Through the myNortheastern portal, select SSB – Self Service Banner.

Click on **Faculty Grade Entry** under **Faculty Services** Tab.

You will see a list of your course that are available for grading in the following order.

1) **Completed**: indicates that all grades for this section of the course have been submitted.
2) **In Progress**: indicates that some but not all grades for this section of the course have been submitted.
3) **Not Started**: indicates that no grades for this section of the course have been submitted.

The default display is 10 courses per page with grading status **Completed** first, you will see the courses you previously taught. You may need to navigate to multiple pages to view all your courses even if you increase the per page count. **Not Started** will be at the bottom of the list. You can sort by grading status or use the search function to find the section(s) you wish to grade.

You can utilize the search box to find your courses by subject, course, section, title, CRN, etc.
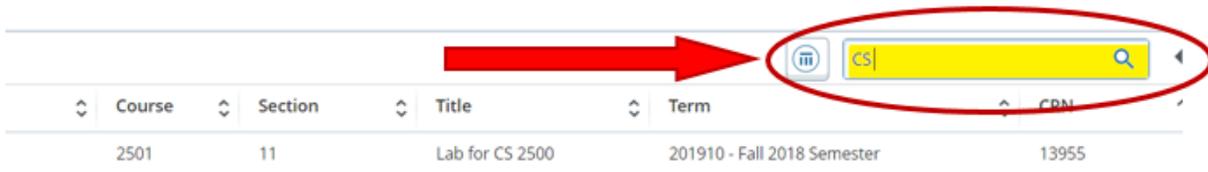
Columns are sortable, you can click the **Grading Status** column twice to adjust the sort.
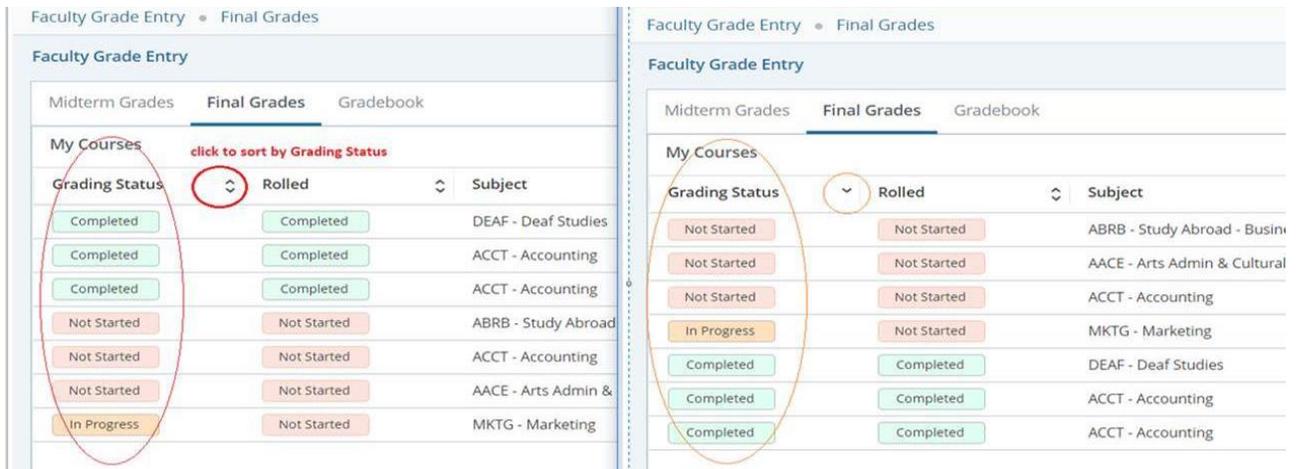
To review the **Course Details** for the selected course, click the arrow (highlighted in yellow) to the right of the Search box. **Course Details** will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and any secondary instructors.

Grading Option 1:

Click the **Grading Status** button for the course you are going to grade, scroll down to the Enter Grades section to see the grading roster for this course.

Select the grade from the **Final Grade** drop-down menu. Once all grades have been entered on the page, click **Save**.

Grades saved but not yet rolled by the Office of the Registrar will be blank under the **Rolled** column.

Once the 'roll' has occurred after the grading deadline, a green checkbox will appear next to every student in the **Rolled** column. This indicates that students can now view their final grades.

Grading Option 2: Import an Excel Spreadsheet Grade Roster

Click the Tools icon in the top right corner (looks like a gear).

Language Setting

About

Export Template

Import

Course		Section		Title		Term		CRN
2501		11		Lab for CS 2500		201910 - Fall 2018 Semester		13955

|K| < | Page 1 of 1 | > | >| | Per Page

▲ ● ▼

⬓ Search

	Final Grade		Rolled		Last Attend Date		Hours Attended
	A-		✅				
	B		✅				

Click **Export Template**. Select the Microsoft Excel format you wish to use and click **Export**.

Export Template   Cancel

Export files as
⦿ Excel spreadsheet(.xls)
◯ Excel spreadsheet(.xlsx)

Export

| | CS - Computer Science | 2501 | 11 | Lab for CS 2500 | 201910 - Fall |

Open the downloaded spreadsheet (depending on your browser settings, you may see the downloaded file in the bottom left of your browser, saved to your computer's downloads folder, or the file may open automatically). Enable editing in the downloaded file if required.

Scroll to the right to enter grades in the appropriate **Final Grade** column. Grades cannot contain spaces, or they will not be accepted during upload.
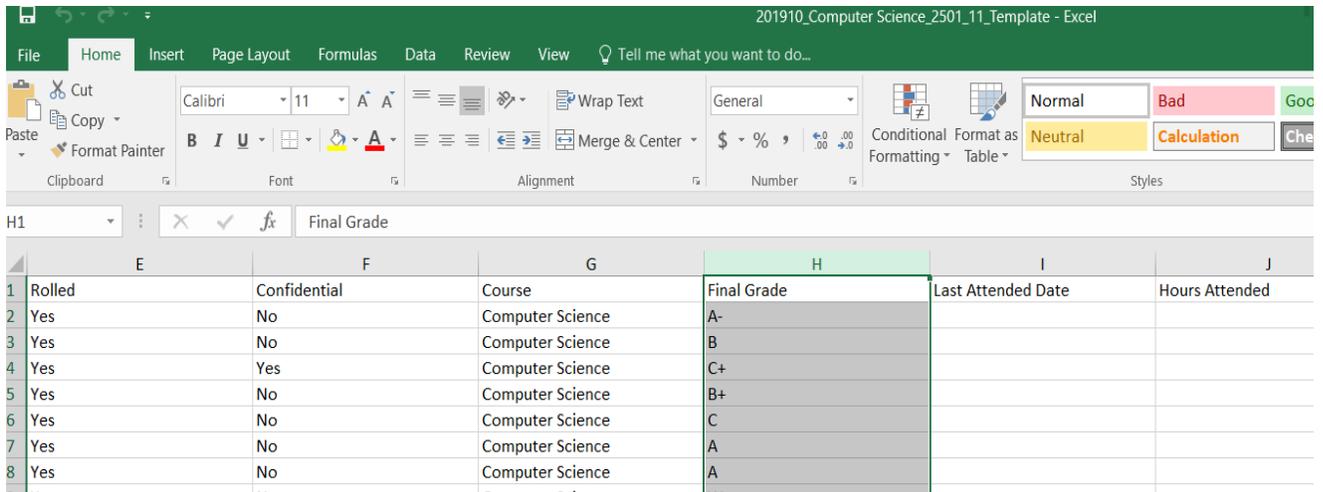
Save the spreadsheet to your computer and exit the spreadsheet.

Go back to **Faculty Grade Entry** and click the Tools icon again and select **Import** from the drop-down list.
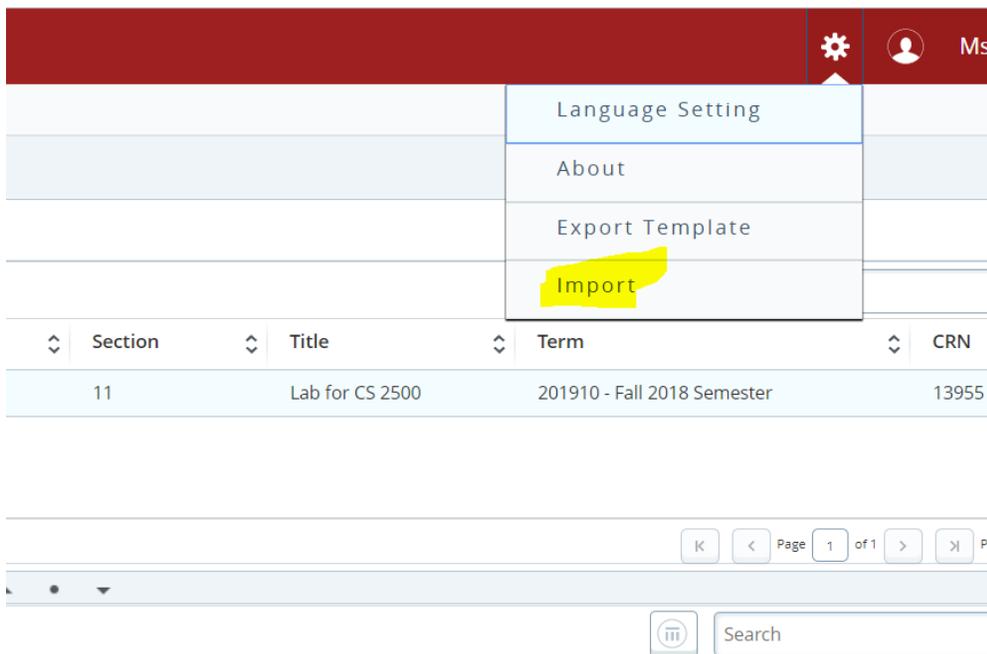
Click in the Browse field to find the file you wish to import.

Select your file and click Open. Follow the Import Wizard to upload your file.

4) Review the column mapping to ensure data is imported into the correct fields. Term Code, CRN, and Student ID are required.
5) Download the validation report to review errors.

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

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 11 records will be imported:
8 records containing errors will not be imported.
18 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	