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Banner User Guide Faculty Grade Entry

July 2025 - Updated:
Resits

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Background

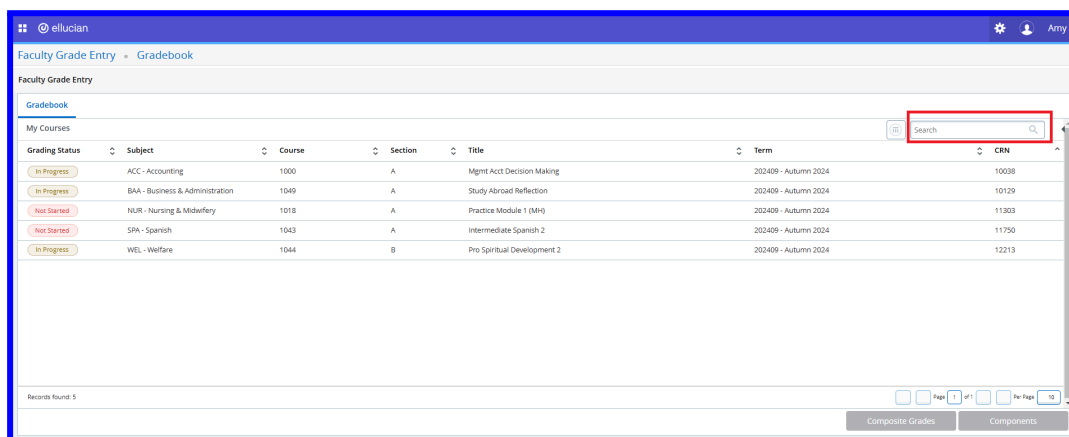
Academic staff will use the Banner Self Service page to enter grades for students on a given course (i.e. what is called a 'Module Section' in Banner), which may be coursework or exam grades. Before entering grades, the Gradable Components of each course and the Instructors/ Module Coordinator will have been set up by Faculty Administrators, and the duration of Grade Entry will have been set up by Registry. If you come across any issue with viewing your course or student records, please contact the relevant colleagues. If you are the Module Coordinator but have not yet requested to be set up as one in Banner, please request from your Faculty Office.

You may choose to enter grades directly within the Faculty Grade Entry page or upload grades in bulk, both of which have step-by-step instructions provided in this user guide. The bulk upload process may be required if there are amendments necessary post PAB, which will be a collaborative process between the relevant Academic colleagues and Registry.

Step-by-step Guide

Navigating the system for Grade Entry

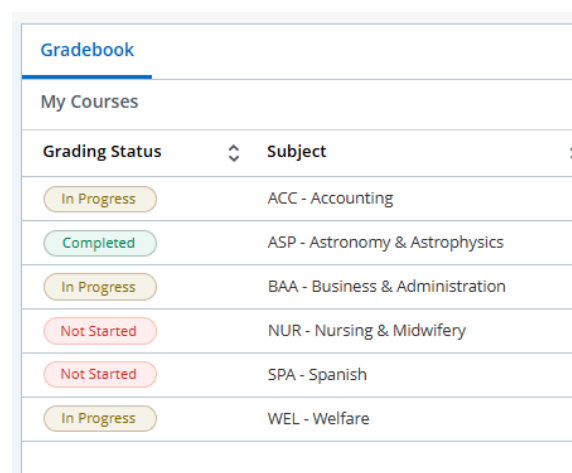
1. In the landing page of **Faculty Grade Entry**, a list of all courses you teach will be shown under the **Gradebook** tab. If you have more than one page of courses assigned to you, you can use the search bar on the right side to look for a specific course using its Course Reference Number (CRN), title, or any of the values stored in this table:



The screenshot shows the 'Faculty Grade Entry' page with the 'Gradebook' tab selected. A search bar is highlighted with a red box. Below the search bar is a table of courses with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. The table lists five courses with their respective statuses and CRNs.

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACC - Accounting	1000	A	Mgmt Acct Decision Making	202409 - Autumn 2024	10038
In Progress	BAA - Business & Administration	1049	A	Study Abroad Reflection	202409 - Autumn 2024	10129
Not Started	NUR - Nursing & Midwifery	1018	A	Practice Module 1 (Mq)	202409 - Autumn 2024	11303
Not Started	SPA - Spanish	1043	A	Intermediate Spanish 2	202409 - Autumn 2024	11750
In Progress	WEL - Welfare	1044	B	Pro Spiritual Development 2	202409 - Autumn 2024	12213

When a course is fully graded, its Grading Status will switch to 'Completed' in green.



This close-up screenshot shows a portion of the Gradebook table. The 'Completed' status is highlighted in green for the 'ASP - Astronomy & Astrophysics' course.

Grading Status	Subject
In Progress	ACC - Accounting
Completed	ASP - Astronomy & Astrophysics
In Progress	BAA - Business & Administration
Not Started	NUR - Nursing & Midwifery
Not Started	SPA - Spanish
In Progress	WEL - Welfare

2. To enter grades for a course, click the course with '**Not Started**' or '**In Progress**' status, and you will see that the selected row turns light grey (see the second row in the below screenshot). Click the **Components** button in the bottom right corner:

Faculty Grade Entry

Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ACC - Accounting	1000	A	Mgmt Acct Decision Making	202409 - Autumn 2024	10038
In Progress	BAA - Business & Administration	1049	A	Study Abroad Reflection	202409 - Autumn 2024	10129
Not Started	NUR - Nursing & Midwifery	1018	A	Practice Module 1 (MH)	202409 - Autumn 2024	11303
Not Started	SPA - Spanish	1043	A	Intermediate Spanish 2	202409 - Autumn 2024	11750
In Progress	WEL - Welfare	1044	B	Pro Spiritual Development 2	202409 - Autumn 2024	12213

Records found: 5

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Composite Grades Components

3. The Gradable Components will be shown in a new screen:

ellucian

Faculty Grade Entry > Gradebook > Components

Components

Gradebook

Mgmt Acct Decision Making - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	20	40PASS	NO	Final	173	
EXM	Major Summative Examination	80	40PASS	NO	Final	90	

Records found: 2

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4. Click the Coursework row or the Major Summative Examination (i.e. exam) row, a list of student records will appear underneath this section, for example (students' information is redacted):

Components

Gradebook

Practice Module 1 (MH) - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	100	PLACEMENT	NO	Final	94	

Records found: 1

Enter Component Grades

Student Name	ID	Score	Out of	Percent	Grade	Rolls	Submission Date	Extension Date	Grade Change Reason	Comment
Oluremi	A000		100				24/10/2024		Original Entry - OE	
Sarah	A000		100				24/10/2024		Original Entry - OE	
Omolabake	A000		100				11/11/2024		Original Entry - OE	
Michael	A000		100				11/11/2024		Original Entry - OE	

Enter Coursework grades

- Following the steps in the previous section, click the **Coursework** component to open the list of students:

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	100	PASS/FAIL	NO	Final	30	

Records found: 1

Enter Component Grades

Student Name	ID	Score	Out of	Percent	Grade	Rolls	Submission Date	Extension Date	Grade Change Reason	Comment
..Milla	A22		100				25/10/2024		Original Entry - OE	
..Joshua	A22		100				25/10/2024		Original Entry - OE	
..Sarah	A22		100				25/10/2024		Original Entry - OE	
..Zoe	A22		100				25/10/2024		Original Entry - OE	
..Aidan	A22		100				30/10/2024		Original Entry - OE	
..Grace	A22		100				30/10/2024		Original Entry - OE	
..Cara	A22		100				30/10/2024		Original Entry - OE	
..Adam	A22		100				30/10/2024		Original Entry - OE	

2. You will be using either the Score or the Grade field for entering grades, depending on the Grade Scale of your course, but **never both at the same time**:

Pass/Fail Coursework

If the coursework assessment is on a **pass/fail** basis, as shown in the first red box below under '**Grade Scale**', then you should **use the Grade column** (in the second red box below).

Select the grade (i.e. Pass or Fail) by clicking the arrow to open the drop-down menu:

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	100	PASS/FAIL	NO	Final	30	

Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
...Mille	A22		100				25/10/2024		Original Entry - OE	
...Joshua	A22		100				25/10/2024		Original Entry - OE	
...Sarah	A22		100				25/10/2024		Original Entry - OE	
...Zoe	A22		100				25/10/2024		Original Entry - OE	
...Aidan	A22		100				30/10/2024		Original Entry - OE	
...Grace	A22		100				30/10/2024		Original Entry - OE	
...Clara	A22		100				30/10/2024		Original Entry - OE	
...Adam	A22		100				30/10/2024		Original Entry - OE	

Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason
	100				25/11/2024		Original Entry - OE
	100				25/11/2024		Original Entry - OE
	100				25/11/2024		Original Entry - OE
	100				25/11/2024		Original Entry - OE

Numeric Coursework Grades

If you are entering grades for a **numeric** coursework component, **enter the grade in the Score** field. The value should be between 0-100, up to 2 decimal places:

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	20	40PASS	NO	Final	334	
MSE	Major Summative Examination	80	40PASS	NO	Final	335	

Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
...Adrian	A00C		100				30/11/2024		Original Entry - OE	
...Glory	A00		100				30/11/2024		Original Entry - OE	
...David	A23C		100				30/11/2024		Original Entry - OE	

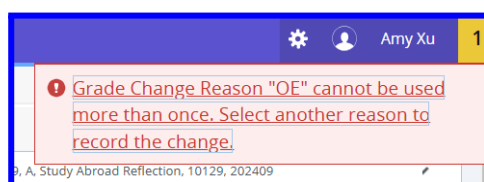
NB: It's essential that you verify whether your module for grading is Numeric or Pass/Fail (or any other non-numeric grade scale such as INTRA) and ensure to put a number in the Score field for Numeric or put a grade in the Grade field for non-numeric grade scales. One or other of those fields as appropriate are all that are required, along with Grade Change Reason. Do not enter text or comment in any other field.

When entering an Absent Score, follow the instructions below to enter the specific grade for absent in the GRADE FIELD.

Use grade ABS for Numeric or ABSENT for non-numeric as specified in the instructions below in Section No Available Coursework or Exam Script.

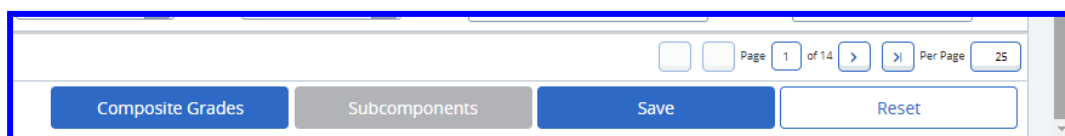
3. Once you have confirmed that all grades are entered correctly, click **Save** in the bottom right corner to record your data entry. This completes the data entry; however, it is not a Grade Roll process to the students' Academic History. Follow-up actions are needed from Faculty Administrators to complete the Grade Roll.

Note that if you wish to make changes after saving the data, the system will prompt you to enter a 'Grade Change Reason', as only the data entered for the first time will be stored in Banner as 'Original Entry – OE'. You may get a notification as below:



If you entered a wrong grade by mistake or would like to make a change and record the reason appropriately, refer to the later pages in this user guide on 'Subsequent grade changes'.

If you wish to redo all the changes, click Reset to revert to the original saved form:



Enter Exam Grades

- Following the steps in the first section, click the **Major Summative Examination** component to open the list of students. Type the grade in the **Score** field, against an Anonymous ID (six digits):

Faculty Grade Entry • Gradebook • Components

Components

Gradebook

Mgmt Acct Decision Making - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CWK	Coursework	20	40P455	NO	Final	329	
MSE	Major Summative Examination	80	40P455	NO	Final	332	

Records found: 2

Enter Component Grades

Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
*****	883248		100				18/11/2024		Original Entry - 06	
*****	313827		100				18/11/2024		Original Entry - 06	
*****	103975		100				18/11/2024		Original Entry - 06	
*****	134023		100				18/11/2024		Original Entry - 06	
*****	610008		100				18/11/2024		Original Entry - 06	
*****	402109		100				18/11/2024		Original Entry - 06	
*****	894781		100				18/11/2024		Original Entry - 06	
*****	669748		100				18/11/2024		Original Entry - 06	
*****	513459		100				18/11/2024		Original Entry - 06	

- Click **Save** to keep the changes as you progress through the grade entry.

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Composite Grades Subcomponents Save Reset

For a course that consists of more than one Gradable Component, Composite Grades will be calculated in the background in real time as grades are being saved on the FGE page. You can click 'Composite Grades' in the bottom right corner of a class list to view the Final Grades. For example:

Faculty Grade Entry » Gradebook » Composite Grades

Composite Grades

Gradebook

Assessment

CSC 1003, A, Computer Prog...

Computer Programming I - Composite Grades

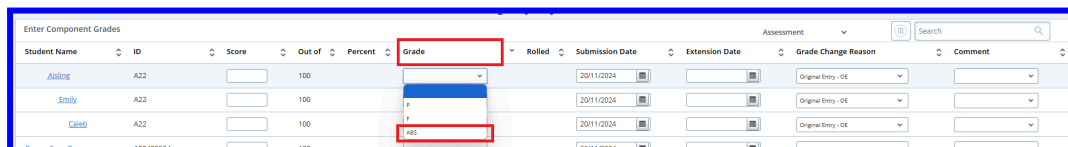
Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment	Grade in Academic History	Reason in Academic History	
A2215771	Abdul Hameed, Abdul	Registered - Admin	11/11/2024	72.6 CWK MSE	65 84	73	Composite Calculation	11/11/2024	Compensation Awarded	73	Composite Calculation
A0011247	Abdullah, Abdurrahman	Web Registered - Student	06/11/2024	38.4 CWK MSE	8 84	38	Composite Calculation	06/11/2024		38	Original Entry
A0012800	Abdullah, Abdurrahman	Web Registered - Student	06/11/2024	38.4 CWK MSE	8 84	38	Composite Calculation	06/11/2024		38	Original Entry
A0011747	Abdullah, Abdurrahman	Web Registered - Student	06/11/2024	33.60 CWK MSE	.01 84	34	Composite Calculation	06/11/2024		34	Original Entry

No Available Coursework or Exam Script

Note Pass/Fail, INTRA and Nursing Placement scales use ABSENT grade (previously ABS). This is 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.

If you are transferring grades from Loop into Banner, ensure that absent students are left blank in Loop and that their absence should be recorded in FGE:

1. When there is no available Coursework or Exam script against a student record, in the corresponding row, select **ABS/ABSENT** from the **Grade** field drop-down list:



Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
Ashling	A22		100				20/11/2024		Original Entry - OE	
Emily	A22		100				20/11/2024		Original Entry - OE	
Caleb	A22		100		ABS		20/11/2024		Original Entry - OE	

2. Proceed with the rest of the grade entry, and click **Save** to keep your changes.

Grading Resits

- The Autumn Exam Session will require grading in the same process as above
- Resit CRN will be distinguishable by having Part of Term R, generally the CRN begins with 3, and the Module Term will end in 06 (you can see Term on the FGE header)
- As in previous years, students taking resits will have their relevant component results from first sitting carried forward as per Resit Category
- A job process will be run globally on the first day of exams, to carry forward all relevant grades from the First Attempt
- Once the process is run, you will see Component grades from the First Attempt showing in the resit Section you are about to grade - the carried forward marks will be in the Component which does not require resit
- **There is no action for you to take in FGE on the Component which does not need resit**
- Once you have completed grading on the Resit Component, the system will combine grades from both Components to calculate the Composite grade as usual

Scenarios where you can expect to see carried forward grades:

1. Resit Category 1 modules - any passed components from the first sitting will carry forward
2. Resit Category 3 - as no Coursework resit is possible, the failed Coursework grade will carry forward

Subsequent grade changes

Before the Grade Roll process is performed by Faculty administrators, you can still make necessary changes to grades. The Grade Roll status can be found under the **Rolled** field, such as below as an example of a non-rolled record:

Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
Adiba A	A00C	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	04/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>

A green tick under the Rolled field, means that the Grade Roll process is completed and you will no longer be able to change the grades within this page. The Score/ Grade fields within this page will be instantly locked. See the Rolled records below that no longer have an editable box:

Score	Out of	Percent	Grade	Rolled
1	100	1		✓
1	100	1		✓
1	100	1		✓
49	100	49		✓
1	100	1		✓
100	100	100		✓

If you wish to make any changes on the Student Grades at this stage, contact your Faculty Office.

To make any changes on grades that **have not been rolled** yet, repeat the above steps to find the right Course, Component, and Student record(s).

You will be using only two fields, **Score/ Grade** (depending on the Component) and **Grade Change Reason**:

Enter Component Grades

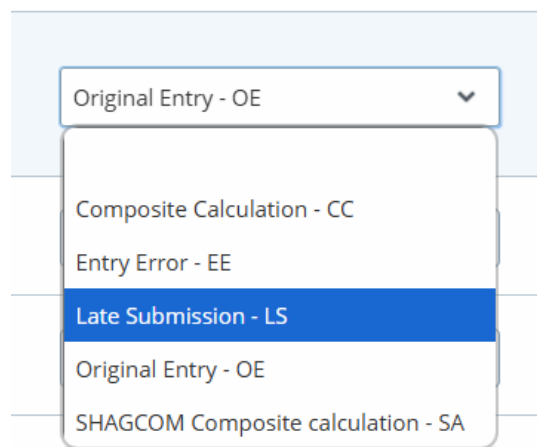
Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
Adiba	A00G	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Ali	A234F	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	21/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Georgia	A233	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Miriam	A233	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Roshan	A23F	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Zaid	A234	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Isabel	A237	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>
Andrew	A223	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	25/11/2024	<input type="text"/>	Original Entry - OK	<input type="text"/>

OR AND

THEN CLICK 'Save'

1. Edit the **Score** (for Numeric assessment) or **Grade** (for Pass/Fail assessment) in the corresponding Student record(s).

- Under **Grade Change Reason**, click the arrow to open the drop-down list and select the reason for this grade change, note **Entry Error** is the Grade Change Reason you are requested to use in majority of cases:



- Click **Save** to save the changes. This completes the data entry, however, it is not a Grade Roll process to the Students' Academic History. Follow-up actions are needed from Faculty Administrators to complete the Grade Roll.

View and Print Composite Grades

- Composite Grades (or Final Grades) are calculated automatically. From your Gradebook dashboard, click the course of which you wish to view/ print Final Grades:

Gradebook						
By Course						
Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	POL - Politics	1065	A	Research Methodology	202409 - Autumn 2024	11507
Completed	HUM - Humanities	1022	A	Engaged Research	202409 - Autumn 2024	11711
In Progress	SPA - Spanish	1043	A	Intermediate Spanish 2	202409 - Autumn 2024	11790
Not Started	ACC - Accounting	1014	A	Mgmt Acct Decision Making	202409 - Autumn 2024	11923
In Progress	WEL - Welfare	1044	B	Pro Spiritual Development 2	202409 - Autumn 2024	12213

Records found: 15

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Composite Grades Components

- The buttons in the bottom right corner will be activated and turn from grey to blue. Click 'Composite Grades':

Gradebook

My Courses

Search

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	POL - Politics	1065	A	Research Methodology	202409 - Autumn 2024	11507
Completed	HUM - Humanities	1022	A	Engaged Research	202409 - Autumn 2024	11711
In Progress	SPA - Spanish	1043	A	Intermediate Spanish 2	202409 - Autumn 2024	11750
Not Started	ACC - Accounting	1014	A	Mgmt Acct Decision Making	202409 - Autumn 2024	11923
In Progress	WEL - Welfare	1044	B	Pro Spiritual Development 2	202409 - Autumn 2024	12213

Records found: 15

Composite Grades Components

3. You will be brought to a new screen where Final Grades and their breakdown will be displayed. In the example below, because course 11711 contains 100% Coursework, only CWK is displayed under 'Final Percentage' in the left-most red box. On occasions where there are more than one component, a breakdown of each Component Grade will be shown (i.e. CWK and EXM).

Gradebook

Faculty Grade Entry • Gradebook • Composite Grades

Composite Grades

Assessment

HUM, 1022, A, Engaged Research, 11711, 202409

Engaged Research - Composite Grades

Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment	Grade in Academic History	Reason in Academic History	Comment in Academic History
A20	Bluscar	Web Registered - Student	28/11/2024	100 CWK 1	P	Composite Calculation	27/11/2024		P	Original Entry	
A21	Chava	Web Registered - Student	28/11/2024	0 CWK 0	F	Composite Calculation	27/11/2024		F	Original Entry	
A222	Anna	Web Registered - Student	28/11/2024	100 CWK 1	P	Composite Calculation	27/11/2024		P	Original Entry	
A222	Shan	Web Registered - Student	28/11/2024	100 CWK 1	P	Composite Calculation	27/11/2024		P	Original Entry	
A232	Corbia	Web Registered - Student	28/11/2024	0.01 CWK .0001	ABS	Composite Calculation	27/11/2024		ABS	Original Entry	
A232	Ricardo	Web Registered - Student	28/11/2024	100 CWK 1	P	Composite Calculation	27/11/2024		P	Original Entry	
A222	Dania	Web Registered - Student	28/11/2024	100 CWK 1	P	Composite Calculation	27/11/2024		P	Original Entry	

4. To print the current page, click on the printer icon in the middle of the page:

Gradebook

Faculty Grade Entry • Gradebook • Composite Grades

Composite Grades

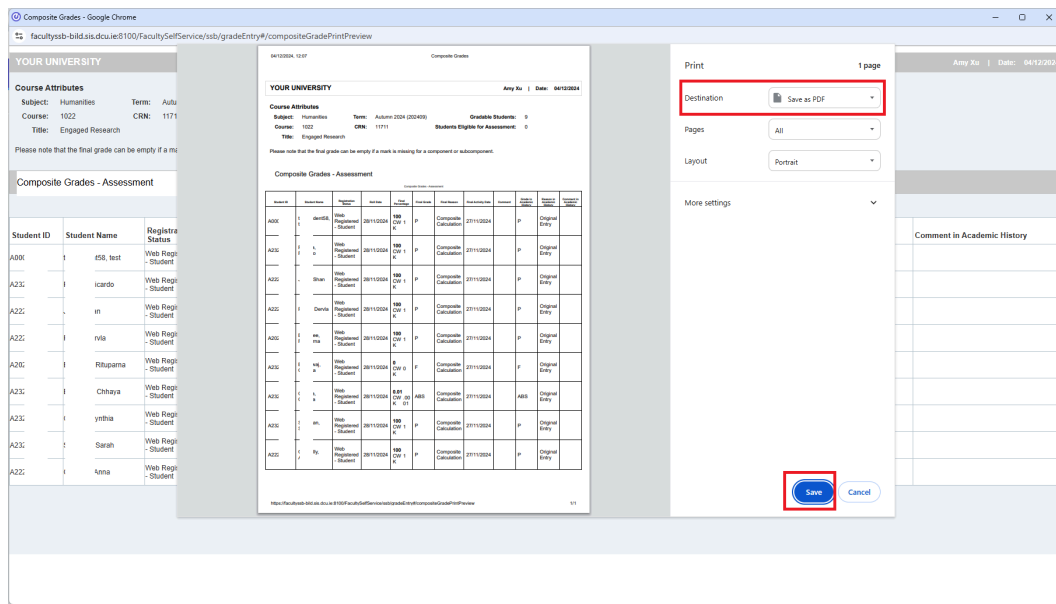
Assessment

HUM, 1022, A, Engaged Research, 11711, 202409

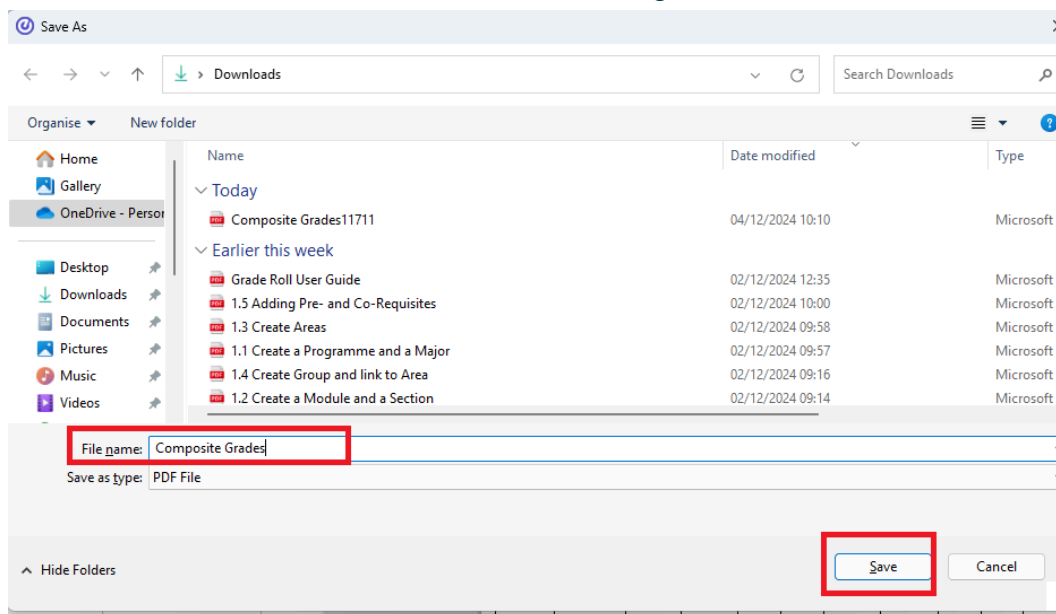
Engaged Research - Composite Grades

Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Comment	Grade in Academic History	Comment in Academic History
A202	Bluscar	Web Registered - Student	28/11/2024	100 CWK 1	P		P	
A231	Chava	Web Registered - Student	28/11/2024	0 CWK 0	F		F	
A222	Anna	Web Registered - Student	28/11/2024	100 CWK 1	P		P	

5. Two windows will pop up from the browser with a print preview. Select the Destination (whether you would like to send this directly to a physical printer or save it as PDF), and click Save:



6. If you are saving the Final Grade list for multiple courses, you may want to edit the file name before clicking Save:



Upload grades in bulk

Grades may be exported from FGE from either Coursework or Examination components amended in excel and then re-imported - however only Coursework files can be imported due to disruption to the process from the Anonymous Marking customisation.

Export File from Faculty Grade Entry (FGE)

1. Open **Faculty Grade Entry**
2. Click on the relevant **CRN**

Faculty Grade Entry » Gradebook

Faculty Grade Entry

Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	EDS - Education - Second Level	1012	A	Electronics	202409 - Autumn 2024	10013
In Progress	ACC - Accounting	1000	A	Mgmt Acct Decision Making	202409 - Autumn 2024	10038
Completed	ACC - Accounting	1006	A	Audit Principles Procedures	202409 - Autumn 2024	10043

3. Select the Coursework Component and click the **blueComponents** button in the bottom right corner

Components

Faculty Grade Entry » Gradebook » Components

Components

Gradebook

EDS, 1012, A, Electronics, 10013, 202409

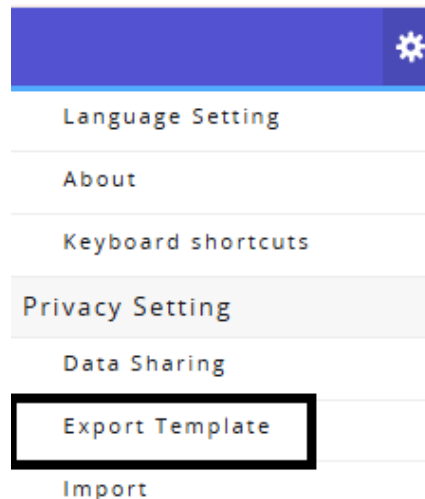
Electronics - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CRK	Coursework	60	40PASS	NO	Final	0	
EXM	Major Summative Examination	40	40PASS	NO	Final	0	

4. Click on **Coursework** Component
5. Click on the tools **cog** icon in top right corner



6. In the dropdown, select **Export Template**



7. The exported file will be available in your downloads folder
8. Open the export and use the file as required, observing Data Protection requirements for grade data

Amend file and import to FGE (Coursework only)

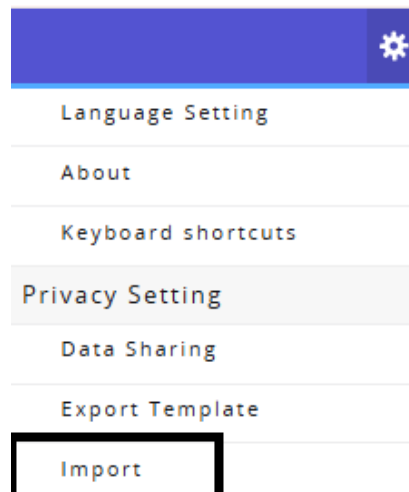
- Amend the score or grade column in your downloaded file as necessary. Do not adjust or rearrange the template if you intend to re-import it back to FGE - note **only Coursework grades can be imported to FGE**
- If copying any grades from another excel file, use **ctrl-shift-v** to paste the data into the cell rather than ctrl-v. This will paste the values without formatting. Otherwise the excel copied value will likely have hidden characters such as extra decimal places which impede the import
- Score numeric data for import must have maximum **2 decimal places**
- For each grade, add in OE (this means Original Entry) in column O (Grade Change Reason Code):

	K	L	M	N	O	P	
	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment	Co
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i
	IO	No	11/04/2025		OE		22i

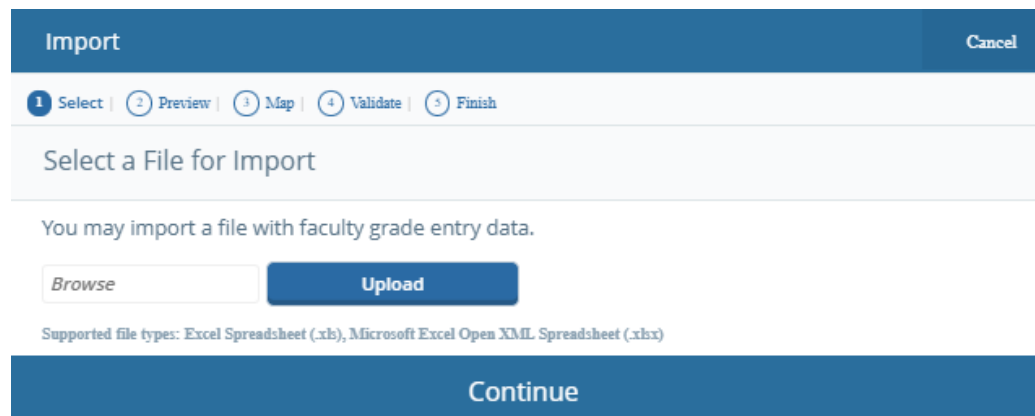
For any **rows being amended** for reload, change Grade Change Reason Code to Entry Error (EE)

- Save the file ready to import - only excel format can be imported to FGE
- Open **FGE** on the CRN and Coursework Component

- Click the Tools **cog** icon and select **Import** from the dropdown menu. Note if import is greyed out, it is likely because you are in the Exam component to which we cannot import due to interaction with Anonymous Marking process.



- Browse to the file location on your **drive** and select your amended file, click **Open**



- Click **Continue** and the file will import
- **Save** FGE and browse grades to confirm the import was successful

INTRA Placement Grading

Module Coordinators should enter Grades on Banner Faculty Grade Entry (FGE)

- A **new grade ("IO")** has been introduced in FGE to enable provisional results entry, if final results are received after the scheduled grading period. This can be done in Bulk per section - as per the above process steps.
- **INTRA Placement Reports** will be submitted by Students and assessed by Academic Tutors via InPlace (previously Loop)
- **INTRA Placement Pass or Fail** results will be entered by Academic Tutors to InPlace.
- Registry will continue managing the **update** of provisional results to final grades

Please Note - During the Grading Period:

- If the INTRA Report has not been assessed yet, enter I/O (INTRA Outstanding = provisional) grade to Banner FGE. This provisional grade will allow students to progress.
- If the INTRA Report is assessed and the result is known, enter Pass/Fail grade to FGE.

Grades are rolled by Faculties on Banner at the end of grading period. This includes I/O INTRA grades and, if available, Pass/Fail grades.

The INTRA Team provides a report to Registry with Results from InPlace to ensure correct Placement Results are captured and processed during the Post PAB Amendments.