

# Faculty Grading

# Faculty Grading

# Faculty Grading

This page is for faculty who are submitting grades. Most questions can be answered by reviewing the information below.

If you have questions that cannot be answered from the information on this page please contact, [grading@mines.edu](mailto:grading@mines.edu). Faculty should NOT email the general Registrar inbox, [registrar@mines.edu](mailto:registrar@mines.edu), as this can delay response times.

**IMPORTANT:** The primary faculty teaching the course/s is the responsible party for entering in grades. The Registrar's Office cannot enter grades on the faculty's behalf. Faculty must log into Trailhead and follow the instructions below for grading. Please do not refer to old instructions as they hyperlink to the old SSB8 which is no longer available and can cause an error with the grades being recorded. You can log into Trailhead and get to the new SSB9 by going here: <https://trailhead.mines.edu>.

## Grading FAQs:

### What is an incomplete 'INC'?

- An incomplete 'INC' is a temporary grade which may be given at the instructor's discretion when reasons beyond the student's control prevents completion of course

requirements by the end of the academic term. An 'INC' is restricted only to cases in which the student satisfactorily completed a significant amount of the course work, including attendance and participation. Review the full policy here: <https://catalog.mines.edu/undergraduate/undergraduateinformation/undergraduategradingsystem/>.

- Students who are seeking an 'INC' and meet the criteria should complete the online 'Incomplete' form: <https://www.mines.edu/registrar/incomplete-grade-request/>. The intent of the form is to assist students and faculty to clarify and document incomplete grade requirements. CASA is available to assist students and faculty with questions regarding the form: [casa@mines.edu](mailto:casa@mines.edu).
- **If granted an 'INC', students should NOT re-enroll in the course in another term.** The 'INC' will revert to an 'F' in those instances.
- Once work has been completed and submitted, faculty will update the 'INC' to the earned letter grade by completing the 'Grade Change' form through their faculty Trailhead.

### **Important information on submitting an incomplete 'INC':**

- Only assign an 'INC' if you are willing to work with the student to complete the remainder of the work.
- Although the policy allows up to one year, you may limit this to less time.
- Be sure to communicate the deadline the student has to make up the work as well as what work must be completed.
- The student should NOT re-register for the course.
- If the student does not complete the required work or if you forget to submit the final earned grade, the 'INC' will be converted to an 'F' grade after one year.

- **Do not enter 'INC' for students who did not attend, stopped attending, or withdrew.** This could create issues for the Financial Aid Office when they disburse funds to students, as well as cause reporting issues to the National Student Clearinghouse.

### **What if a student never attended?**

- Students that never attended the course (earning 0.0) require the 'Last Date of Attendance' to be completed. The date should be the first date the class started.

### **Why do I have to enter the last date of attendance?**

- All assigned grades of 'F', 'INC' or 'PRU' require the 'Last Date of Attendance' to be completed for Financial Aid purposes.
- If you are having difficulty submitting final grades, it may be that one or more of these assigned grades is missing 'Last Date of Attendance'.

### **PRG/PRU grades:**

- Faculty are required to submit all grades, including courses that have a grade mode of PRG/PRU.
- If a student did not attend the course or did not complete the coursework to earn a passing grade it is important for the faculty to assign the correct grade of PRU and enter the last date of attendance. If the student never attended, it would be the first day of the course.
- An INC cannot be assigned for a course with the grade mode of PRG/PRU.

### **Why does the "Rolled" column of the grading page show**

## **"Not Started"?**

- This column is for viewing purposes only. Faculty do not enter grades in this column.
- Once the Registrar's Office rolls grades to academic history this column will show "Completed".
- This also means the student can now view their grade and it has been posted to their transcript.

## **Secondary instructor grading issues:**

- Only the primary instructor can submit grades. If you are the secondary instructor submitting the grade on behalf of the primary instructor please email [grading@mines.edu](mailto:grading@mines.edu) and someone will assist you.

## **Forgot to submit grades by the grading deadline?**


- If you entered some grades in Trailhead but forgot to submit the rest by the grading deadline, you will need to submit all other missing grades through the 'Grade Change' workflow in Trailhead.
- If you did not grade an entire roster, you can still attempt to enter them in Trailhead in 'Faculty Grade Entry'. Then notify the Registrar's Office, [grading@mines.edu](mailto:grading@mines.edu), so they can roll them to academic history. If you tried entering the grades but are unable to, email [grading@mines.edu](mailto:grading@mines.edu) for further assistance.
- Do not email the Registrar's Office any grades as this is not secure and is a violation of FERPA, which protects student data.

# Grading Instructions:

## Final Grading

1. Log into Trailhead.
2. In the left-hand column, select 'Faculty'.
3. Next, select 'Faculty Self-Service'. You will be directed to the 'Faculty Services' page.
4. Select 'Faculty Grade Entry'.
5. You will be prompted to the grading page where 'Final Grades' will appear.
6. There are two ways to submit final grades – entering grades directly into the system or importing grades. Instructions on both ways can be found below.

### **IMPORTANT THINGS TO KNOW:**

- Only courses that are open for grading will display.
- You can monitor and sort through your grading progress by using the filter icon next to the 'Search' box. 
- You must be listed as the primary instructor to enter grades for a course.
- If you cannot enter grades for a course, you instructed please contact the Program Assistant of your department.
- If you have a large class, you can expand the list of students by going to the bottom of the page and increasing the number of students 'Per Page'. Some class sizes may not fit on the first page be sure to check if you have multiple pages to enter in all grades for students.



Page 1 of 1 Per Page 25

Save Reset

## Entering Final Grades Directly Into the System

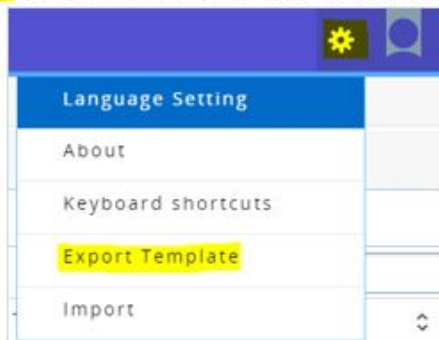
## Entering Final Grades Directly into SSB9

1. Click on the course you want to enter grades for. A list of enrolled students will appear.
2. When entering grades, choose the grade from the drop down menu in the 'Final Grade' column.
  - a. **IMPORTANT:** F, INC, or PRU grades require last date of attendance before the grade can be successfully saved.
3. Once grades are entered, click 'Save' at the bottom right-hand corner of the page.
4. After saving your grades, scroll to the top of the Final Grades entry page and review the section titled, 'My Courses' to confirm all grades have been entered.
  - a. If the Grading Status says, **Not Started** or **In Progress** then you are not finished with your grade submission.
  - b. The Grading Status will say **Completed** once all grades are successfully entered.

## Importing Final Grades

# Importing Final Grades into SSB9

1. You can also import grades by selecting the appropriate course.
2. Then click on the **gear icon** in the top menu bar and select **'Export Template'**.



3. A box will appear to download the template.
  - a. If you are using a version of Excel older than 2007, choose .xls.
  - b. If you are using a newer version of Excel, choose .xlsx.
4. Next, click **'Export'**.



5. The template will download to your computer and you can save it in a convenient spot.
  - a. When you are finished entering grades, save the document.
  - b. **REMEMBER:** If you enter an F, INC, or PRU grade you must enter a last date of attendance. Otherwise, the grade will not import.
6. Import the graded document by selecting the appropriate course again.
7. Then click the **gear icon** in the top menu bar, then click **'Import'**.
  - a. Once you have entered your grades, you will want to confirm all of them were successfully entered, then click 'Save'.
  - b. After saving your grades entered, scroll to the top of the Final Grades entry page and review the section titled, 'My Courses' to confirm successful data submission.
  - c. If the Grading Status says, **Not Started** or **In Progress** then you are not finished with your grade submission.
  - d. The Grading Status will say **Completed** once all grades are successfully entered.



**IMPORTANT:** If you do not use a template, the spreadsheet you create must contain columns for Term Code, CRN, student ID, Final Grade, and Last Attend Date (if applicable) in order to be imported.

## Submit Grades from Canvas

# How to submit grades directly from Canvas into Banner

When grade loading is opened by the Registrar's office, instructors can enter grade information into Canvas and send the grades to Banner. This process is being offered as an alternate method of grading loading in addition to the existing Banner grade-entry option. The steps below explain how to perform this process.

1. Log into Canvas.
2. Navigate to the course requiring grade entry.
3. Select "Submit Grades to Banner" from the course navigation menu.

Rubrics 

Collaborations 

Item Banks

Course Evaluations

**Submit Grades to Banner**

Settings

4. Select the grade period tab (i.e., Midterm or Final).
5. If you are using the Canvas gradebook, the current total grade from the Canvas gradebook will be displayed in the "Current Grade" column and the Final or Midterm Grade column is pre-populated with the associated letter grade from the Canvas gradebook. You may leave the pre-populated letter grade OR manually enter/update the final or midterm letter grade for each student. Note: if the student receives an "F" or "Incomplete," then the Last Attendance Date field must be populated.

Midterm Grades   Final Grades   Last Attendance

Final Grades

| Student Name    | Current Grade | Submitted                           | Final Grade                     | Incomplete Final Grade         | Extension Date                          | Last Attended Date                     |
|-----------------|---------------|-------------------------------------|---------------------------------|--------------------------------|---|--|
| Austin, Maryann | 100.00% (A)   | <input checked="" type="checkbox"/> | <input type="text" value="A"/>  | <input type="text"/>           | <input type="text"/>                    | <input type="text" value="9/13/2018"/> |
| Mcdonald, Heidi | 86.67% (B)    | <input checked="" type="checkbox"/> | <input type="text" value="I"/>  | <input type="text" value="B"/> | <input type="text" value="12/31/2018"/> | <input type="text"/>                   |
| Osborne, Victor | 93.33% (A-)   | <input type="checkbox"/>            | <input type="text" value="A-"/> | <input type="text"/>           | <input type="text"/>                    | <input type="text"/>                   |
| Parker, Travis  | 90.00% (A-)   | <input type="checkbox"/>            | <input type="text" value="A-"/> | <input type="text"/>           | <input type="text"/>                    | <input type="text"/>                   |

6. Once grades have been entered in the Midterm or Final Grade column, select the 'Submit' button. A confirmation message will appear, and grades successfully submitted to Banner will be indicated by the "Submitted" check



boxes for each student will appear.

7. If you need to change a grade, you may access the grading page again and update grades as needed until grades are locked/rolled by the Registrar's office.
8. Have questions about official midterm or final grading? Please review the Registrar's faculty grading page.
9. Have questions about the Canvas "Submit Grades to Banner" tool? Please submit a help desk request.

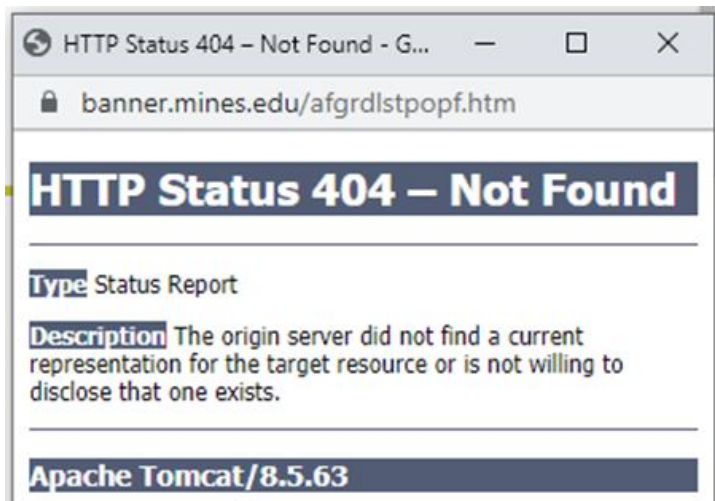
## FAQs

- Do students see the "Submit Grades to Banner" course link?
  - No, only course users with administrative access can see this link. This includes the following roles, "Teacher", "Instructor" and "TA".
- Do I have to submit grades using the Canvas-to-Banner grading?
  - No, Instructors can continue to load grades in Banner (accessed through Trailhead) and do not have to use this option.
- Can TAs or co-instructors load midterm or final grades via the Canvas-to-Banner grading page?
  - No, only the instructor of record listed in Banner (accessed through Trailhead) can successfully submit grades using this tool. Although, the course link is visible to all instructors, teachers and TAs in the course.
- Does the Canvas-to-Banner grading feature automatically push/load grades to Banner?
  - No, grades are not automatically loaded. The instructor of record must enter and submit grades.
- Does the Canvas-to-Banner grading page take the place of the Canvas gradebook?

- No, the “Submit Grades to Banner” grade page is separate and unique from the Canvas gradebook. Canvas courses will contain both:
  - The standard Canvas Gradebook is provided as part of Canvas and will continue to be used for assignments, quizzes, etc.
  - The Canvas-to-Banner grading page is where teachers may choose to submit grades to Banner only.
- When can I submit grades using the Canvas-to-Banner grading page?
  - Grade loading time lines follow the regular grade loading time lines outlined on the academic calendar.
- Can I get training on using the Canvas gradebook?
  - Yes, Canvas training is available upon request.
- I have a question regarding midterm or final grading, who do i contact?
  - Please review the official faculty grading page or email [grading@mines.edu](mailto:grading@mines.edu) for additional information.
  - If you have specific questions about the “Submit Grades to Banner” tool in Canvas, please submit a help desk request.

## **Common Errors**


**Common Error #1** – If you are trying to import grades and get the error message below you have gone to the old SSB8 grading page. Do not go to “Self Service”.



You must go to “Faculty Services” and click “Faculty Self-Service” (highlighted below). Then click “Faculty Grade Entry”.



**Common Error #2** – If you receive the error message below you must submit a ticket to ITS. Be sure to select “Banner Access” to ensure the ticket gets addressed to the appropriate team. You can begin this process by clicking here: <https://helpcenter.mines.edu>.

 **Sorry, the server received an internal error.**

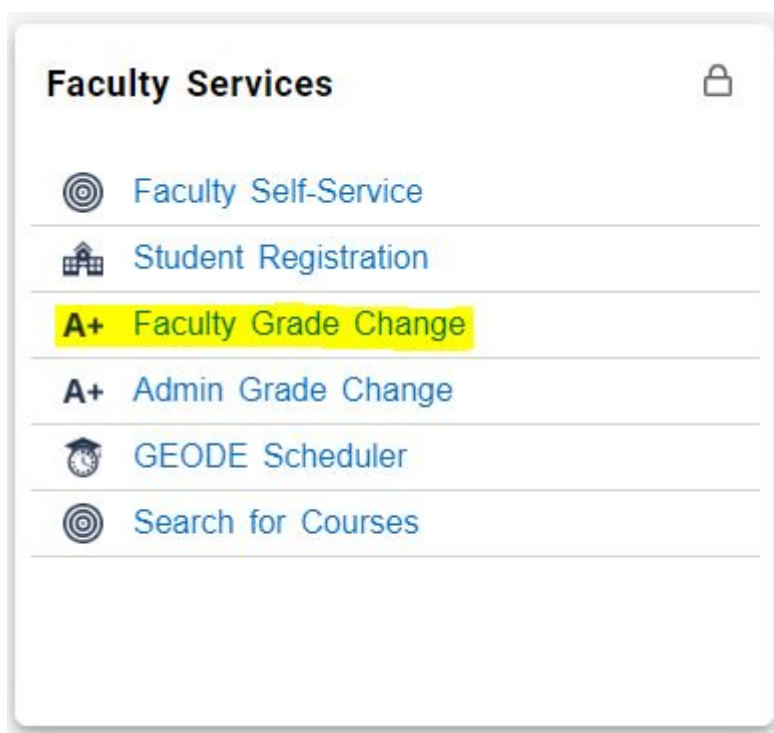
**Error Message:**


Problem occurred with the application. Please contact system administrator







[Return Home](#)

## Grade Changes

Grade Changes are made in Trailhead by going to the “Faculty Services” card and selecting “Faculty Grade Change” or “Admin Grade Change”. This can be done to update an INC or grade from a past semester. If the final grading period is open for the current term you must enter grades through the final grade roster in Trailhead.



**Faculty Services** 

-  Faculty Self-Service
-  Student Registration
- A+**  Faculty Grade Change
- A+**  Admin Grade Change
-  GEODE Scheduler
-  Search for Courses

If you submitted an INC and you are past the one-year period to change it to a grade you cannot submit a ‘Grade Change’. After the one-year period, faculty are required to get Department Head (DH) approval and email the grade (along with the DH approval) to [grading@mines.edu](mailto:grading@mines.edu).

If you experience issues submitting a Grade Change please

contact [grading@mines.edu](mailto:grading@mines.edu).

## **Grade Changes After One Year Deadline**

Grade changes after the one year deadline require approval from the Department Head. This approval must be emailed to [grading@mines.edu](mailto:grading@mines.edu), along with the grade change information. The change cannot be submitted through the Grade Change workflow as it requires manual entry by the Registrar's Office.