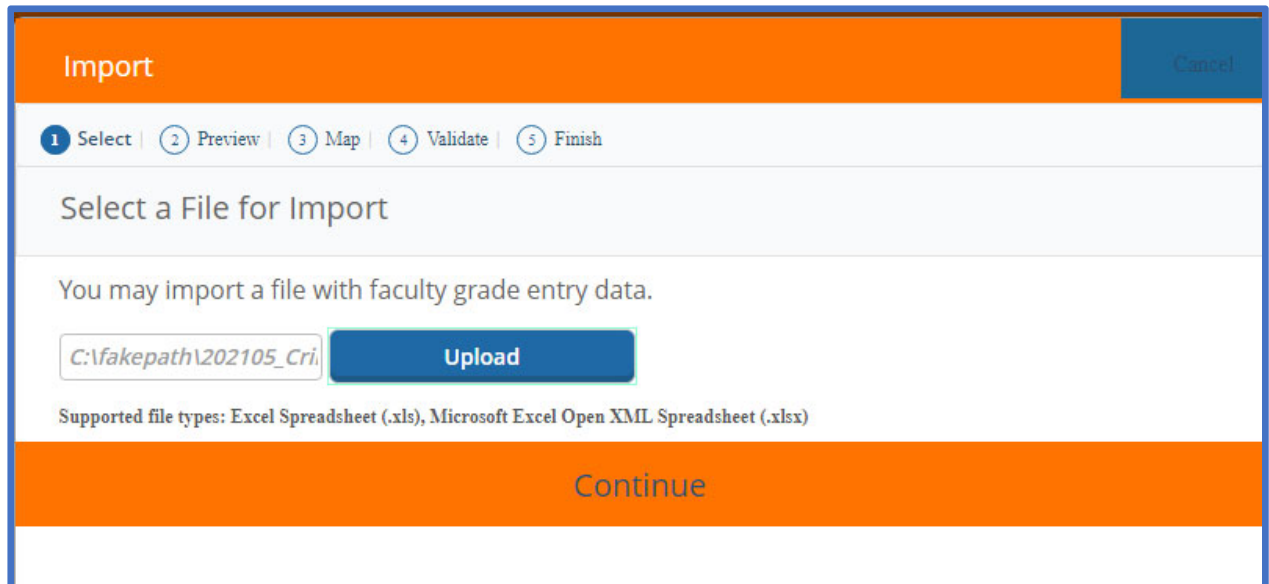
To import grades from a template:

1. Go to Faculty Grade Entry within SSB9.
3. Select the appropriate course.
4. Click the gear icon in the top menu bar and click “Import”.



A wizard will open to take you through the necessary steps.

Step 1: Click into the Browse field to browse your files. Choose the file you want to upload, then click “Upload”.



Click Continue to move to Step 2.

Step 2: Preview your file.

If not already defaulted to selected, click the box that says “My spreadsheet has headers”.

Import
Cancel

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

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	A
1	202105	50123			No	No	Criminology	A		

Go Back
Continue

If the file is correct, click “Continue”.

If the file is incorrect, click “Go Back” and you will be taken to Step 1.

Step 3: Map your fields.

If you have used a template, this step should be automatically complete. If you did not use a template through the export template process, you will need to map the headers using the dropdowns provided.

The green check mark lets you know that field has been mapped.

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 Grade 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

Map Term Code* CRN* Other Student ID* Other Other Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	202105	50123	[REDACTED]	[REDACTED]	No	No	Ci

Go Back
Continue

Step 4: Validate the data.

If no errors exist you will see the following:

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 1 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	A
1	202105	50123			No	No	Criminology	A		

Go Back
Continue

If the records contain errors, you will need to review your original import and data mapping for errors or you may continue to import the correct records then review the final grades for errors. **Coming Soon: (The Current Version does not allow for validation report to download. Latest version with this functionality will be available soon)**

Step 5: Click Finish.

Step 7: Confirm ALL Grades have been Entered

- Once you have entered your grades, you will want to confirm all grades were successfully entered and saved. After saving your grades entered, scroll to the top of the Final Grades entry page and review the section titled, "My Courses" to confirm successful data submission.

If the Grading Status says, “Not Started” or “In Progress” then you are not finished with your grade submission. In the example below, no grades have been entered for ARTS-Visual and Performing Arts, but some grades have been entered for NURS-Nursing.

The screenshot shows the University of West Georgia Faculty Grade Entry interface. The page title is "Faculty Grade Entry • Final Grades". Under the "Faculty Grade Entry" heading, there is a "Final Grades" section and a "My Courses" table. The table has three columns: "Grading Status", "Rolled", and "Subject". The first row is for "ARTS - Visual and Performing Arts" with a "Not Started" status. The second row is for "NURS - Nursing" with an "In Progress" status. A red arrow points to the "Not Started" button for the ARTS course.

Grading Status	Rolled	Subject
Not Started	Not Started	ARTS - Visual and Performing Arts
In Progress	Not Started	NURS - Nursing

The Grading Status will say “Completed” with a green highlight once all grades have been successfully entered. In the example below, NURS-Nursing has now successfully been entered.

The screenshot shows the University of West Georgia Faculty Grade Entry interface. The page title is "Faculty Grade Entry • Final Grades". Under the "Faculty Grade Entry" heading, there is a "Final Grades" section and a "My Courses" table. The table has three columns: "Grading Status", "Rolled", and "Subject". The first row is for "ARTS - Visual and Performing Arts" with a "Not Started" status. The second row is for "NURS - Nursing" with a "Completed" status. A red arrow points to the "Completed" button for the NURS course.

Grading Status	Rolled	Subject
Not Started	Not Started	ARTS - Visual and Performing Arts
Completed	Not Started	NURS - Nursing

Step 8: Confirm ALL Grades have been Rolled to History

The Office of the Registrar must roll grades to history at the end of each semester. You can now confirm grades have rolled to history by viewing the status in the “Rolled” column. Please note, that once grades roll the Office of the Registrar may still need to update GPAs, academic standing, repeat courses, etc. before students will see their final grades and current academic standing.

Faculty Grade Entry		
Final Grades		
My Courses		
Grading Status	Rolled	Subject
In Progress	Not Started	ENGL - English
Not Started	Not Started	ARTS - Visual and Performing Arts
Completed	Completed	NURS - Nursing
In Progress	Not Started	CHEM - Chemistry
Not Started	Not Started	CRIM - Criminology

Step 9: Submit Grade Changes for Prior Term Incomplete Grades

As part of your final grade submission, please submit a [Grade Change Form](#) for students that have completed coursework in courses in which an ‘I’ grade was previously submitted. If grade changes are not submitted by the UWG policy deadline, grades will be updated to a ‘F’.

Step 10: Submit Grade Changes for Grades NOT Submitted by the Final Grade Submission Deadline

Once grades have rolled to history, any grades not submitted or any grades incorrectly submitted will require a [Grade Change Form](#). Please submit all grade changes as soon as possible in order for the Office of the Registrar to process and update student transcripts.

Reminder: The Registrar’s Office is required to report ALL missing grades to the VPAA’s Office after the advertised final grade submission deadline.

Please send all questions to registrar@westga.edu

Last Date of Attendance Guidance per the Department of Education

UWG Financial Aid
(Updated 08/20/2021)

Academic Engagement

Active participation by a student in an instructional activity related to the student's course of study that—

(1) Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;

(2) Includes, but is not limited to—

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and

Academic Engagement Does Not Include

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

Academic Engagement for Online Students Include:

*Logging into a course is not considered “attending.” Attendance confirms the student is actively

engaging in the course.

- Student submission of an academic assignment,
- Student submission of an exam,
- Documented student participation in an interactive tutorial or computer-assisted instruction,
- A posting by the student showing participation in an online study group that is assigned by the institution,
- A posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.