FACULTY GRADE ENTRY (FGE)

Accessing FGE

- Access the Faculty Services page via https://banner9.rowan.edu/FacultySelfService.
- Select Faculty Grade Entry link.
- Select the Final Grades tab.

Enter All Grades via FGE

- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Enter passing grades for ALL students in the class and select the Save button at the bottom of the screen.
- The “Save Successful” message will appear on the top right of the screen.

Enter Partial Grades via FGE

- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Enter grades from the grades drop down menu OR
- Remove grades for students using the “Blank” option from the grades drop down menu.
- Select the Save button at the bottom of the screen with partial grades entered.
- The “Save Successful” message will appear on the top right of the screen.

Enter Incomplete or Failing Grades via FGE

- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Enter incomplete or failing grades using the grades drop down menu.
- If you select Save at this point, you will receive the error message “A last attend date is required for this grade.” for each incomplete or failing grade entered.
- Enter Last Attend Dates for every incomplete or failing grade.

IMPORTANT NOTE
Faculty can search for a specific section to enter final grades. They can search and filter by CRN, Course Title, Course Number or Term Code. For example, to only view sections taught in the fall 2018 term, they will search by Term Code “201840”.

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IMPORTANT NOTE
The Last Attended Date must be less than the current date, within the course start and end dates and in MM/DD/YYYY format.
Export Grading Template

- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Select the gear icon on the top right side of the screen (next to your name).
- Select “Export Template” option from the menu.
- Choose the Excel format you prefer (the system allows you to export in the new “.xlsx” format as well as older “.xls” format).
- Select Export.
- An Excel template file will be downloaded to your system with naming format “Term.Subject-CNumber-Section_Template.xls(x)”. Open the file once downloaded.
  - Note: File already has Full Name, Student ID, Final Grade and Last Attended Date columns.
  - Make changes to Final Grade column.
  - You may add, edit or delete grades (unless they were rolled).
  - Any failing or incomplete grades MUST have a date entered in the Last Attended Date field.
- Save the template file.

IMPORTANT NOTE
Rolled grades have been permanently stored to the student’s academic history. To change a rolled grade, you must contact registrar@rowan.edu.

Import Grades via Template

- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Select the gear icon on the top right side of the screen (next to your name).
- Select the “Import” option from the menu.
- The Import window will open and initiate an easy, 5-step Import Wizard.

Step 1: Select file to import.
- Click inside the text box entitled Browse and select the file you just updated.
- Select the Upload button.
- Select Continue.

Step 2: Preview the uploaded file.
- Check the My Spreadsheet has headers checkbox.
- Select Continue.

Step 3: Map the columns.
- Ensure all column mappings are correct (You can use Map drop down menu for each column header to make changes).

Step 4: Validate the data in the worksheet.
- Term Code, CRN and Student ID are required fields and must be mapped correctly for the import to be successful.
- Select Continue.

Step 5: Finish.
- The system will show how many records without error were imported and saved to the database.
- You can select the validation report to open in Excel, correct any errors and import via the Wizard. You may also manually update using the application.
- Select Finish to complete the import process.
Import Grades via a Custom Spreadsheet

- Create a custom spreadsheet with Excel
  - Ensure to include mandatory fields: Term Code, CRN, Student ID, Final Grade and Last Attended Date (only needed for failing grades).
  - Column headers are not required, but helpful.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Code</td>
<td>CRN</td>
<td>Full Name</td>
<td>Student ID</td>
<td>Final Grade</td>
<td>Last Attended Date</td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 1</td>
<td>9111111111</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 2</td>
<td>9111111112</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 3</td>
<td>9111111113</td>
<td>F</td>
<td>3/5/2018</td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 4</td>
<td>9111111114</td>
<td>IN</td>
<td>3/5/2018</td>
</tr>
</tbody>
</table>

- Populate either template with your course information, then follow these steps:
- Select any course in the My Courses block where Grading Status is “Not Started” or “In Progress”.
- The class roster will appear in a second block named Enter Grades below the My Courses block.
- Select the gear icon on the top right side of the screen (next to your name).
- Select the “Import” option from the menu.
- The Import window will open and initiate an easy, 5-step Import Wizard.

**Step 1: Select file to import.**
- Click inside the text box entitled Browse and select the file you just updated.
- Select the Upload button.
- Select Continue.

**Step 2: Preview the uploaded file.**
- Check the My Spreadsheet has headers checkbox.
- Select Continue.

**Step 3: Map the columns.**
- Ensure all column mappings are correct (You can use Map drop down menu for each column header to make changes).
- Term Code, CRN and Student ID are required fields and must be mapped correctly for the import to be successful.
- Select Continue.

**Step 4: Validate the data in the worksheet.**
- The system will validate the import data and indicate how many records will be imported or not due to errors or unchanged status.
- You can select Download the validation report to open the report in Excel and view any errors.
- Select Continue.

**Step 5: Finish.**
- The system will show how many records without error were imported and saved to the database.
- You can select the validation report to open in Excel, correct any errors and import via the Wizard. You may also manually update using the application.
- Select Finish to complete the import process.