

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

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



Faculty

- [Student Information Menu](#)
- [Term Selection](#)
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RELEASE: 8.8.3

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.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

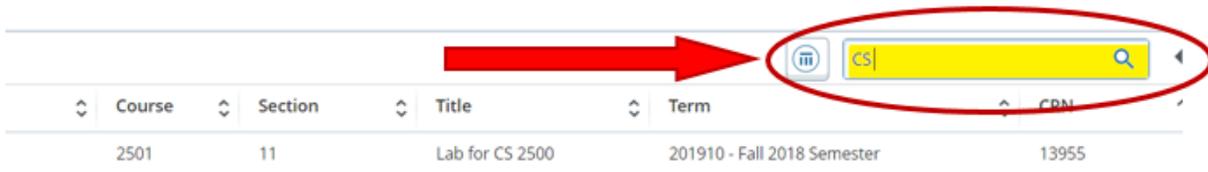
My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	CS - Computer Science	2501	11	Lab for CS 2500	201910

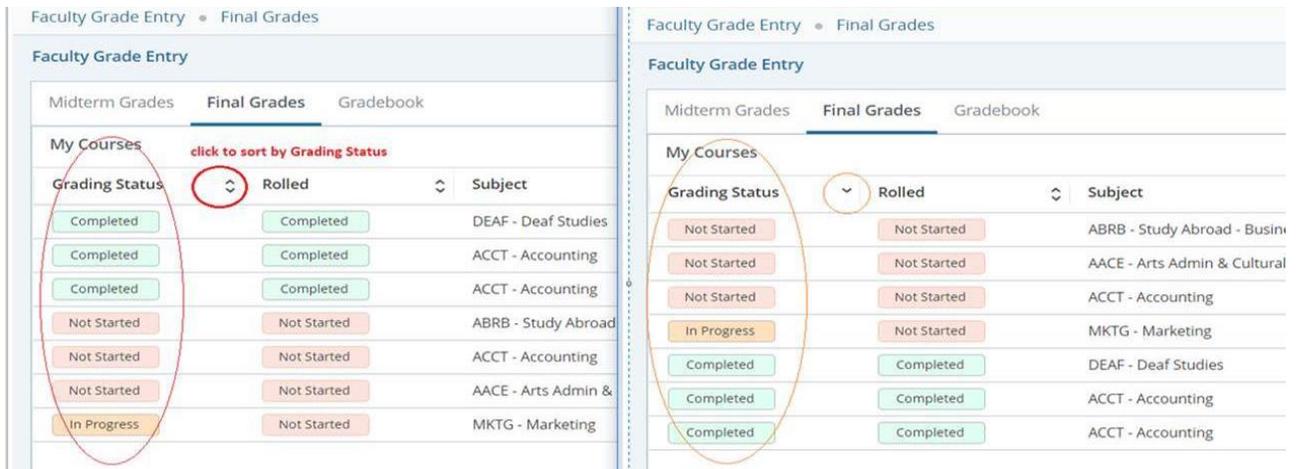
The default display is 10 courses per page with grading status **Completed** first, you will see the courses you previously taught. You may need to navigate to multiple pages to view all your courses even if you increase the per page count. **Not Started** will be at the bottom of the list. You can sort 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.

Term	CRN
201910 - Fall 2018 Semester	13955

Title	Term	Course Details	Getting Started
Lab for CS 2500	201910	CS 2501, Section 11	
		Lab for CS 2500 Course Reference Number: 13955	
		Eligible: 45 Graded Final: 45	Registered: 46
		Course Dates: 09/05/2018 - 12/05/2018 Primary Instructor: Ms Joanne Zhong Secondary Instructor(s):	
Rolled	Last Attend Date		

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.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	CS - Computer Science	2501	11	Lab for CS 2500	201910 - Fall 2018 Semester

Records Found: 1 Page 1 of

Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours At
			A-	<input checked="" type="checkbox"/>		
			B	<input checked="" type="checkbox"/>		
			C+	<input checked="" type="checkbox"/>		

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

Search

Midterm Grade	Final Grade	Rolled	Last Attend Date
	B+	<input type="checkbox"/>	<input type="text"/>

Save Reset

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.

Midterm Grade	Final Grade	Rolled	Last Attend Date
	A-	<input checked="" type="checkbox"/>	
	B	<input checked="" type="checkbox"/>	
	C+	<input checked="" type="checkbox"/>	
	B+	<input checked="" type="checkbox"/>	

Grading Option 2: Import an Excel Spreadsheet Grade Roster

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

Ms Joa

- Language Setting
- About
- Export Template**
- Import

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

Page 1 of 1

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

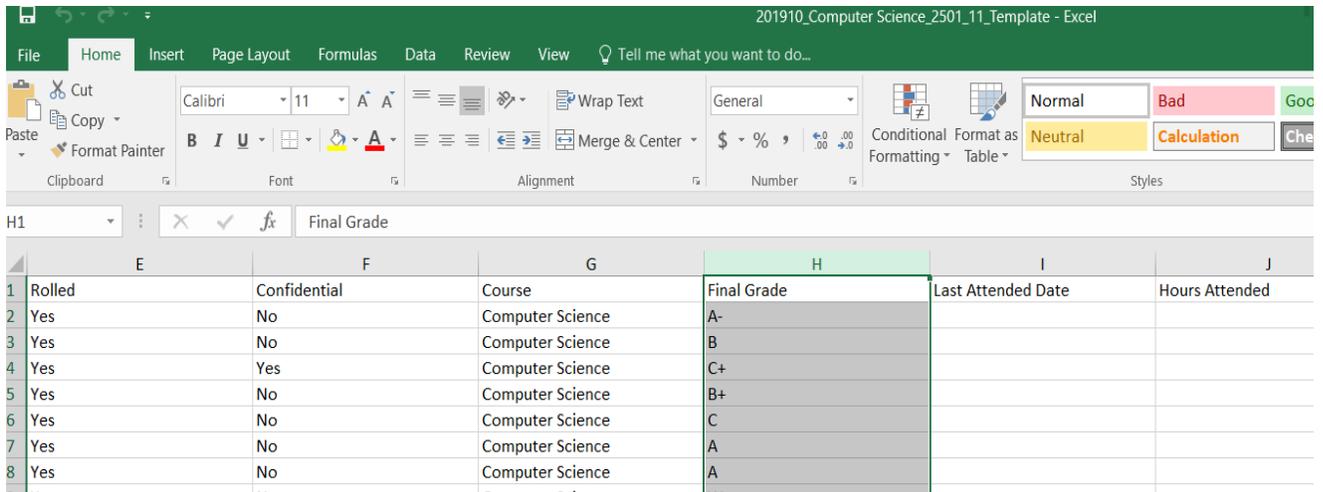
- Excel spreadsheet(.xls)
- Excel spreadsheet(.xlsx)

Export

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

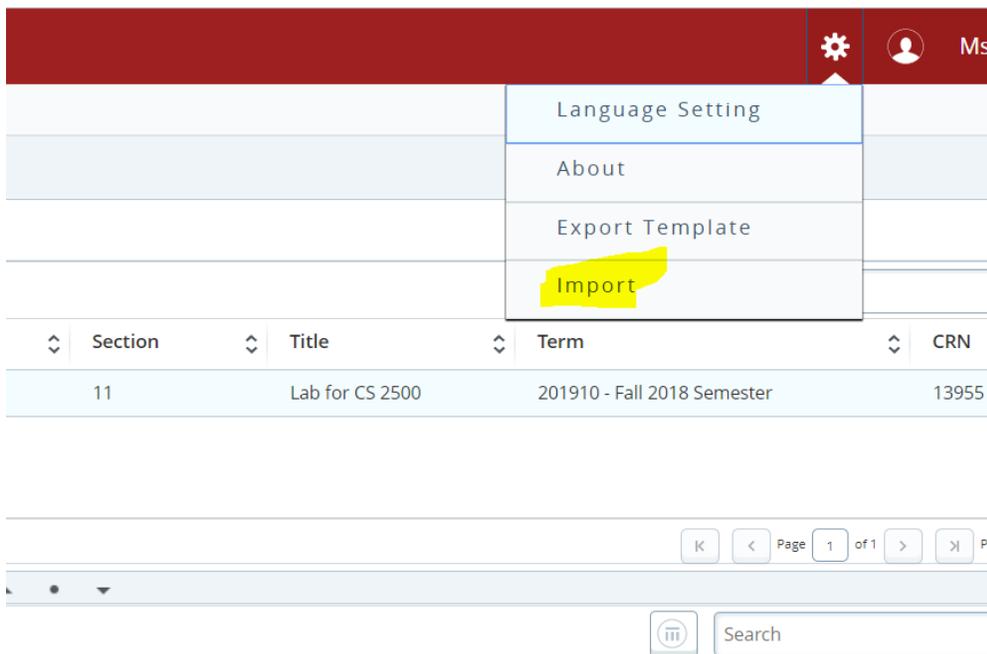
Open the downloaded spreadsheet (depending on your browser settings, you may see the downloaded file in the bottom left of your browser, saved to your computer's downloads folder, or the file may open automatically). Enable editing in the downloaded file if required.

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.

Import

Cancel

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
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