**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”.

**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”.

- The class roster will appear in a second block named **Enter Grades** below the **My Courses** block.
- If the list of students is more than one page, use the navigation buttons on the bottom of the screen to move to other screens and display the grades.

- 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 screen.

**Enter Partial Grades via FGE**

- Select any course in the **My Courses** block where **Grading Status** is “Not Started” or “In Progress”.

**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”.

- 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.

**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.
- Select **Save**.
- The “Save Successful” message will appear on the top right of the screen.
- 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.xlsx(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.

### FAQ: What is the Rolled column?

Grades are rolled to academic history nightly. Grades that are saved, but not yet rolled, will be blank under the Rolled column. The instructor can update grades until the grades are rolled. Once the grades are rolled, the columns for Grading Status and Rolled will then show as Complete. Rolled grades have been permanently stored to the student’s academic history and are available for the student to view on Self-Service Banner.

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).
- **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.
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>Term Code</th>
<th>CRN</th>
<th>Full Name</th>
<th>Student ID</th>
<th>Final Grade</th>
<th>Last Attended Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 1</td>
<td>91111122</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 2</td>
<td>911111112</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 3</td>
<td>91111113</td>
<td>F</td>
<td>3/5/2018</td>
</tr>
<tr>
<td>201820</td>
<td>20662</td>
<td>Test Student 4</td>
<td>911111114</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

- 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.