

## Banner User Guide

### Amend Student Grades

July 2025

Version .4 - Reference to amendment scripts and order of grade sequence  
in SHATCKN after amendment

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## Background

Each semester, a Grade Entry period will be set up in Banner for Module Coordinators to enter grades for students in the Faculty Grade Entry (FGE) page. During this period, it is only the Module Coordinator of the given Section who will have access to the student grades, until the grades are rolled in Banner. After the Grade Roll process, the student grades can be visible and editable to Faculty Administrators in the Banner Admin page and will be view-only in the said FGE page to the academic staff during the Grading period. This User Guide provides step-by-step instructions for amending grades in the Banner Admin page (SHATCKN) when appropriate.

Grade amendments can take place at different stages of Grading:

- 1). During the Grade Entry period and **before** Grade Roll: Module Coordinators can make amendments by directly editing the grade entries and providing a Grade Change Reason in the system;
- 2). After the Grade Entry period and the Grade Roll process, Faculty Administrators will confirm grades in preparation for the Internal Review and make appropriate amendments;
- 3). After the Internal Review process, Faculty Administrators can make amendments where necessary;  
and finally
- 4). After the Progression and Award Board (PAB) review, Registry may implement PAB-directed grade amendments.


This User Guide provides instructions on scenarios 2), 3), and 4). The User Guide for FGE process can be found [here](#), where Scenario 1) is addressed; and the Grade Roll/ Unroll User Guide can be found [here](#).

**Grade Code** setup - grades have 3 elements configured in the system:

- |    |                                       |  |
|----|---------------------------------------|--|
| 1. | Credits earned                        | for passing grades   |
| 2. | Does the grade count in GPA           | for numeric grades   |
| 3. | Does the grade represent an 'Attempt' | all grades indicate attempted except for Df/Dfl, RC, PP, W, T, E |

**Grade Scale** Setup - grades are attached to one or more grade scales  
Numeric 40PASS (and 50PASS)  
Pass/Fail (and Nursing Placement, INTRA)  
NUMPLACE (Science and Health)

Each CRN is linked to one grade scale



Pass/Fail, INTRA and Nursing Placement scales use ABSENT grade instead of ABS - needed to differentiate ABS use in numeric scale which counts in GPA, from ABS used in pass/fail scales which don't count in GPA  
IO grade for INTRA outstanding

Addition of NUMPLACE Numeric Placement Scale - only relevant for specific FSH modules

Grades added 04/04/2025; not attached to grade scales so not usable in FGE

- a. RC for cancelled module
- b. PP for PAB directed Attendance Only (promulgates as AO)
- c. W withdrawn, T transfer, E exemption
- d. Grades with Z notation have been added in migrated Academic History

## Step-by-step guide

### Running a report before Internal Review

When preparing for an Internal Review as stated in Scenario 2) above, Faculty Administrators may wish to obtain further information regarding any missing marks and/ or any necessary initial updates. In that case, you may need to start with running a relevant report and liaising with the Examiner(s):

1. Run the Grading Validation Reports (Detailed/ Summary) that show
  - The progress of the grade entry process in Faculty Grade Entry by Section
  - The Student's Enrolment status, such as Deferred, to provide context
  - Both Component Comment(s) and Module Outcome to allow Administrative Staff to identify when both an **Examiner** has recorded an Absent/ Non-attempt Component Comment against a Student assessment and **Registry Administrative** Staff have recorded any Deferred Module Outcome

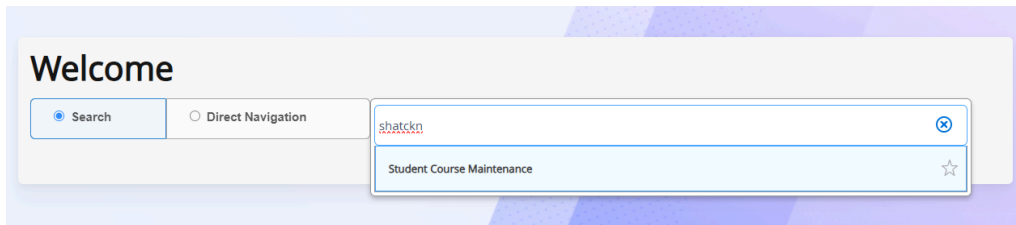
This will inform you that the Component Comment should be updated to match any Deferred Grade Comment/ Module Outcome.

2. Liaise with corresponding Academic staff/ School to obtain missing marks/ updates to grades, provided with their **Grade Change Reason**, which is required in the system when amending student grades after the Original Entry.

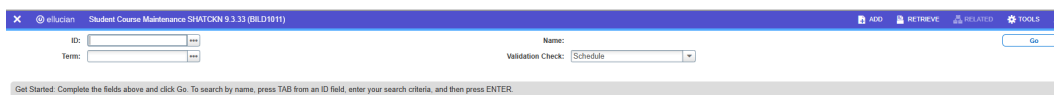
In Scenarios 3) and 4), after the Internal Review/ PAB review, you may wish to proceed with making grade amendments in Banner with the information obtained from the review. Proceed to the corresponding section in this User Guide for step-by-step guidance in the system.

## Amending grades for individual students in SHATCKN

1. Search for SHATCKN in the main menu navigation to open the Student Course Maintenance page:

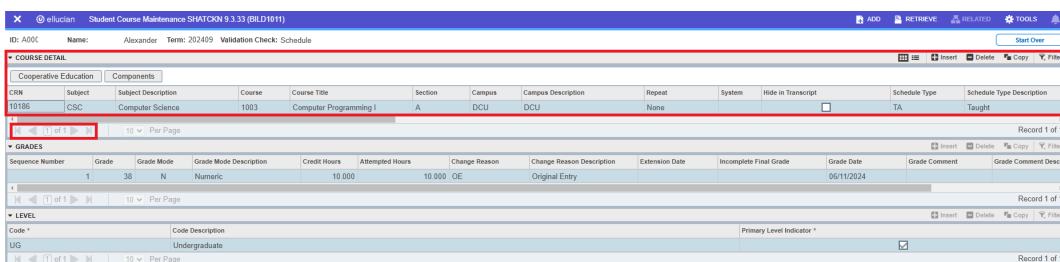


2. Enter the Student ID and the Term, click Go:

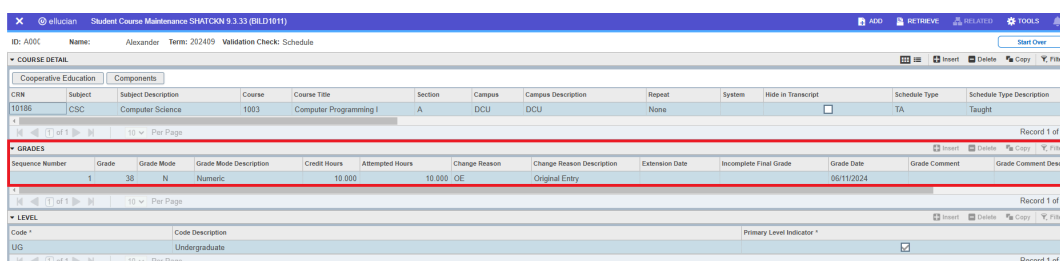


3. The student's course grades will be stored in this page, where all Sections that contain *Rolled Grades* against this student record will be shown in the 'Course Detail' section (in the first red box below). **Unrolled Grades of a Section, if any, will still stay within the FGE page and not appear here, until they are rolled.**

Click the left/ right arrows to navigate to the correct CRN record:



In the 'Grades' section underneath, you will see the **Final Grade** (either calculated in the backend or manually entered in SFASLST) for the selected Section:



For Sections where **Best Mark** is applicable, you will see it updated in the same place as highlighted above. For example, this student has a Best Mark record under CRN 10200, under 'GRADES':

The screenshot shows the Banner Student Course Maintenance interface for student ID A231, Name: Hugh, Term: 202409, Validation Check: Schedule. The 'COMPONENTS' tab is selected, showing a list of courses. The 'GRADES' tab is also visible, showing a table with the following data:

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date
2	60	N	Numeric	5.000	5.000	BM	Best Mark			17/01/2025
1	57	N	Numeric	5.000	5.000	OE	Original Entry			08/01/2025

The Module Coordinator may notice the same appearing as the Academic History field in FGE, where the original composite in FGE will remain as is, and both records are kept in Banner.

- To amend grades, you will need to navigate to the **Component Grade level**. Select the correct CRN and open its Gradable Components by clicking on the **'Components'** button:

The screenshot shows the Banner Student Course Maintenance interface for student ID A006, Name: Alexander, Term: 202409, Validation Check: Schedule. The 'COMPONENTS' button is highlighted in the 'COURSE DETAIL' section. The 'GRADES' tab is also visible, showing a table with the following data:

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	Grade Comment Descr
1	38	N	Numeric	10.000	10.000	OE	Original Entry			06/11/2024		

You will be brought to a more detailed Grades page for the selected Section under this student record. The student's Final Grade that has been automatically calculated by the system will be displayed under **'Composite Marks'** (marked in the first box below), and each of their Component Grades of this Section will be displayed under 'Component Grades' (marked in the second box below).

The screenshot shows the Banner Student Course Maintenance interface for student ID A00, Name: Alexander, Term: 202409, Validation Check: Schedule. The 'COMPOSITE MARKS' section is highlighted, showing a table with the following data:

Midterm/Final	Percent	Grade	Change Reason	Change Reason Description	Comment	Comment Description	Calculated Summary
Final	38.400000	38	CC	Composite Calculation			Best of 0

The 'COMPONENT GRADES' section is also visible, showing a table with the following data:

Component Grade	Description	Score	Out of	Percent	Letter Grade	Weight	Change Reason *	Change Reason Description	Must Pass	Comments	Calculated Summary	Sub-Component Grades	Component
CWK	Coursework	8.000000	100.00	8.000000	8	60	OE	Original Entry					
MSE	Major Summative Exam	84.000000	100.00	84.000000	84	40	OE	Original Entry					

For a **numerically-assessed** course, the student's Grade will be displayed under the 'Score' field:

The screenshot shows the 'Student Course Maintenance' interface for SHATCON 9.3.33 (BILD1011). The course details include CRN 10038, Subject ACC, and Course 1000. The 'COMPOSITE MARKS' section shows a table with columns: Mittern/Final, Percent, Grade, Change Reason, Change Reason Description, Comment, Comment Description, and Calculated Summary. Below this, the 'COMPONENT GRADES' section shows a table with columns: Component Grade, Description, Score, Out of, Percent, Letter Grade, Weight, Change Reason, Change Reason Description, Must Pass, Comments, Calculated Summary, Sub-Component Grades, and Component. The 'Score' column for the 'CWK' (Coursework) component is highlighted with a red box, showing a value of 88.000000. The 'MSE' (Major Summative Exam) component shows a score of 100.00. The interface also includes a 'Return' button, a 'Start Over' button, and a 'Tools' menu.

Component Grade	Description	Score	Out of	Percent	Letter Grade	Weight	Change Reason	Change Reason Description	Must Pass	Comments	Calculated Summary	Sub-Component Grades	Component
CWK	Coursework	88.000000	100.00	88.000000	B	20	OE	Original Entry	<input type="checkbox"/>				
MSE	Major Summative Exam	100.00	100.00	100.00		80	OE	Original Entry	<input type="checkbox"/>				

For a **Pass/Fail** course, the Component Grade would be displayed under the '**Letter Grade**' field:

Depending on the type of amendments you are making, move onto the corresponding instructions below to perform the tasks in the system:

- [amending grades for deferral](#)
- [amending marks](#)
- [inputting missing marks](#)
- [amending module outcomes](#)

## Amending Grades for Deferral

1. When required, you may need to amend Absent/ Pass/ Fail/ Numeric grades to Deferral. Note that you need to click the return button and go back to the composite screen to undertake this change.

**COURSE DETAIL**

**Return**

CRN 10505 Subject EDS

**COMPOSITE MARKS**

Midterm/Final	Percent	Grade	Change Reason	Change Reason Description
Final	60.000000	60	CC	Composite Calculation

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**COMPONENT GRADES**

Component Grade	Description	Score	Out of	Percent	Letter Grade	Weight	Change Reason *
CWK	Coursework	60.000000	100.00	60.000000	60	100	OE

Confirm if the student has requested a deferral and if it has been approved (an Absent Grade is shown below as an example)

**Student Course Maintenance SHATCON 9.3.33 (BILD1011)**

ID: A2376811 Name: Abukhadir, Najla Term: 202409 Validation Check: Schedule

**COURSE DETAIL**

**Cooperative Education** **Components**

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	System	Hide in Transcript	Schedule Type	Schedule Type Description
10085	JPN	Japanese	1003	Japanese Translation Practice	A	DCU	DCU	None		<input type="checkbox"/>	TA	Taught

**GRADES**

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	Grade Comment Desc
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024		

**LEVEL**

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

2. If a deferral is confirmed, click the down arrow in the bottom left corner to section down to 'GRADES'.

**Student Course Maintenance SHATCON 9.3.33 (BILD1011)**

ID: A2376811 Name: Abukhadir, Najla Term: 202409 Validation Check: Schedule

**COURSE DETAIL**

**Cooperative Education** **Components**

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	System	Hide in Transcript	Schedule Type	Schedule Type Description
10085	JPN	Japanese	1003	Japanese Translation Practice	A	DCU	DCU	None		<input type="checkbox"/>	TA	Taught

**GRADES**

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	Grade Comment Desc
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024		

**LEVEL**

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

**Save**



- You will see that the cursor is highlighted in this section, meaning that this section is editable. Click **'Insert'** to add a new Grade record:

GRADES											
Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024	

- A new row will appear. Under 'Grade', type in **DF** or **DFI** (for **Deferred Standard** or **Deferred Illness**, respectively):

GRADES											
Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024	
										17/12/2024	

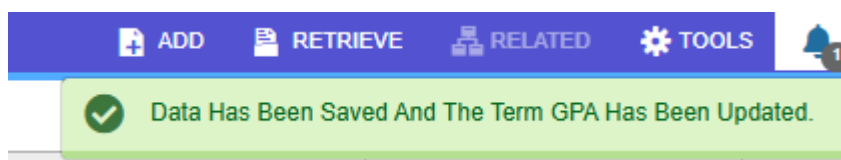
- Under 'Grade Mode' and 'Credit Hours', copy the value from the above row. In this example, enter **N** and **5** respectively. The rest of the row will automatically populate:

GRADES											
Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024	
	DFI	N	Numeric	5.000						17/12/2024	

- Under 'Grade Change Reason', enter **DF**. The Grade Change Description will auto-populate with 'Deferred':

GRADES											
Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment
1	ABS	N	Numeric	5.000	0.000	OE	Original Entry			17/12/2024	
	DFI	N	Numeric	5.000	0.000	DF	Deferred			17/12/2024	

- Click **Save** in the bottom right hand corner, and you will receive a notification in the top right corner:



- Note if amending a component element of a Deferred Grade, when you save the component in the Components screen, you will be prompted on whether to recalculate composite grade. **Deferrals** is the only occasion in amending component grades, when you should **not** accept this prompt.

Click **no to recalculate** and **save** will then leave your deferral grade intact on the front composite page of SHATCKN:



## Amending Marks

- When required, update student grades accompanied by appropriate Grade Change Reason provided by the relevant Academic Staff. You need to do this in the **Components** screen.

▼ COURSE DETAIL					
Cooperative Education		Components			
CRN	Subject	Subject Description	Course	Course Title	Section
10505	EDS	Education - Second Level	1037	RE: Integration Seminars	A
10848	HIS	History	1047	State Creation: 20th Century	A
10850	HIS	History	1049	Postwar Europe	A
11620	PHE	Philosophy & Ethics	1041	Bioeth Philos Theological Pers	A
11621	RET	Religion & Theology	1050	Ecumenism	A

If you are amending a numerically assessed course grade, click the cell under the **Score** field to activate it, and edit the value there:

@ ellucian Student Course Maintenance SHATCEN 9.3.33 (BILD1911)														ADD RETRIEVE RELATED TOOLS													
ID: A000		Name: Kyle		Term: 202409		Validation Check: Schedule								Start Over													
▼ COURSE DETAIL														Insert Delete Copy Filter													
Return																											
CRN		10038		Subject		ACC		Course		1000		Course Title Mgmt Acct Decision Making															
▼ COMPOSITE MARKS														Insert Delete Copy Filter													
Midterm/Final		Percent		Grade		Change Reason		Change Reason Description		Comment		Comment Description		Calculated Summary													
1		100.00		100.00		100.00		100.00		100.00		100.00		100.00		Record 1 of 1											
▼ COMPONENT GRADES														Insert Delete Copy Move Information Filter													
Component Grade		Description		Score		Out of		Percent		Letter Grade		Weight		Change Reason *		Change Reason Description		Must Pass		Comments		Calculated Summary		Sub-Component Grades		Component	
CWK		Coursework		88.000000		100.00		88.000000		88		20		OE		Original Entry		<input type="checkbox"/>									
MSE		Major Summative Exami...		100.000000		100.00		100.00				80		OE		Original Entry		<input type="checkbox"/>									
1		100.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		100.00		Record 1 of 2	
Mid Term														Final													

For a Pass/ Fail Component, Click the cell under the **Letter Grade** field:

Student Course Maintenance SHATCON 9.3.33 (BILD1011)										ADD		RETRIEVE	RELATED	TOOLS	
ID: A22	Name:	Milla	Term:	202409	Validation Check:	Schedule	<a href="#">Start Over</a>								
▼ COURSE DETAIL															
<a href="#">Return</a>															
CRN		10129		Subject		BA		Course		1049		Course Title		Study Abroad Reflection	
▼ COMPOSITE MARKS															
Midterm/Final		Percent		Grade		Change Reason		Change Reason Description		Comment		Comment Description		Calculated Summary	
Final		1.000000		P				CC Composite Calculation						Best of = 0.	
<div>10 of 1 Per Page</div>														Record 1 of 1	
▼ COMPONENT GRADES															
Component Grade		Description		Score		Out of		Percent		Letter Grade		Weight		Change Reason *	
CWK		Coursework		1.000000		100.00		1.000000				100		EE	
												Entry Error		<input type="checkbox"/>	
<div>10 of 1 Per Page</div>														Record 1 of 1	
Mid Term														Final	

- After amending the Score/ Grade, click the cell under '**Change Reason**' field, and click the three dots to update Grade Change Reason - use 'AR' as the Grade Change Reason for majority of amendments done by Faculty leading up to and surrounding the Internal Review, including updating 39 to 40. LS may be used for grade IO INTRA outstanding. Do not use any Reason Code other than BM, EE, AR or LS.

▼ COMPONENT GRADES									
Component Grade	Description	Score	Out of	Percent	Letter Grade	Weight	Change Reason *	Change Reason Description	M
CWK	Coursework	60.000000	100.00	60.000000	88	20	OE	Original Entry	
MSE	Major Summative Exami...		100.00			80	OE	Original Entry	

3. In the pop-up window of list of values, select the reason and click OK:

Grade Change Code Validation (STVGCHG)

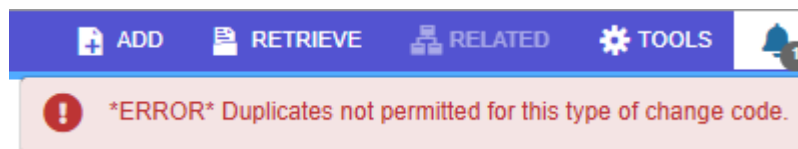
Criteria:

Code	Description	Permit Dups	ACTIVITY DATE
CA	Calculated EGB	Y	05/11/2024
CC	Composite Calculation	N	29/10/2024
CE	Calculated EGB Acadhist	Y	05/11/2024
CH	Calculated SHATCKN	Y	05/11/2024
CR	Capped Resit	Y	05/11/2024
DL	Degraded Late	Y	05/11/2024
EE	Entry Error	Y	13/10/2024
LS	Late Submission	Y	13/10/2024
OE	Original Entry	N	13/10/2024
RC	Shagcom Re-Calculated	Y	05/11/2024

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Cancel OK

Note that if the Score/ Grade field is changed but the Change Reason is not updated, Banner will prevent the Grade change from saving and will show the below error message, as only one record is permitted as the 'Original Entry':



4. Once the grade change and the reason have both been updated, click **Save** in the bottom right corner:

Student Course Maintenance SHATCKN 9.3.33 (BILD1011)

ID: A5003350 Name: Taylor, Kyle Term: 202409 Validation Check: Schedule

COURSE DETAIL

CRN: 10038 Subject: ACC Course: 1000 Course Title: Mgmt Acct Decision Making

COMPOSITE MARKS

Midterm/Final	Percent	Grade	Change Reason	Change Reason Description	Comment	Comment Description	Calculated Summary

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COMPONENT GRADES

Component Grade	Description	Score	Out of	Percent	Letter Grade	Weight	Change Reason *	Change Reason Description	Next Pass	Comments	Calculated Summary	Sub-Component Grades	Component
HWK	Coursework	60.000000	100.00	60.000000	BB	20	EE	Entry Error					
WSE	Major Summative Exams		100.00			80	OE	Original Entry					

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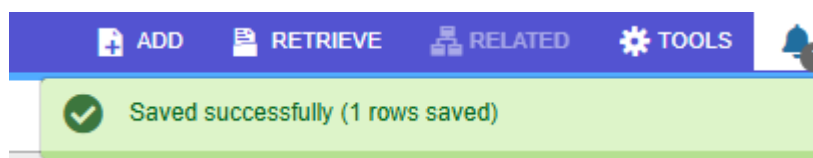
Mid Term Final

Save

5. A warning message will appear, asking if the Composite Grade should be recalculated. Click YES to recalculate grades after a change is made, except where a student has a Deferral record stored. Click NO if Component Grades have not been amended:



A success message will then appear:

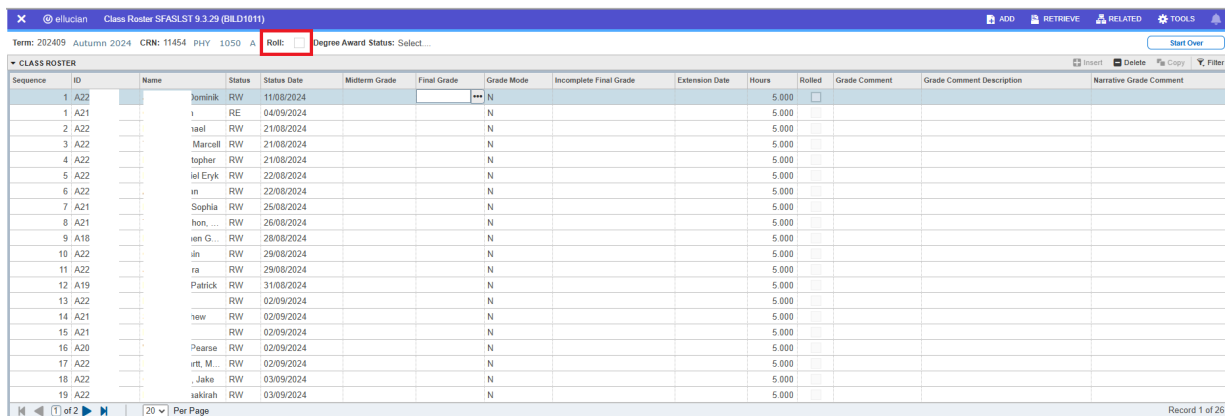


## Inputting Missing Marks

Before you input any missing marks in Banner, note that the default process for adding or inputting missing grades is via FGE, where grades should be input/updated at Component level wherever possible.

If above is not possible and you need to input missing marks to Banner, **ensure that you always input the Component marks on SHATCKN** per instruction below, as otherwise the Broadsheet will not display the grade and also the Student will not be able to see their full results on Promulgation.

- If applicable, input any missing marks at the corresponding **Composite** level in SFASLST. Input the Term and the CRN, leave the Roll box **unchecked**, and click Go in this screen:



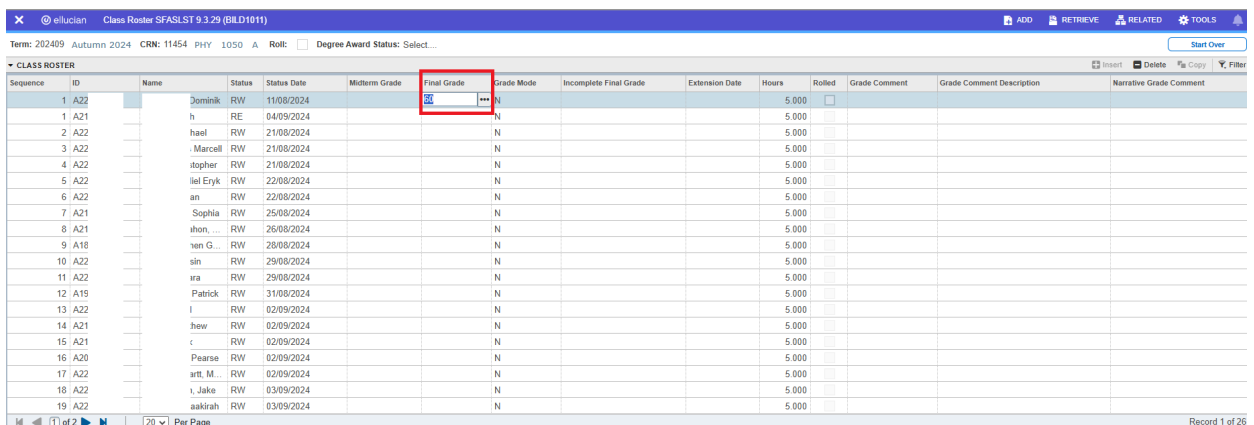
Term: 202409 Autumn 2024 CRN: 11454 PHY 1050 A Roll: ☐ Degree Award Status: Select...

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled	Grade Comment	Grade Comment Description	Narrative Grade Comment
1	A22	Dominik	RW	11/08/2024			N			5.000	<input type="checkbox"/>			
1	A21	h	RE	04/09/2024			N			5.000	<input type="checkbox"/>			
2	A22	hael	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
3	A22	Marcell	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
4	A22	topher	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
5	A22	iel Eryk	RW	22/08/2024			N			5.000	<input type="checkbox"/>			
6	A22	an	RW	22/08/2024			N			5.000	<input type="checkbox"/>			
7	A21	Sophia	RW	25/08/2024			N			5.000	<input type="checkbox"/>			
8	A21	hon, ...	RW	26/08/2024			N			5.000	<input type="checkbox"/>			
9	A18	ten G...	RW	28/08/2024			N			5.000	<input type="checkbox"/>			
10	A22	sin	RW	29/08/2024			N			5.000	<input type="checkbox"/>			
11	A22	ra	RW	29/08/2024			N			5.000	<input type="checkbox"/>			
12	A19	Patrick	RW	31/08/2024			N			5.000	<input type="checkbox"/>			
13	A22		RW	02/09/2024			N			5.000	<input type="checkbox"/>			
14	A21	hew	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
15	A21		RW	02/09/2024			N			5.000	<input type="checkbox"/>			
16	A20	Pearse	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
17	A22	rtt, M...	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
18	A22	u, Jake	RW	03/09/2024			N			5.000	<input type="checkbox"/>			
19	A22	aakirah	RW	03/09/2024			N			5.000	<input type="checkbox"/>			

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- Enter the missing mark(s) under 'Final Grade' for the corresponding student record(s):



Term: 202409 Autumn 2024 CRN: 11454 PHY 1050 A Roll: ☐ Degree Award Status: Select...

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled	Grade Comment	Grade Comment Description	Narrative Grade Comment
1	A22	Dominik	RW	11/08/2024		25	N			5.000	<input type="checkbox"/>			
1	A21	h	RE	04/09/2024			N			5.000	<input type="checkbox"/>			
2	A22	hael	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
3	A22	Marcell	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
4	A22	topher	RW	21/08/2024			N			5.000	<input type="checkbox"/>			
5	A22	iel Eryk	RW	22/08/2024			N			5.000	<input type="checkbox"/>			
6	A22	an	RW	22/08/2024			N			5.000	<input type="checkbox"/>			
7	A21	Sophia	RW	25/08/2024			N			5.000	<input type="checkbox"/>			
8	A21	thon, ...	RW	26/08/2024			N			5.000	<input type="checkbox"/>			
9	A18	ten G...	RW	28/08/2024			N			5.000	<input type="checkbox"/>			
10	A22	sin	RW	29/08/2024			N			5.000	<input type="checkbox"/>			
11	A22	ra	RW	29/08/2024			N			5.000	<input type="checkbox"/>			
12	A19	Patrick	RW	31/08/2024			N			5.000	<input type="checkbox"/>			
13	A22		RW	02/09/2024			N			5.000	<input type="checkbox"/>			
14	A21	hew	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
15	A21		RW	02/09/2024			N			5.000	<input type="checkbox"/>			
16	A20	Pearse	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
17	A22	rtt, M...	RW	02/09/2024			N			5.000	<input type="checkbox"/>			
18	A22	u, Jake	RW	03/09/2024			N			5.000	<input type="checkbox"/>			
19	A22	aakirah	RW	03/09/2024			N			5.000	<input type="checkbox"/>			

Record 1 of 26

11. Click **Save**. You will receive a success message in green:

Term: 202409 Autumn 2024 CRN: 11454 PHY 1050 A Roll: ☐ Degree Award Status: Select...

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Roll	Grade Comment	Grade Comment Description	Narrative Grade Comment
1	A22432342	Jakobczak, Dominik	RW	11/08/2024		60	N			5.000	<input checked="" type="checkbox"/>			
1	A21342793	Clancy, Hugh	RE	04/09/2024			N			5.000	<input type="checkbox"/>			
2	A22394193	Dosev, Michael	RW	21/08/2024			N			5.000	<input type="checkbox"/>			

12. Next step is to roll the grades of this Section. If you are doing so immediately after Step 1-3, you can stay on this screen. Go to the top right corner, click '**Start Over**' to return to the starting screen of the same CRN.

13. This time, check the **Roll** box and click **Go**.

14. Click **Save** to complete the Grade Roll for this CRN/ Section. You will see that the boxes will be checked under the 'Rolled' field:

Extension Date	Hours	Rolled	Grade Comment	Grade Comment Description
	15.000	<input checked="" type="checkbox"/>		
	15.000	<input checked="" type="checkbox"/>		
	15.000	<input checked="" type="checkbox"/>		
	15.000	<input checked="" type="checkbox"/>		
	15.000	<input checked="" type="checkbox"/>		
	15.000	<input checked="" type="checkbox"/>		

15. Now new records have been generated in the SHATCKN form: you have successfully added Composite/ Final Grades to the student records.

**You will now need to proceed with adding missing marks on the Component level.**

See the SHATCKN record of the example used in Step 3, a Final Grade of 60 has been added to the student record under the CRN 11454:

ID: A224 Name: Dominik Term: 202409 Validation Check: Schedule

COURSE DETAIL

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	System	Hide in Transcript	Schedule Type	Schedule Type Description
11454	PHY	Physics	1050	Semiconductor Physics I	A	DCU	DCU	None		<input type="checkbox"/>	TA	Taught

GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	Grade Comment Description
1	60	N	Numeric	5.000	5.000	OE	Original Entry			20/01/2025		

LEVEL

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

16. Click into the Component of this CRN:

ID: A224 Name: Dominik Term: 202409 Validation Check: Schedule

COURSE DETAIL

Cooperative Education Components

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	System	Hide in Transcript	Schedule Type	Schedule Type Description
11454	PHY	Physics	1050	Semiconductor Physics I	A	DCU	DCU	None		<input type="checkbox"/>	TA	Taught

GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	Grade Comment Description
1	60	N	Numeric	5.000	5.000	OE	Original Entry			20/01/2025		

LEVEL

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

17. You will see that the Composite Grade in this screen (the composite grade is the middle pane titled COMPOSITE MARKS) and the Component Grades (the lower pane COMPONENT GRADES) are empty. It's essential to add composite grades.
18. Navigate down to the bottom pane COMPONENT GRADES, enter values to each cell to **insert** marks, refer to **Step 1** in the [previous section](#) for adding marks for Numeric or Pass/Fail courses accordingly.
19. Click **Save** and the Composite Marks in this screen will then be automatically calculated and updated.

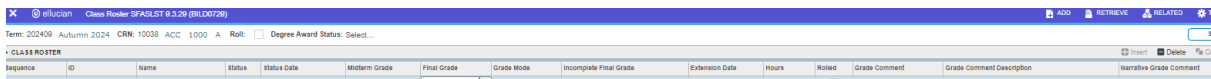
## Module Outcomes

1. Module Outcome (Grade Comment) is automatically assigned by Module Outcome Script.
2. If module outcomes are required to be amended, we do not update them directly/manually, you should run the Module Outcome process to update it - refer to **Amendment Scripts User Guide**.
3. Review that the outcome is correctly updated by the system script.



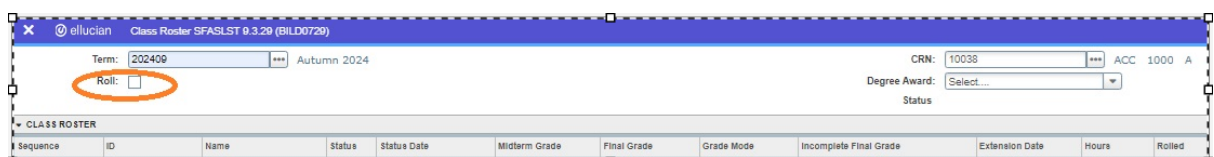
## Roll Grades by Section (SFASLST Class Roster)

### 1. Roll by section using SFASLST: Class Roster



The screenshot shows the 'Class Roster SFASLST 9.3.29 (BILD0729)' window. At the top, there are fields for Term (202409), Autumn 2024, CRN (10038), ACC (1000), A, and Roll (unchecked). Below these is a table with the following columns: Sequence, ID, Name, Status, Status Date, Midterm Grade, Final Grade, Grade Mode, Incomplete Final Grade, Extension Date, Hours, Rolled, Grade Comment, Grade Comment Description, and Narrative Grade Comment.

2. SFASLST is the first view of Section grades in Banner (at composite level) once they have been entered to Faculty Grade Entry. To view the grades without rolling, leave the **Roll** flag blank



The screenshot shows the 'Class Roster SFASLST 9.3.29 (BILD0729)' window. The 'Roll' checkbox is highlighted with a red circle. Other fields include Term (202409), Autumn 2024, CRN (10038), ACC (1000), A, and Degree Award (Select...). Below these is a table with the following columns: Sequence, ID, Name, Status, Status Date, Midterm Grade, Final Grade, Grade Mode, Incomplete Final Grade, Extension Date, Hours, and Rolled.

3. Once grades have been validated in SFASLST, they can be rolled to Academic History  
4. Click **Start Over**  
5. Reenter the CRN you want to roll and before clicking Go, **click Roll flag to ON**



The screenshot shows the 'Class Roster SFASLST 9.3.29 (BILD1011)' window. The 'Roll' checkbox is checked. Other fields include Term (202409), Autumn 2024, CRN (10326), and Degree Award Status (Select...). Below these is a table with the following columns: Sequence, ID, Name, Status, Status Date, Midterm Grade, Final Grade, Grade Mode, Incomplete Final Grade, Extension Date, Hours, and Rolled.

6. Again you may browse the grades as roll hasn't been processed until you click Save  
7. When you're happy to roll grades, click **Save**  
8. You will see the Status field will now show **rolled** for all grades present  
9. Any grades not present can be rolled at another time simply by following the above process again - grades already rolled will be skipped on repeat rolls  
10. The process of rolling now sends the grades to Academic History tables, meaning they will appear in **SHATCKN** Banner Admin, for Faculty and Registry staff to view the component details

## Roll Grades Sections in Bulk- SHHROLL Grade Roll to Academic History

### Roll Grades by Batch - SHHROLL Process

1. Numerous CRNs can be rolled at a time in this Process Submission Control menu
2. Parameter Set **GJAPCTL** is performed by Term
3. Numerous CRNs can be added via this menu (request process to be setup to carry this out if need arises) however no control exists to select numerous CRNs in conceptual groups such as by Faculty or School
4. Open **SHHROLL Grade Roll to Academic History**
5. Leave **Parameter Set** blank and click **Go**

Process Submission Controls GJAPCTL 9.3.28 (BILD1011)

SHHROLL \*\*\* Parameter Set: \*\*\*

Click the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

6. In **Printer** field input **DATABASE**
7. Enter the **Term of the exam diet** - for Semester 1 in 2024 term would be 202409, for Semester 2 it would be 202501, for Resit it would be 202506
8. Insert shows Audit mode selected, which allows to evaluate the process without saving the output to Academic History. We should **select R for run mode**

ellucian Process Submission Controls GJAPCTL 9.3.28 (BILD1011)

SHHROLL Grade Roll To Academic History Parameter Set:

ENTER CONTROL

Printer DATABASE \*\*\* Submit Time

Special Print MIME Type None

Lines 55 PDF Font \*\*\*

PARAMETER VALUES

Parameter	Values
Term Code	202501
Start Range From Date	
Start Range To Date	
Part-of-Term Code	%
Course Reference Number	%
User ID	
Report Mode(A=Audit,U=Update)	A
Print Selection(A=All,E=Error)	A
Grade Term	
Roll Long Section Title	N

9. Click the down arrow at bottom of page to move to the Submission Pane

Hold / Submit ☐ Hold ☒ Submit

10. Ensure the radial button beside Submit is selected
11. Click Save
12. All grades entered for Sections in the Term specified, will now be rolled
13. Rolled grades can be evaluated at component level by individual student in SHATCKN. Grades will still be visible in Faculty Grade Entry with the roll symbol flagged, but will no longer be editable in FGE

Grades may also be exported by CRN from SFASLST to support amendment tasks

1. Select the CRN in SFASLST
2. Click on Tools and then Export

RETRIEVE RELATED TOOLS

Search

ACTIONS

Refresh F5

Export Shift+F1

3. CSV file will appear in your downloads folder showing the list of grades for that section

Today

SFASLST (2) 10/04/2025 17:22 Microsoft Excel Comma Separated

4. Edit the grades as required in the exported file
5. Re enter and updates to SFASLST directly

Academic Colleagues can manipulate grades on excel and re-import to Coursework, as per this process - [Grades import in FGE](#).

## Appendix

### Grade Config Detail

	Name	Description	Grade points included in Grade Scale
1	<b>40PASS</b>	40% Pass Scale	0-100*, Df/Dfi, ABS
2	<b>50PASS</b>	50% Pass Scale	0-100, Df/Dfi Abs
3	<b>Pass/Fail</b>	Pass/Fail	P, F, Df/Dfi, <b>ABSENT</b>
4	<b>Nursing</b>	Nursing Placement	P, F, Df/Dfi, <b>ABSENT</b> , FG/FB/FN
5	<b>INTRA</b>	INTRA Pass/Fail	P, F, Df/Dfi, <b>ABSENT</b> , IO
6	<b>NUMPLACE</b>	Graded Non-Contributory to Precision Mark	0NC-100NC, Df/Dfi, Abs

*\*Includes compensation codes for 35C-39C*

## Grade Points

Grade codes	Description
<b>0-100</b>	Numeric 0-100. Used for Level 8 Undergraduate courses only. *Includes Compensation Codes 35C-39C.
<b>Df/Dfi</b>	Deferred assessment
<b>ABS/ABSENT</b>	Absent from assessment
<b>P</b>	Pass
<b>F</b>	Fail
<b>FG, FB, FN</b>	Nursing Specific Grade: Fail Competence
<b>IO</b>	INTRA Specific Grade: INTRA outstanding
<b>PP</b>	Audit Mode - promulgates as Attendance Only
<b>RC</b>	Record Cancelled, will be used where modules have been drop deleted
<b>0-P to 99-P</b>	First Attempt Grades - see next slide
<b>Z grades, T, E, W</b>	Used historically only

## Part of Term and Grading

- Term Roll created CRNs for 2025/26 which reuse numbers, so Term is critical to identify the CRN associated to Module
- PoT 12 modules show in SHATCKN under Term 202409
- PoT 2 modules show in SHATCKN under Term 202501
- The Part of Term attribute of a CRN determines grading access