**Accessing FGE**

- Access the Faculty Services page via [https://banner9.rowan.edu/FacultySelfService](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**

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
- 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.
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</td>
<td>011111111</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 2</td>
<td>011111112</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 3</td>
<td>011111113</td>
<td>F</td>
<td>3/5/2018</td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 4</td>
<td>011111114</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.