# Entering Final Grades in BannerWeb

Please note, for security reasons, your BannerWeb session will terminate if it has been inactive for more than 60 minutes. Any information that you entered but did not submit will be lost. It is recommended that you click the "Save" button often to avoid the early termination of your BannerWeb session. You must click Save before accessing successive pages of your grade sheet, otherwise your changes will be lost!

General Instructions

1. Log into BannerWeb by entering your netID and password. If prompted, read the terms of usage and click *Continue*.

3. Click on *Faculty & Advisors* to take you to the Faculty Services Menu.

4. Click on *Faculty Grade Entry*.
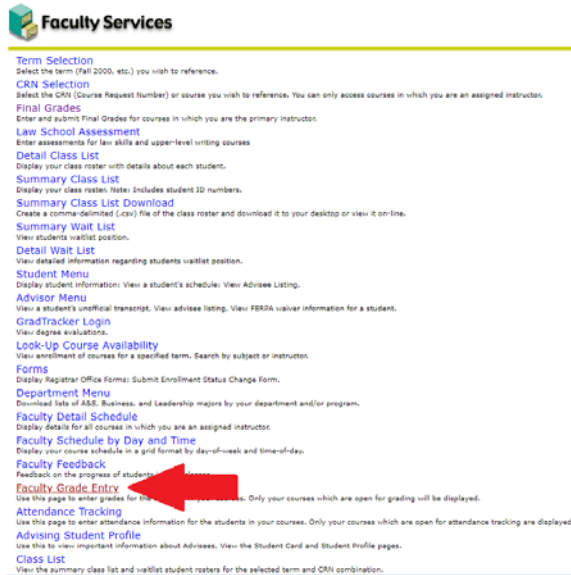
5. The screen displays the course title and CRN (Course Reference Number) for all sections in which you are the assigned instructor. You are only permitted to submit grades for courses in which you are listed as the primary instructor.

Grades may be entered either directly in BannerWeb or by downloading the student roster from BannerWeb into a spreadsheet, entering the grades, and then uploading that spreadsheet back to BannerWeb.

Option 1: Entering Grades Directly in BannerWeb

1. After clicking the CRN and student roster for the course you want to grade, you will see the list of students.
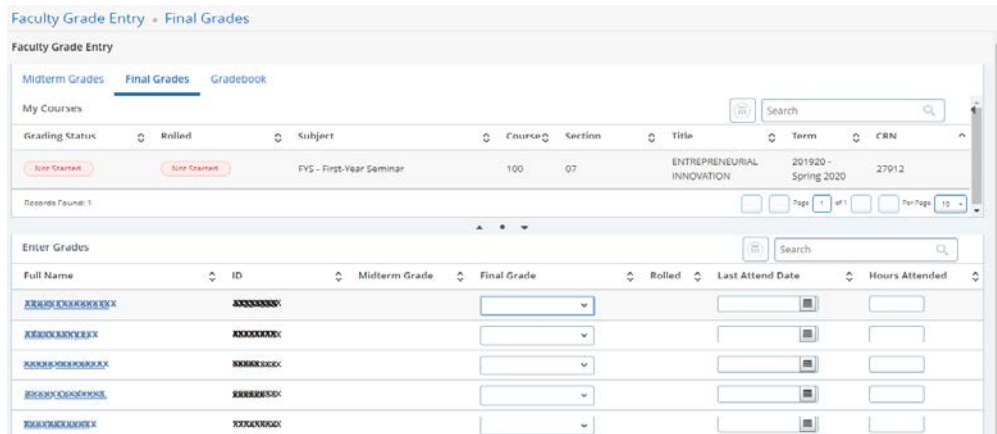

2. To enter a grade, go to the Final Grade column and use the drop-down menu to select the appropriate letter grade for each student. Do not enter any information in the *Last Attend Date* or *Hours Attended* columns as this information is not used by the University of Richmond. Students who have withdrawn or are auditing the course will have a W or Z in the grade field. Once a grade has been processed, it may not be changed using BannerWeb.
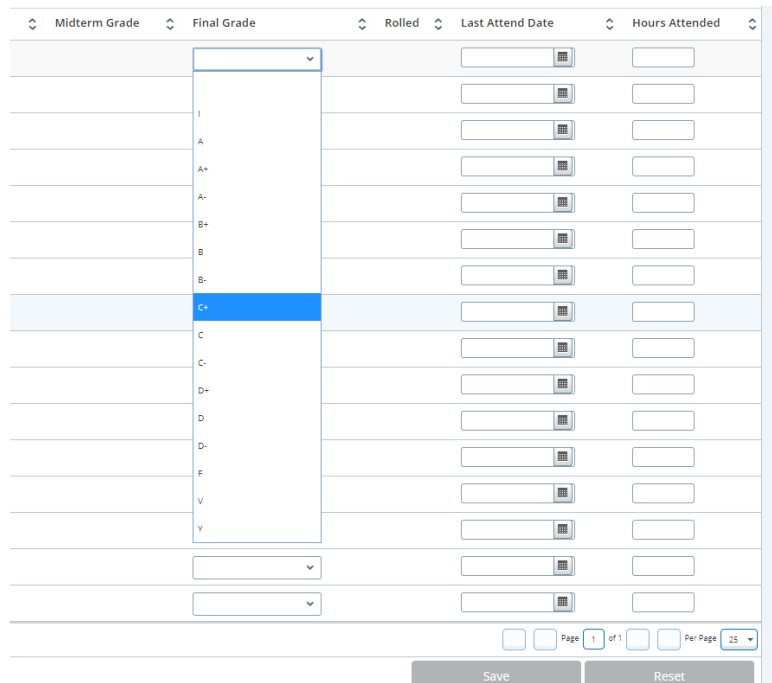
3. When all the grades have been entered for the course, click the *Save* button at the bottom of the page. If you need to start over, you can also click the *Reset* button. You may also save your work if you have partially completed the worksheet and you may return at a later date, but before the grading deadline, to finish entering grades.

The worksheet will indicate that the save was successful and show as being *Completed* in the *Grading Status* column.
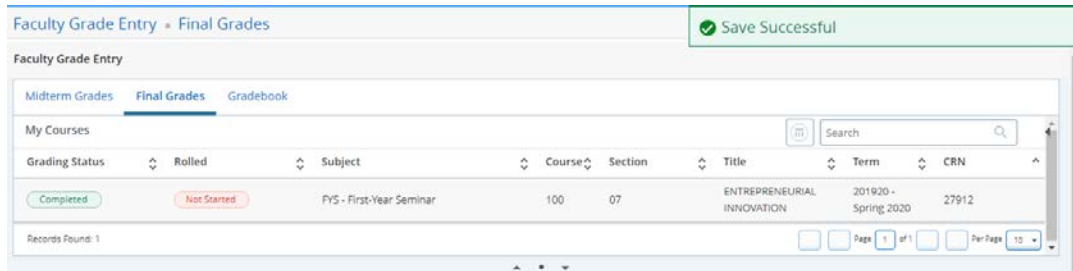
At this time, you may wish to review and print the page for your records. Simply click on your browser's print button. If you need to make changes or corrections, do so and then click the *Save* button again. You will be able to access this grade worksheet using BannerWeb to make changes until the final grade submission deadline.

Option 2: Entering Grades by Exporting the Student Roster from BannerWeb

To enter grades in Excel, you may export the student roster and then upload it when you are finished. It is important to note, **faculty should download the roster from within BannerWeb vs. just using their own spreadsheet**. Please leave all of the columns as-is in their original format and only enter grades in the grading column as the file will not upload if changes are made to the columns or if the file is uploaded with just the student and grade columns.
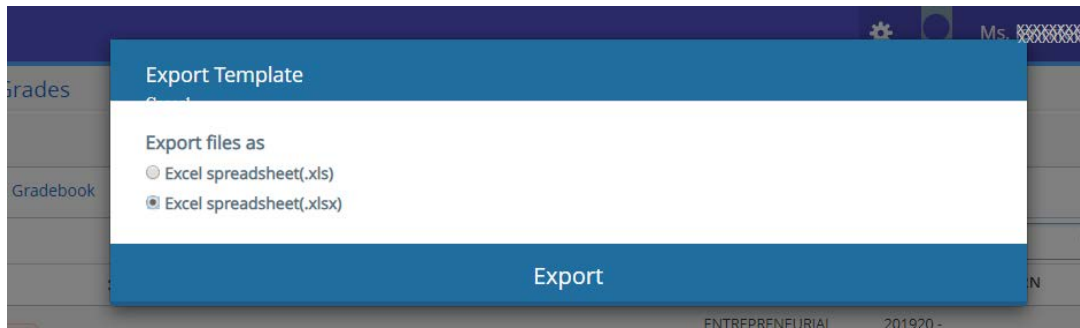
1. At the top right corner of the page, click on the gear icon.
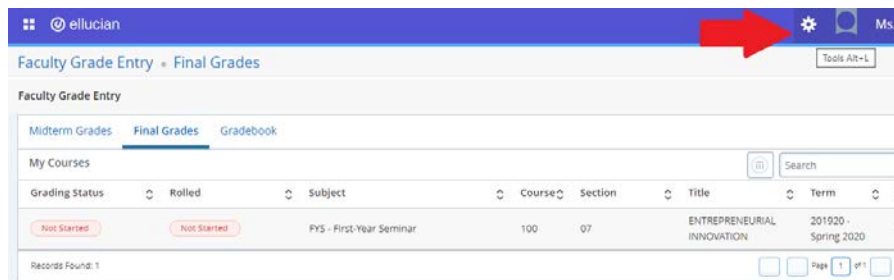
2. Select *Export Template* from the menu.
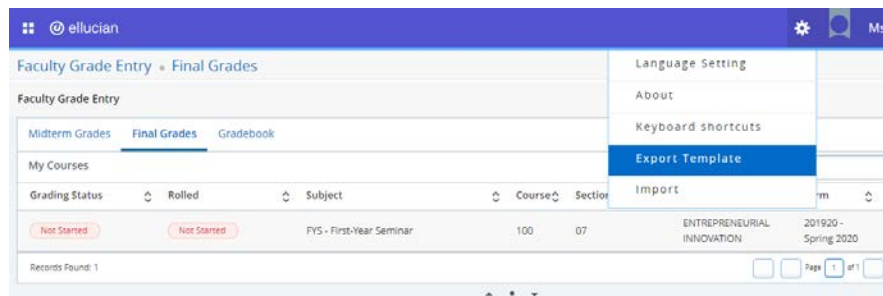
You will be asked to select which Excel save extension to use. After you select one (depending on your computer's version of Excel), click the *Export* button.
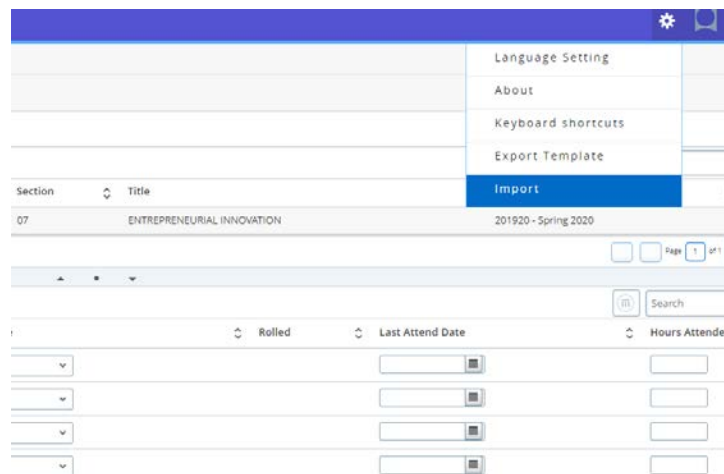

3. Open the Excel file—you may be prompted to enable editing—and begin entering grades in the *Final Grade* column.


Leave all other columns as-is. When you are finished, save the spreadsheet and then upload it to BannerWeb.

4. To upload, go to back to the Faculty Grading Form in BannerWeb and click on the gear icon in the top right corner, then click on *Import*.

5. You will be prompted to locate the file from your computer. Click the *Browse* button to retrieve the file and then click *Upload* to upload it to the BannerWeb server.
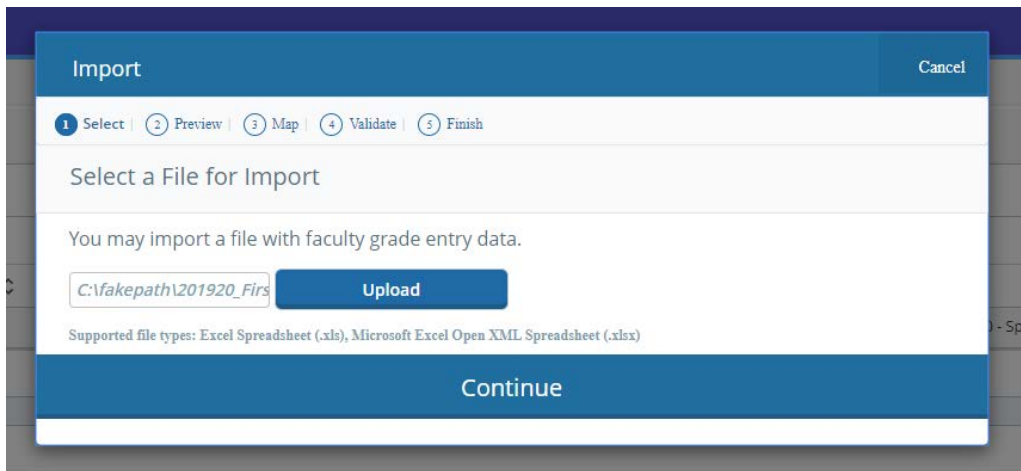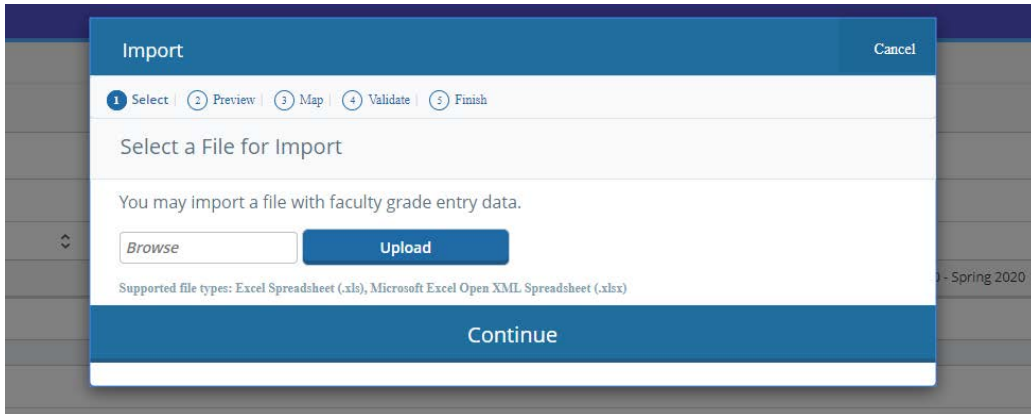
6. Click the *Continue* button when you have finished the upload.

7. A series of prompts will appear to complete the process. First, you will be asked if the spreadsheet has headers, which it does, so leave the box that reads *My Spreadsheet has headers* checked and click *Continue*.
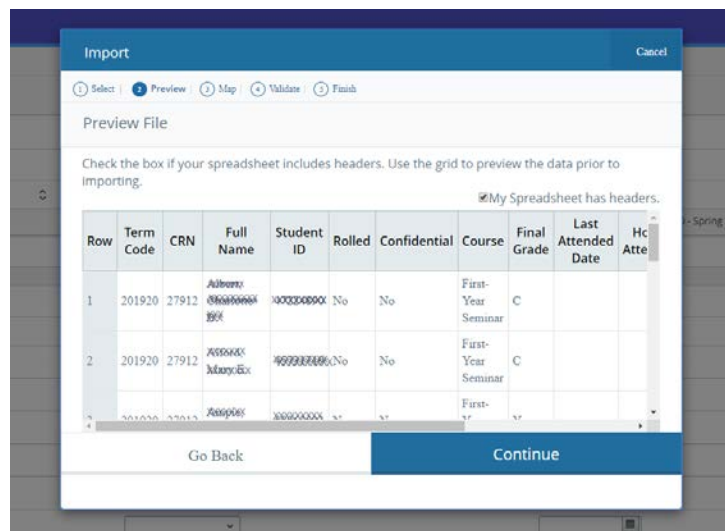
8. Next, you will be asked to map the columns to make sure they match up. By default (as long as the format of the spreadsheet was not altered in Excel when downloaded from BannerWeb), the columns should match. Click *Continue*.

9. The file will then be need to be validated. Any errors will be listed during this step. If there are no errors, click the *Continue* button.

10. After the file is validated, you will see a note indicating the file has been imported into BannerWeb with the grades. You may click *Finish* to complete the process.
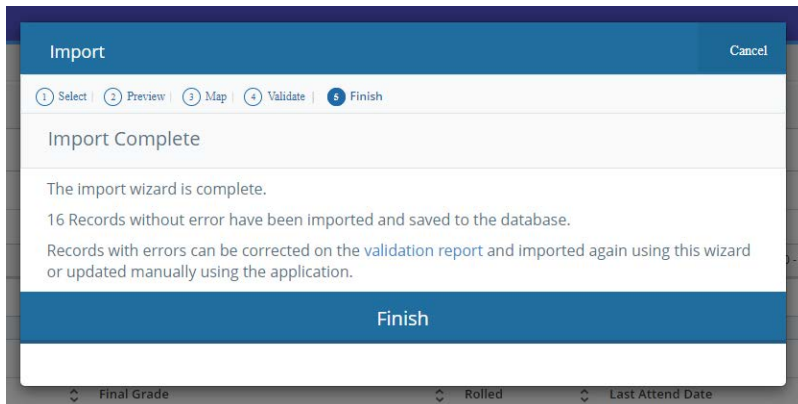
The grading status column will display a *Completed* note and the grades you imported appear in the *Final Grade* column in the student roster.
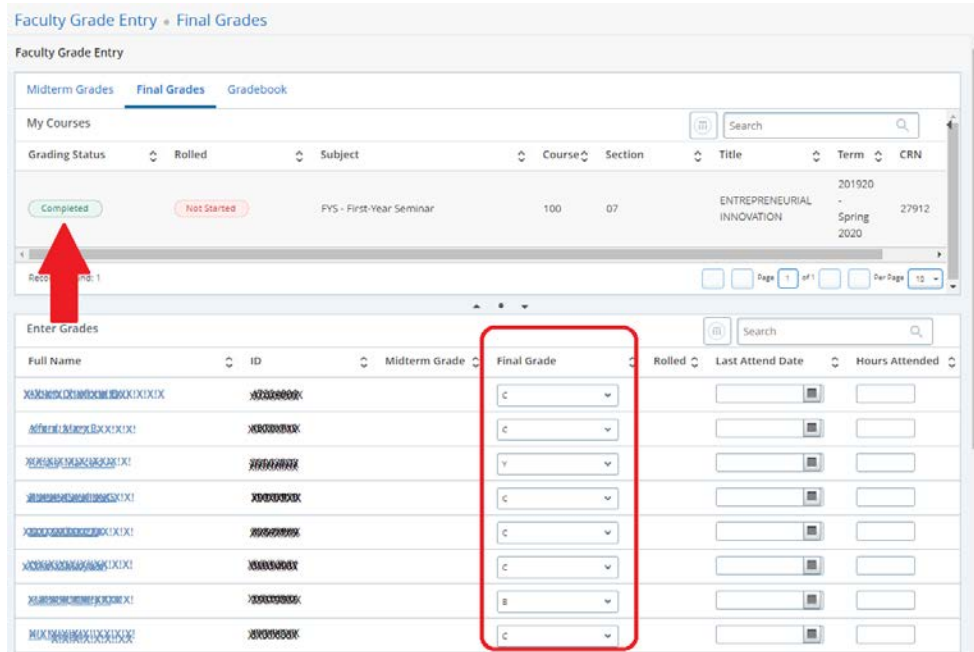
Either grading option may be repeated if you have additional courses to grade. If you have any questions about the grading process, you may contact the Registrar's Office.