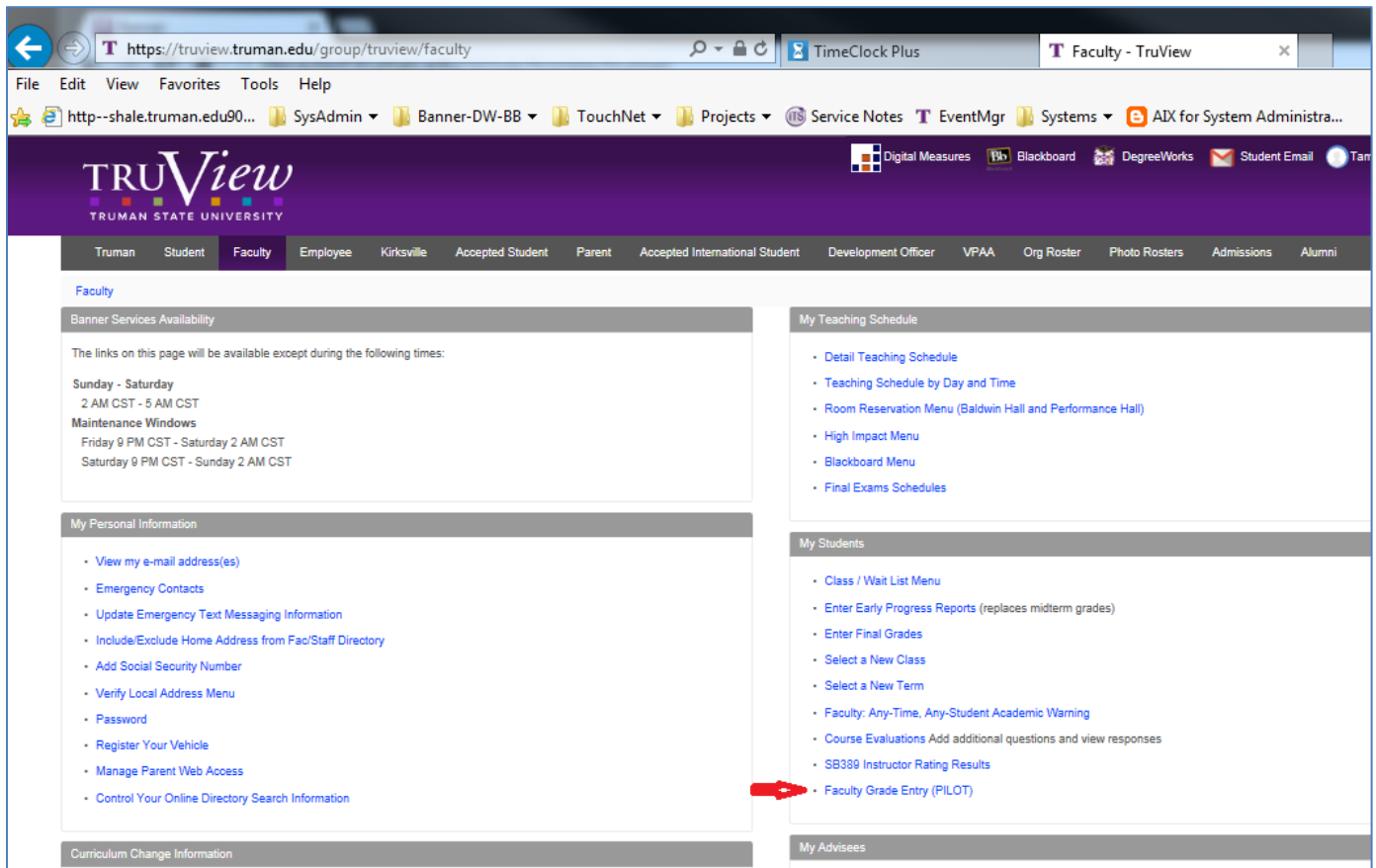## Accessing the Faculty Grade Entry application

To access the new Faculty Grade Entry application, log into TruView using your normal credentials and then go to the Faculty Tab. The new link is in the My Students channel and is labeled 'Faculty Grade Entry (NEW)'.

The other "old" final grade link is still available to you and is the third link down from the top in the same My Students channel. It is labeled "Enter Final Grades". You will use this link if you run out of time or run into issues trying to use the new Faculty Grade Entry process. It is critical that the grade processing schedule not be disrupted by the new application.

NOTE: The links "Enter Final Grades" and "Faculty Grade Entry (NEW)" are just two interfaces to the same data. Grades entered into either interface are viewable and updateable (while grades are open for entry) from either link. You can use either link to complete your grading without any impact to the final objective of entering grades for your students in your courses.

The Faculty Grade Entry application

Click on the link "Faculty Grade Entry (NEW)" to access it. This screen shot is similar to what you will see – the difference will be the list of courses you have taught as the primary instructor.

Unlike the Final Grades link which is controlled by the Term you select in the Select a Term Functionality, this application doesn't have a Term Selection process. The order of presentation of course data is controlled by clicking on the column headers. Therefore to get your course list in order by term, click on the Term column header. The sort order toggles between ascending and descending and by clicking multiple times on the column header it will begin toggling between ascending and descending order.

Faculty Grade Entry Screen:

Quick highlight of the Faculty Grade Entry application includes these items.

1. The Faculty Grade Entry tool as delivered can be used for midterm grades, final grades and they just released a gradebook option. At this time Truman only plans to use the Final Grades option so the Final Grades tab is the one you will want to be sure you are on. When you are on that tab it will turn navy blue. The system defaults to Final Grades.

2. The **Term** column will help guide you to selecting the courses that you need to be grading for the current final grading cycle. Clicking on the Term column header (box) will sort the courses in your list by the term. Each click on the Term column header will toggle from ascending to descending order.

3. The right hand column includes a box with two tabs. One tab is the **Getting Started** tab with general information. The second tab is **Course Details** and this tab will give you a summary for the active course (a course is made active by selecting on a specific course in the course list table on the left hand two-thirds of the window).

4. Tools is a drop down window which includes the options to export your class lists and import grades. This will be covered in more detail later.

5. You can change how many courses appear on one page by using the drop down box indicated by arrow #5. By default 5 courses per page will be displayed. Changing the number, along with the size of your screen, will determine what you seen at one time. You will likely need to scroll down to see all information presented on the screen.

6. Grade Status column is white when no grades have been entered, yellow when some grades have been entered, and green when all students in the course have been graded.

after grade ACCT course

7. Course Details tab contains a lot of information:
   - A summary of the course starting with Subject, Course number, and Section, next Course Title and CRN. The number of students Eligible, Registered, and Graded Final (this is the one impacted by the progress of your grading).
   - If you click on a student then the **Student Details** box will also show and it includes Registration Status, Credits, the email address for your student (which from your University PC should work to automatically open an email to the student), and the student's picture. If no student picture is available you will get a generic grade figure silouette. The final line is the grade rolled date.

Sorting your courses

Courses can be sorted by most of the columns with an up or down arrow in the right most end of each column header. If a column does not have any up or down arrows in the column header, that column cannot be used to sort the courses.

You will want to click on the **Term** column header to sort your classes by term and get your current grading term courses to the top.

<u>For Manual Grade Entry</u>

Click on a course entry to begin grading that section

You will get something like this:

The course you select will be highlighted, the **Enter Grades** section of the screen will display the students registered in that course. The **Course Details** window will detail the number registered in the course and how many have been graded so far. It also includes a yellow highlighted box with how many grades remaining you have to complete the grade entry for this course.

You can increase the number of students presented for grading by increasing the **# Per Page** (the last line in the red **Enter Grades** box).

Enter grades and save. You can select a grade from the drop down list or type in a grade. You do not need to enter all grades at once.

IMPORTANT: For any grades that require a Last Attend Date, be sure to fill that column in also for students receiving those grades - same requirements for this grade entry interface as there are for the normal final grade entry interface.

To complete manual grade entry, enter grades (and last attend date when required) for each student registered in each of your courses. Each completely graded section should have a green grading status column and when you click on the course, it should state the same number of students graded as registered (and you will no longer have the yellow box summarizing how many grades are remaining).

Export Course Rosters (Optional)

Faculty Grade Entry includes the functionality to allow all registered students in a course to be exported. This can be used for a number of tasks include grade processing and grade verification

Select the course you want to export to Excel and then click on the **Tools** drop down in the top right.
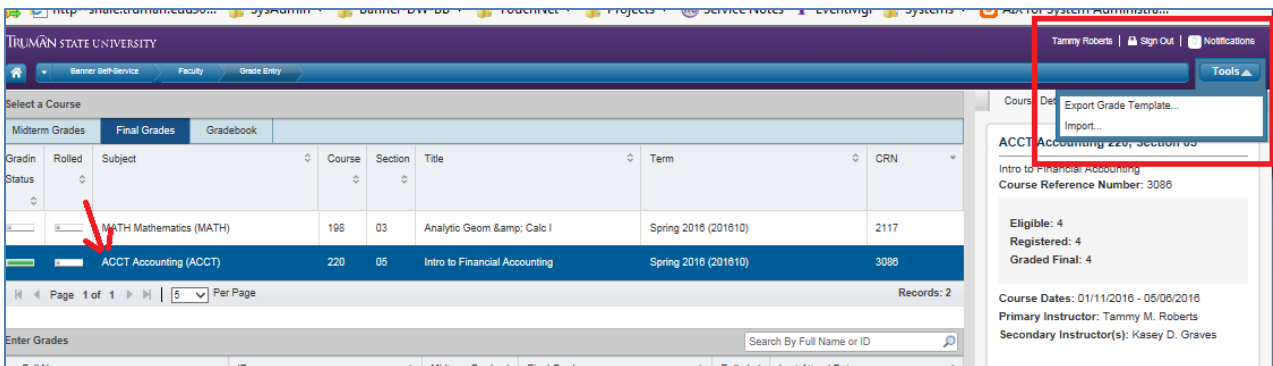
Select "Export Grade Template"

Next you are prompted to select an **Export Template**. Both options are Excel spreadsheet templates. Either should work in general. If you have older MicroSoft Office tools you might need to select the top choice (.xls).
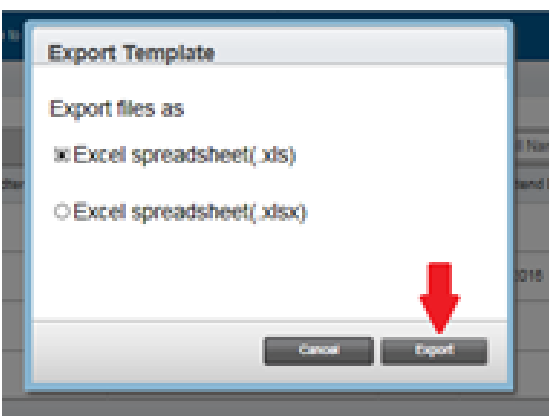
Then click on the **Export** button to export the select course to Excel. Depending on your browser and some other specifics related to your machine environment, you will get a download file that may prompt you for where it goes or it may go to a default location. If you get prompted for where to place the file, you should something similar to this.
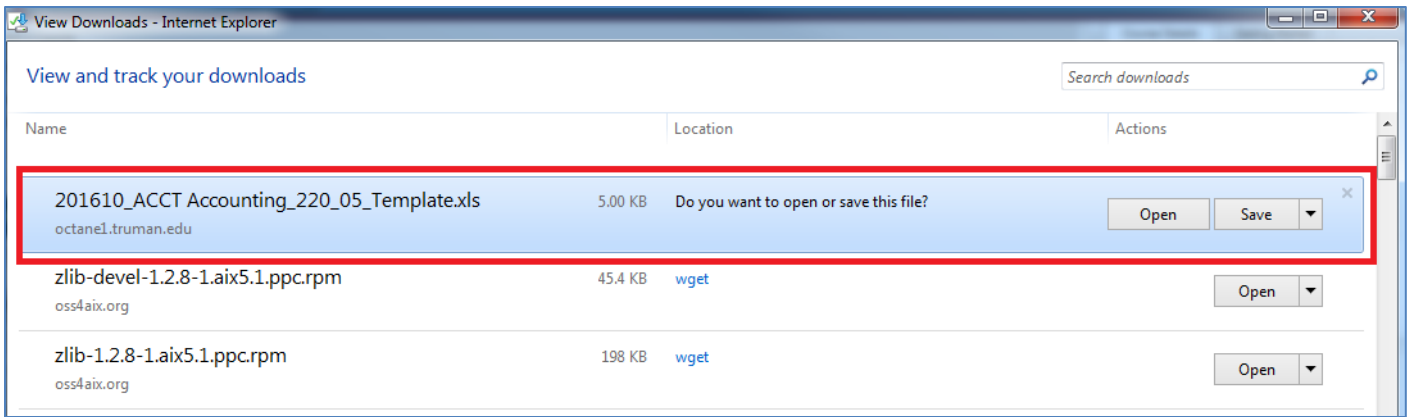
Note: The naming standard for the exported file:
<term>_<Subject and Subject Title>_<Course Number>_<Section>_Template.<xls or xlsx>
(or xlsx depending on which export template you selected).

Select the drop down box beside the **Save** button to get to a Save as and then you can save this to a location you would like the file saved to instead of a default location. As always, *proper handling and storage of this sensitive data needs to be adhered to.*
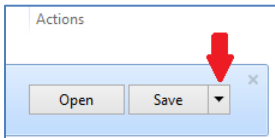
This is the example test file of the information that is included in the exported spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Term Code	CRN	Full Name	ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	201610	3086	Hamilton, John J.	999115499	No	No	ACCT Accounting	B				Any date allowed
3	201610	3086	Kennedy, Tracy	999115444	No	No	ACCT Accounting	F	3/2/2016			Any date allowed
4	201610	3086	Lincoln, Karen A.	999115407	No	No	ACCT Accounting	D				Any date allowed
5	201610	3086	Washington, Anna M.	999118333	No	No	ACCT Accounting	A				Any date allowed
6												
7												

Import Grades from a Spreadsheet (Optional)

Faculty Grade Entry includes the functionality to allow grades to be imported for a selected course.

Select the course you want to import grades for from an Excel file and then click on the **Tools** drop down in the top right.
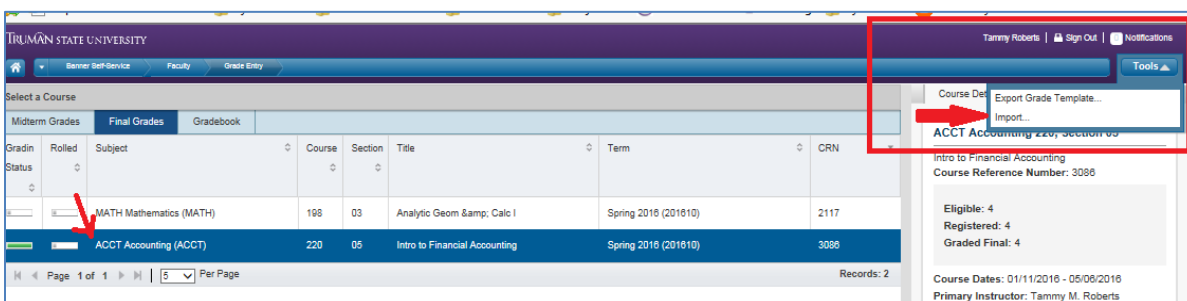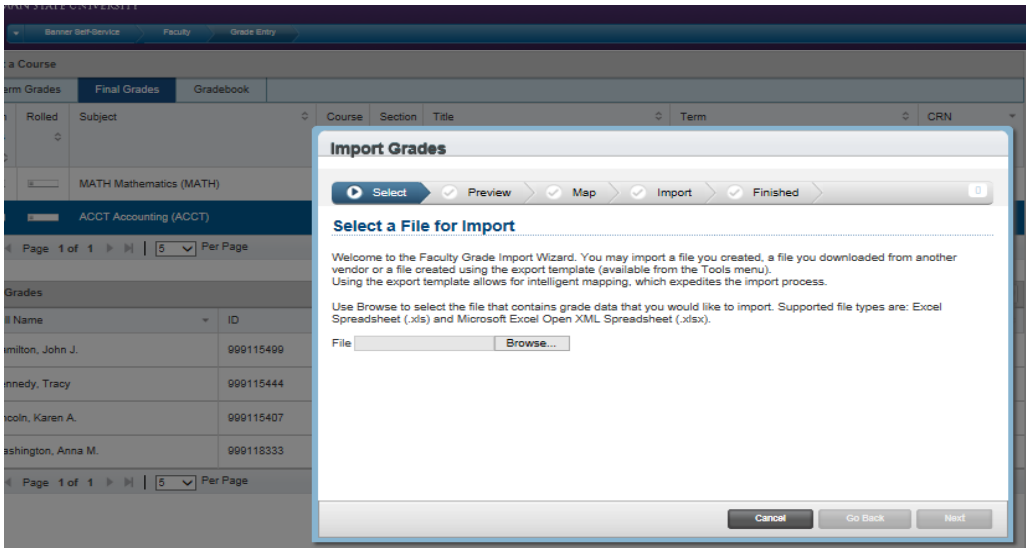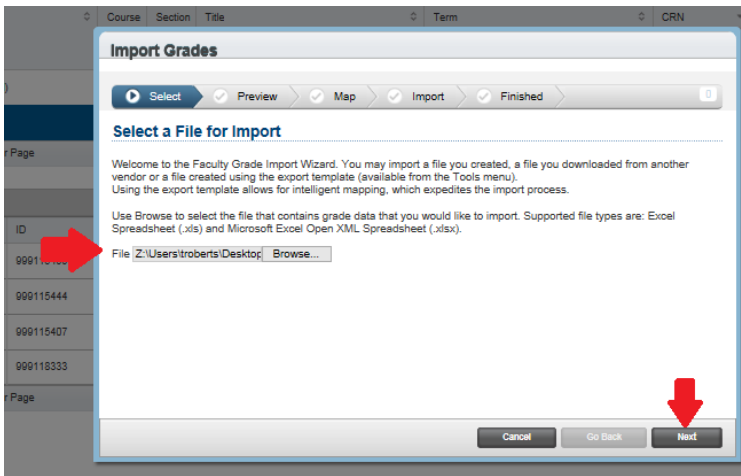
Select **Import…**

This starts a five step process that walks you through importing grades from an Excel file.

Select: **Select a File for Import**. Click on the **Browse** button and navigate to the location where your file is with the grades to be imported.

Select your file and then select **Next**

A Preview Window will display the first few rows of your import file. You need to check a box if your file have headers or uncheck the headers box if the import file does not have headers. If your file has headers it will display the column headers and the first few data rows. The slide bar can be used to see additional columns if needed. If the data looks correct, select **Next**.
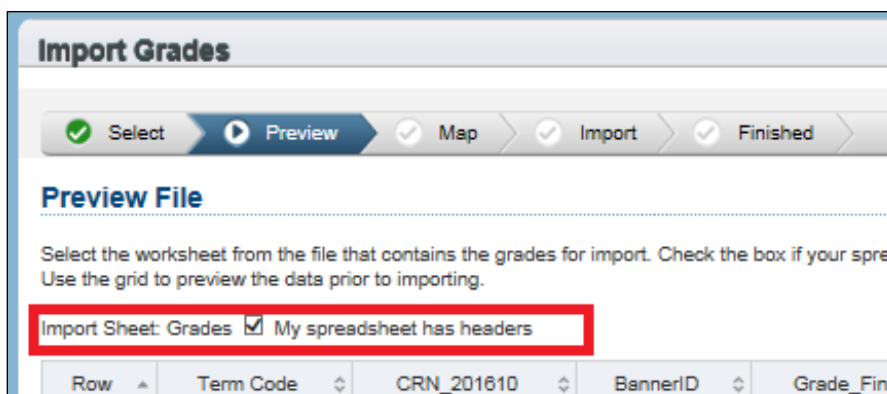
The next step is **Map**. If you used an Export file from Faculty Grade Entry, the headers will match what it expects and it will auto map your columns. If you use your own spreadsheet and you use the same header labels that Faculty Grade Entry uses, it will auto map your columns. If you use your own spreadsheet with your own labels, you can easily map the columns in this step. Once the mapping is complete, click **Next**.

Example with auto mapping: The column names match the column names it expects and so they are auto mapped and filled in.

Example with manual mapping: Any columns with a column header that matches a column the import tool expects will auto map. In the example below the **Term Code** is auto mapped and the other columns fill in with Ignore by default. This will need to be updated for all columns that contain data needed for the import.

In the red highlighted box are the instructions for mapping data and the minimum required data items for the import process: Student ID Number, Term, and CRN of the course. For import grading the grade is also required. For grades that require a last attend date, a last attend date column would also be needed in the import file or last attend date will have to be entered manually after the import.

To map a column, click on the drop down box above the column header to be mapped and select the appropriate mapping column header. The column "CRN_201610" is the "CRN" column for mapping purposes.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Facu
page.

* Student ID * Term * CRN are required fields. Those must be mapped in order to continue the import p

| ✔ Term Code* | ✔ CRN* | Student ID* | Final Gr |
| Last Attend Date | Incomplete Final Grade | Extension Date | |

→	Term Code* ⌄	CRN* ⌄	Ignore ⌄	Ig
Row ▲	Term Code ⇕	CRN_201610 ⇕	BannerID ⇕	
1	201610	3086	001205444	A
2	201610	3086	000996708	B
3	201610	3086	000703030	F

Complete the mapping for all columns needed for the import.

Import Grades

| ✔ Select | ✔ Preview | ✔ Map | ▶ Import | ✔ Finished | 0 |

Importing will overwrite existing data that has not been rolled. Blank data will be ignored.

The following 4 records will be imported:

Term Code ▲	CRN_201610 ⇕	BannerID ⇕	Grade_Final ⇕	AttDate ⇕
201610	3086	001205444	A	
201610	3086	000996708	B	
201610	3086	000703030	F	04/12/2016
201610	3086	000674244	C	

0 records containing errors will not be imported. 0 unchanged records will not be imported. Download the validation report

| Cancel | Go Back | Import |

Once mapping is complete, click Next on the Map page to move on to the **Import** step. The **Import** step presents a sampling of the mapped data as it will be imported. If everything looks correct, click on the **Import** button. A summary of the import is presented.
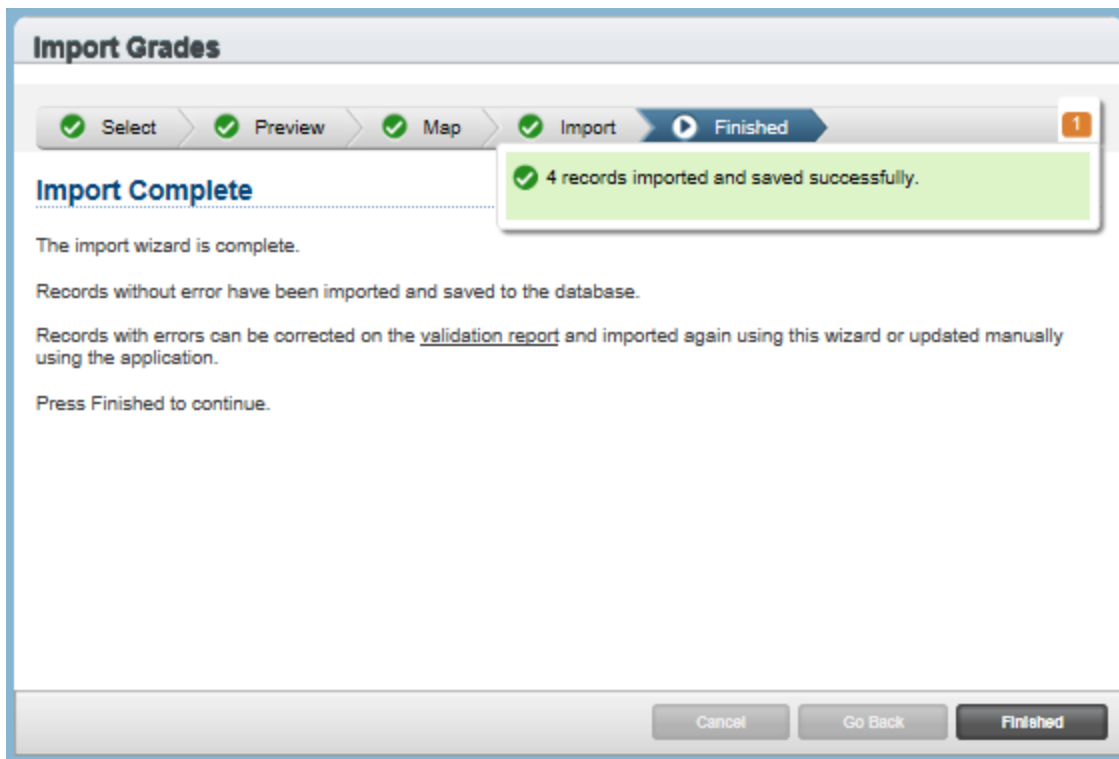
Click **Finished** to complete the import process.

You will be returned to the main page in the Faculty Grade Entry. You can complete your review/grading of your courses and grades to ensure everything is accurate.