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 outside of this please contact the Registrar’s Office using this email address, grading@mines.edu.

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.

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. For the full policy please go here: https://catalog.mines.edu/undergraduate/undergraduateinformation/undergraduat gradingsystem/.
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 in writing the deadline the student has to make up the work as well as what work must be completed. This should be in writing (email) to the student.
- 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 for SSB9
  - OPTION 1: Entering Final Grades
  - OPTION 2: Importing Final Grades
• Common Errors

Entering Grades in SSB9

1. Log into Trailhead.
2. On the left-hand column, select ‘Faculty’.

3. Next, select ‘Faculty Self-Service’.
4. You will be directed to the ‘Faculty Services’ page. Select the first bullet, ‘Faculty Grade Entry’.

5. Next, select ‘Final Grades’. There are two ways to enter final grades. Refer to tabs ‘OPTION 1’ or ‘OPTION 2’ for next steps.

Important things to know:
• Only courses that are open for grading will display.
• You can monitor and sort through your grading progress by using ‘Grading Status’ or other indicator bars.
• 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 for your department.

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’.

3. A box will appear to download the template.
   a. If you are using a version of Excel older than 2007, choose .xsl.
   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.

**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” (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.