Faculty Grading

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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 the Registrar’s Office grading email address, grading@mines.edu. Faculty should NOT email the general Registrar inbox, registrar@mines.edu, as this can delay response times.

IMPORTANT: 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. 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.

- **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.

Last date of attendance:

- All assigned grades of ‘F’, ‘INC’ or ‘PRU’ require the ‘Last Date of Attendance’ to be completed.
- 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’.

"Rolled" Column on Grade Submission Page:

- This column is for viewing purposes only. Faculty do not enter grades in this column.
- Once the Registrar’s Office begins rolling grades to academic history faculty will be able to see this reflect in the “Rolled” column.
- 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 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, so they can roll them to academic history. If you tried entering the grades but are unable to, email 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.

**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 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’.

![Image of gear icon with Export Template option]

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’.

![Image of Excel export box]

5. Import the template into SSB9.

![Image of SSB9 interface with Import option]
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.

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**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”.

![HTTP Status 404 – Not Found](https://banner.mines.edu/afgrdlistpopf.htm)

You must go to “Faculty” (reference below) located on the right-hand column of Trailhead.
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.

Grade Changes

Grade Changes are made in Trailhead by selecting ‘Faculty’, then ‘Grade Change’. Below is a screenshot for reference. 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 grades roster in Trailhead, not through the ‘Grade Change’ workflow.

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.
If you experience issues submitting a Grade Change please contact 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, 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.