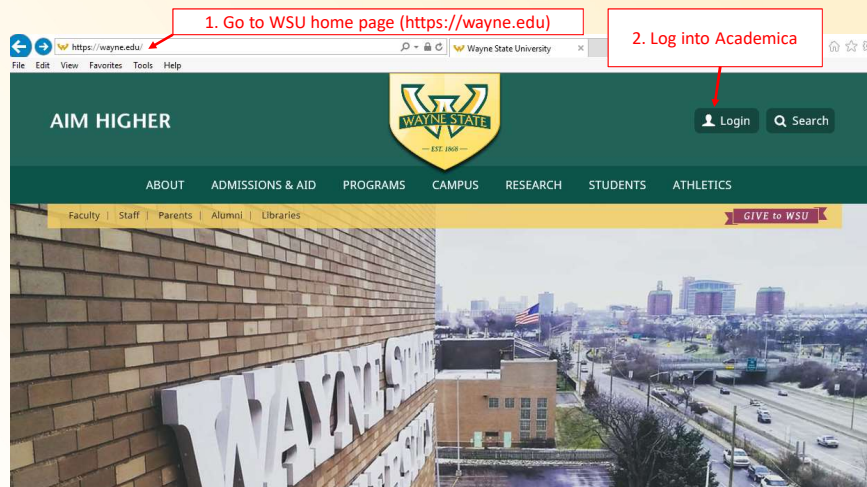


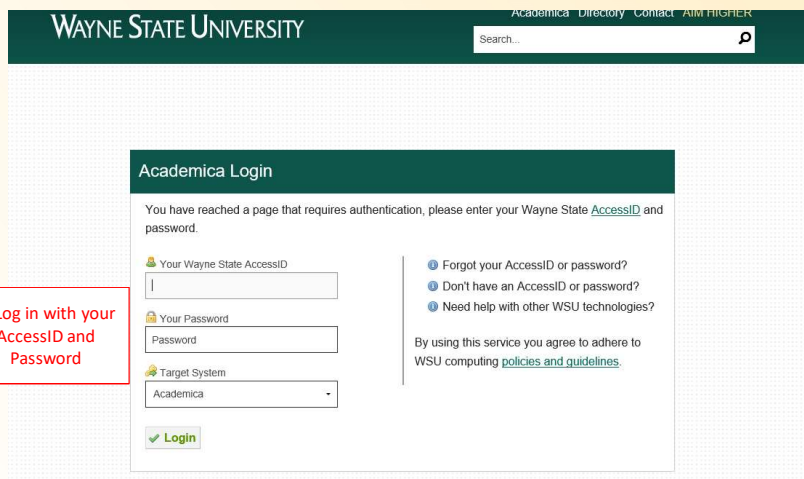
Banner XE Faculty Grade Entry



1. Go to WSU home page: <https://wayne.edu/>
2. Click on Login to log into Academica



3. Log in using your AccessID and Password



The image shows the Wayne State University Academics Login page. At the top, there is a dark green header with the text "WAYNE STATE UNIVERSITY" and a search bar. Below the header, the page title "Academica Login" is displayed. The main content area contains a message: "You have reached a page that requires authentication, please enter your Wayne State [AccessID](#) and password." There are three input fields: "Your Wayne State AccessID", "Your Password", and "Target System" (a dropdown menu currently set to "Academica"). A green "Login" button is at the bottom. To the right of the input fields, there are three links: "Forgot your AccessID or password?", "Don't have an AccessID or password?", and "Need help with other WSU technologies?". Below these links, a small text block states: "By using this service you agree to adhere to WSU computing [policies and guidelines](#)."

3. Log in with your AccessID and Password



- 4. Click on Faculty Instructional Resources
- 5. Click on Faculty Grade Entry

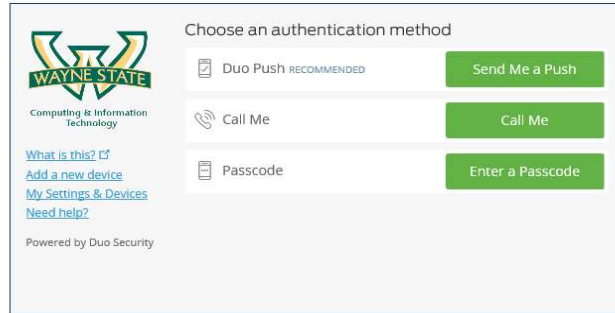
- Faculty Instructional Resources
 - Advisors Menu
 - Blackboard
 - Course Evaluation Office
 - Degree Works Advising
 - Download Classlist
 - Early Assessment Grades
 - Faculty Enlight
 - Faculty Grade Entry
 - Final Grades
 - Grade Change
 - Knowledgebase
 - Other Services
 - Schedule of Classes
 - Scoring Services
 - STARS
 - Student Evaluation of Teaching Reports
 - Student Menu
 - Workflow Worklist

4. Click on Faculty Instructional Resources

5. Click on Faculty Grade Entry
The link currently includes the word (New)



6. Log into Duo Authentication



The screenshot shows the Duo Authentication interface. On the left is the Wayne State logo and the text "Computing & Information Technology". Below this are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". At the bottom left of the interface, it says "Powered by Duo Security". The main area is titled "Choose an authentication method" and contains three rows, each with an icon, a label, and a green button:

Icon	Label	Button
	Duo Push RECOMMENDED	Send Me a Push
	Call Me	Call Me
	Passcode	Enter a Passcode

If you experience issues with Duo Authentication, please call the C&IT Helpdesk at (313) 577-4357. You should specifically tell them you are having issues with Duo Authentication. If you indicate that you're experiencing issues with grades, the help desk will refer you to the Office of the Registrar. Our office is unable to resolve Duo Authentication problems.



Selecting a Course



1. Click on the Course you want to grade
2. Review information in the Course Details tab on the right

1. Select a Course

2. To review course details please select arrow

Change the number of courses displayed by clicking on the Per Page dropdown

There are two status indicator bars for each courses: grading status and rolled. If the grading status bar is green, then the course is 100% complete. Any grade rolled cannot be edited. Students cannot see grades until they are rolled. This occurs overnight following your submission.

SAVE often and do not proceed to next page without saving or your grades will not record.

Course detail information

Student detail information

Entering Final Grades

Important: SAVE frequently to ensure grades are recorded. The Save Button must be clicked on **each page** (do not proceed to the next page without saving) or grades will not record.

NOTE: If the application has been inactive for 60 minutes, the session will time out for security reasons. A notification bar will first appear then, if not responded to, the application will close and any changes not saved will be lost.

GRADES ROLL NIGHTLY – do not enter temporary grades. Students can only see grades once they have rolled. Once grades roll, changes can only be made via the Grade Change form in Academica.



1. Select a student from the Enter Grades section below the course list
2. Enter in grade for the student selected
3. Hit Save

The screenshot shows the 'Faculty Grade Entry' page. At the top, there's a navigation bar with the Wayne State University logo and a user profile for 'Mark A Jacek'. Below that, a green notification bar says 'Save Successful'. The main content area is titled 'Faculty Grade Entry' and contains a 'My Courses' table. The table has columns for 'Courses', 'Credits', and 'Sections'. Below the table, there's an 'Enter Grades' section with several input fields and a 'Save' button. Red callout boxes point to specific elements: '1. Select a Student' points to the 'Full Name' field, '2. Enter in grade' points to the 'Final Grade' field, and '3. Save' points to the 'Save' button. Another callout box points to the 'Per Page' dropdown menu, indicating it can be used to change the number of records displayed.

Notification center with Save Successful message

1. Select a Student

2. Enter in grade

3. Save

Change the number of records displayed by clicking on the Per Page dropdown.



For an Incomplete or Failing grade, a last date of attendance is required. If you fail to enter an LDA, you will receive an error message prompting you to do so.

Notification center with error messages

The screenshot shows the Wayne State University Faculty Grade Entry interface. At the top right, a notification center displays four error messages: "A last attend date is required for this grade." Below the notification center is a table with columns for Full Name, ID, Midterm Grade, Final Grade, and Last Attend Date. Red exclamation points are visible in the Last Attend Date column for several rows. The interface also includes a 'My Courses' section with course details and an 'Enter Grades' section with a search bar and a table for grade entry.

Students with an error will have a red exclamation point next to the error, "A last attend date is required for this grade".

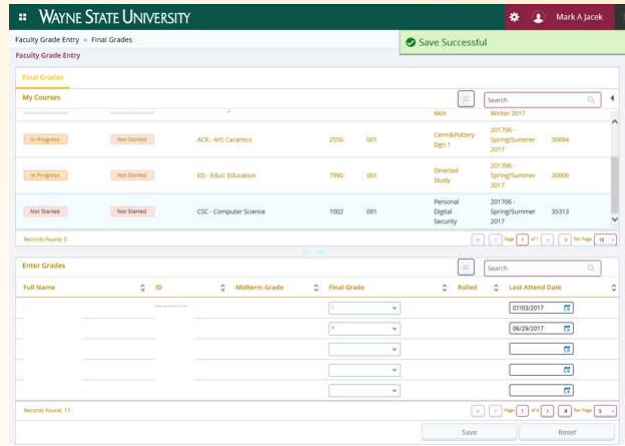


Enter in a last date of attendance by either using the calendar icon or typing in a date (i.e. 11/24/2015). The date must be within the dates of the course (please see dates in Course Details section).

This screenshot shows the same Faculty Grade Entry interface as the previous one, but with a calendar pop-up open over the 'Last Attend Date' column. The calendar is set to July 2017 and shows the date 27th selected. The error messages and red exclamation points are still present in the background.



Grades successfully save when last date of attendance is entered.



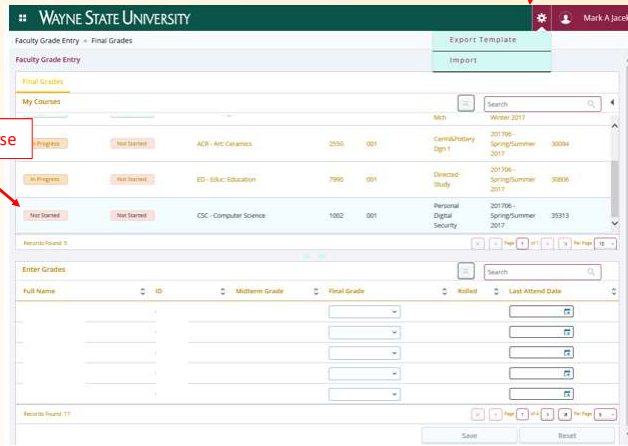
Export/Import Tools (preferred method)



1. Click on the course to be exported
2. Click on Tools button
3. Select the Export Grade Template

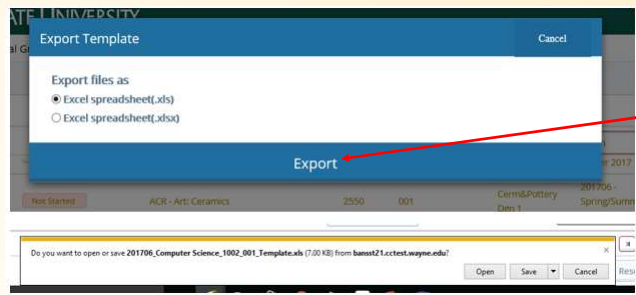
2. Click the Tools Icon
3. Click on Export Template

1. Select a Course



4. Click Export
5. Save the file

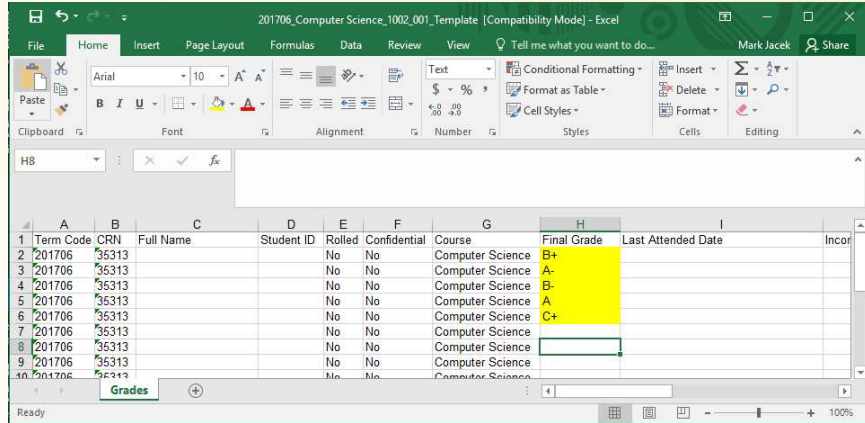
4. Click Export



5. Save the file to your selected location



6. Open up Excel spreadsheet, enter in grades (and Last Date of Attendance where appropriate) and Save Excel spreadsheet with updated grades.



7. Go back to the Tools button and click Import

7. Click Tools Icon and then Import



8. Upload the Excel File.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Click on Browse to find your file and then hit Upload. Then click Continue.



9. Click Continue

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	In
1	201706	35313		()	No	No	Computer Science	B+		
2	201706	35313		()	No	No	Computer Science	A-		
3	201706	35313		()	No	No	Computer Science	B-		

Go Back

Click Continue



10. Make sure that the columns from the import spreadsheet are mapped correctly. Make sure that the following columns have green checkmarks: Term Code, CRN, Student ID, Final Grade and Last Attend Date.

Term Code, CRN and Student ID must be mapped.
(Student ID can be Access or Banner I.D. with leading zeroes)



11. To Import grades, click Continue

Notification of how many grades will be imported and if there are any errors.
If there are errors, you can click on "Download the validation report" to view errors.

Click Continue



Validation Report

Notifications of no errors and errors.

Error	Term Code (CRN)	Full Name	Student ID	Failed	Confidential	Course	Final Grade	Last Attended Date	Incomplete	Final Grade	Extension
	201708 76313			No	No	Computer Science B+					
	201708 76313			No	No	Computer Science A-					
	201708 76313			No	No	Computer Science B-					
	201708 76313			No	No	Computer Science A					
	201708 76313			No	No	Computer Science C+					
	201708 76313			No	No	Computer Science I					
	201708 76313			No	No	Computer Science F					
	201708 76313			No	No	Computer Science I		08/07/2017			
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					
No new data imported	201708 76313			No	No	Computer Science					



12. Click Finish.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Import Complete

The import wizard is complete.

5 Records without error have been imported and saved to the database.

Records with errors can be corrected on the **validation report** and imported again using this wizard or updated manually using the application.

Finish



13. Check that the grading status indicator bar in the Course Section is green to ensure grades were imported.

WAYNE STATE UNIVERSITY

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	CTE - Educ: Career and Tech Educ	6999	200	Cond: Coop Opn Ed	201209 - Fall 2012	16587
Completed	Completed	BIO - Biological Sciences	1510	002	(LS)Bas Lf Mch	201701 - Winter 2017	22137
In Progress	Not Started	ACR - Art: Ceramics	2550	001	Cerm&Pottery Dgn 1	201706 - Spring/Summer 2017	30094
In Progress	Not Started	ED - Educ: Education	7990	001	Directed Study	201706 - Spring/Summer 2017	30806
In Progress	Not Started	CSC - Computer Science	1002	001	Personal Digital Security	201706 - Spring/Summer 2017	35313

Grading Status indicator bar. If says "Completed", then course has been 100% graded. If says "In Progress", then there are still students that need to be graded.



Information regarding Final Grades can also be viewed at :

<https://reg.wayne.edu/faculty/final-grades-proc>

For questions or feedback, please contact:

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(313) 577-3537

