OFFICE OF THE REGISTRAR
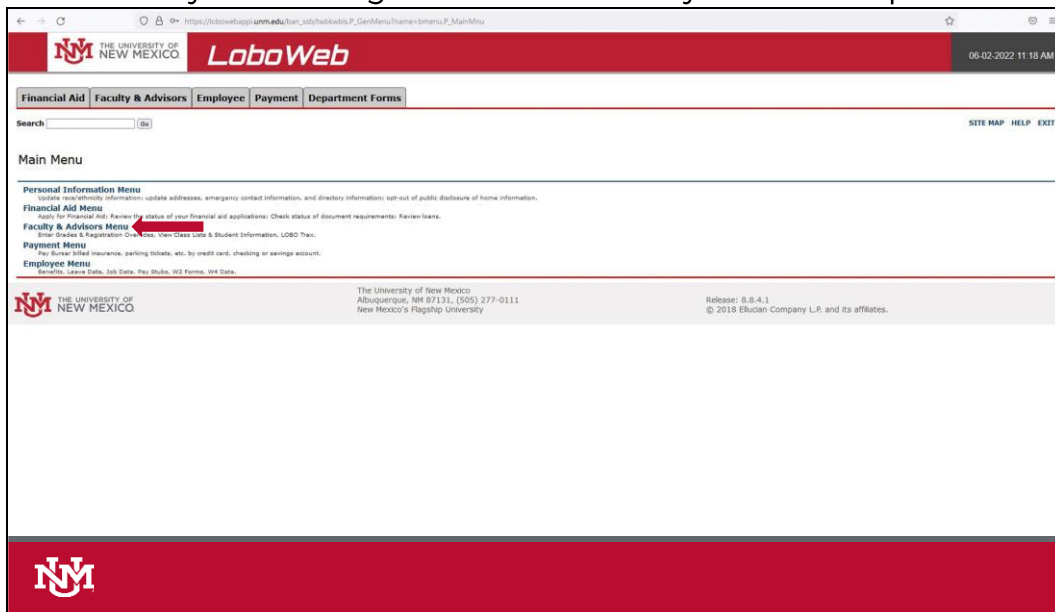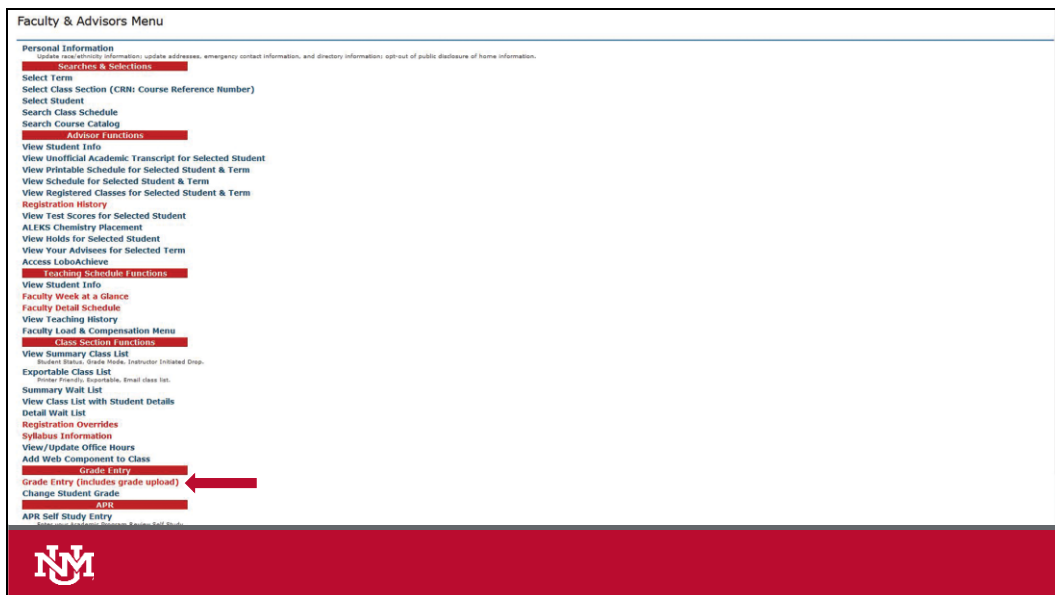
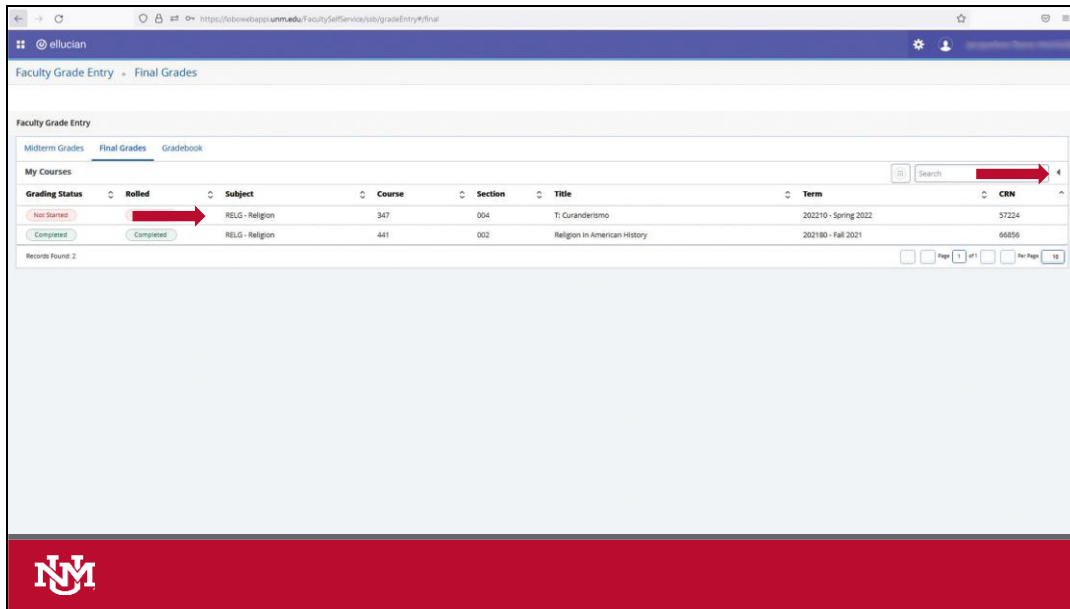# Banner Faculty Self-Service | Grade Entry

There are two ways to enter grades: manual entry and mass upload.

1. To get started, log into LoboWeb and choose the Faculty & Advisors tab.


2. Go to the Grade Entry section and select Grade Entry.

3. Here you will see classes for multiple terms which you are a primary or secondary instructor. A primary instructor will be able to enter grades. A secondary instructor will have Read Only access. To find out if you are a primary or secondary instructor you will select the course you'd like to enter grades for. And then click on the little arrow to the right of the search.
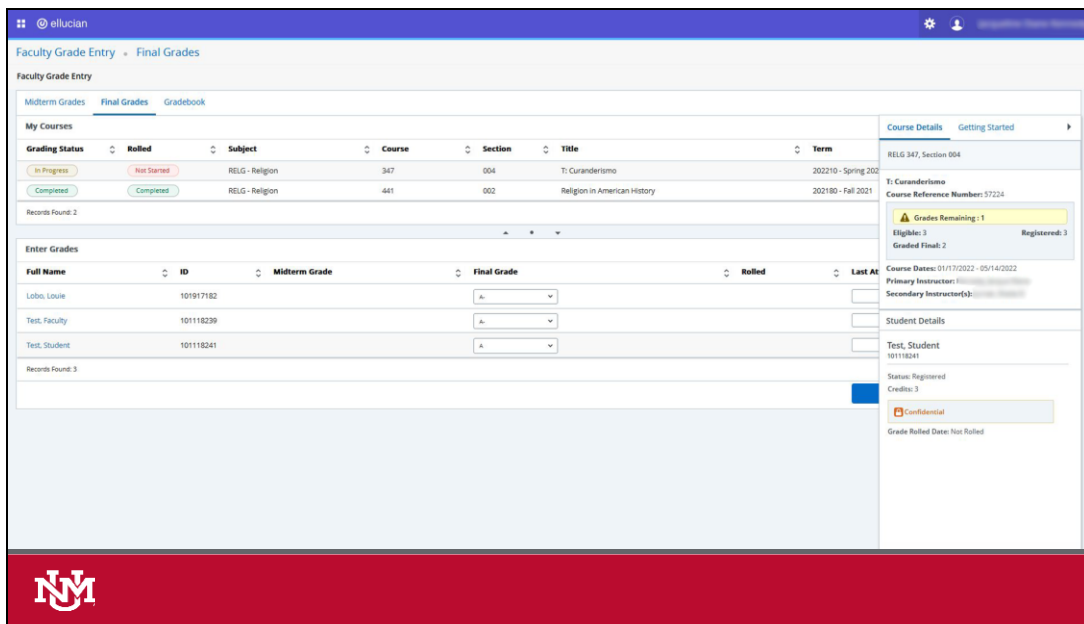
4. A drop down will appear that will show course details; like who is the primary and secondary instructor. Let's now take a look at who is enrolled in the course.
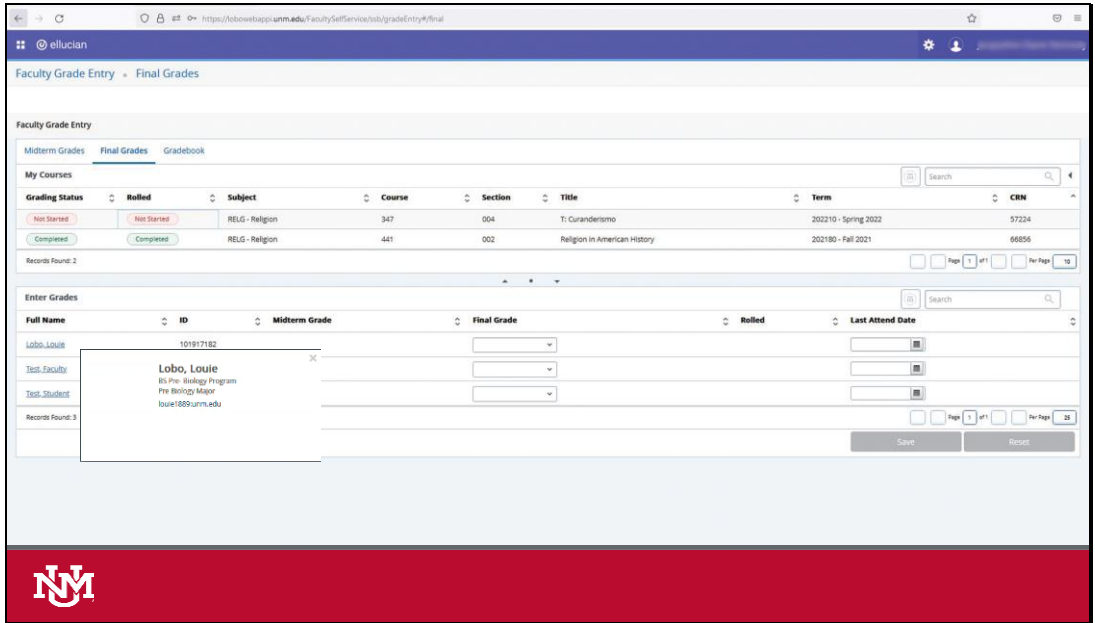
5. For each course you will see a listing of all the students enrolled. If you hover over the name of a student you can see their name, program of study, UNM email address, and whether a not a student has a confidentiality indicator. The name visible to you the student's preferred name.
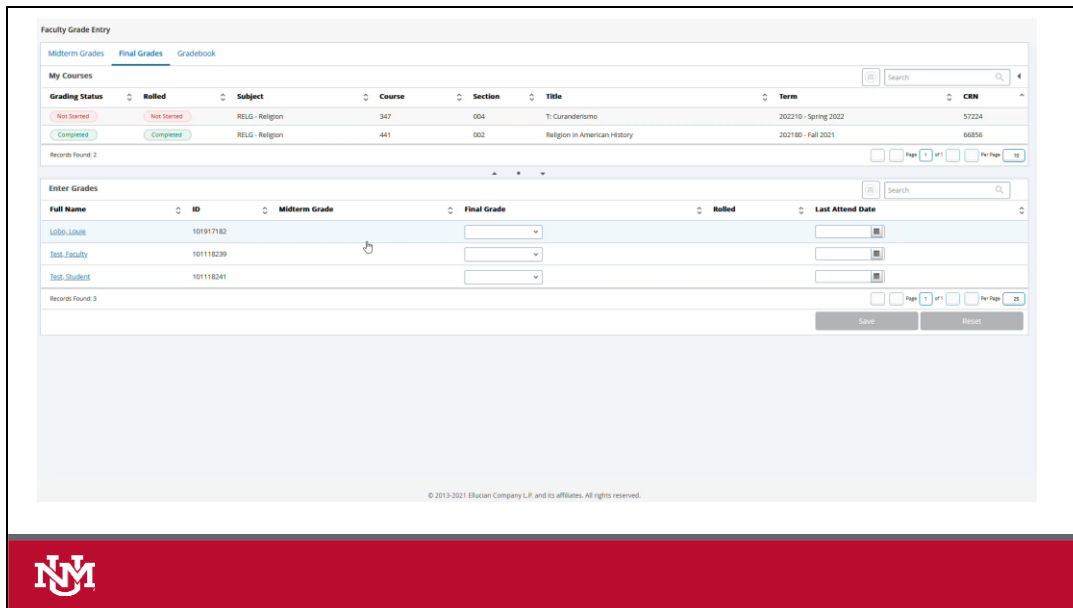

Manual Grade Entry

6. There are two ways to enter grades. The first is to enter each student's grade using the drop-down menu to select a grade. You do not have to enter all the grades at once. You can save and come back to finish entering grades at a later time. If you assign an F, W, I, or NC you will need to add the Last Attend

Date. If you do not include a Last Attend Date, you will be prompted to add the date when you click Save.
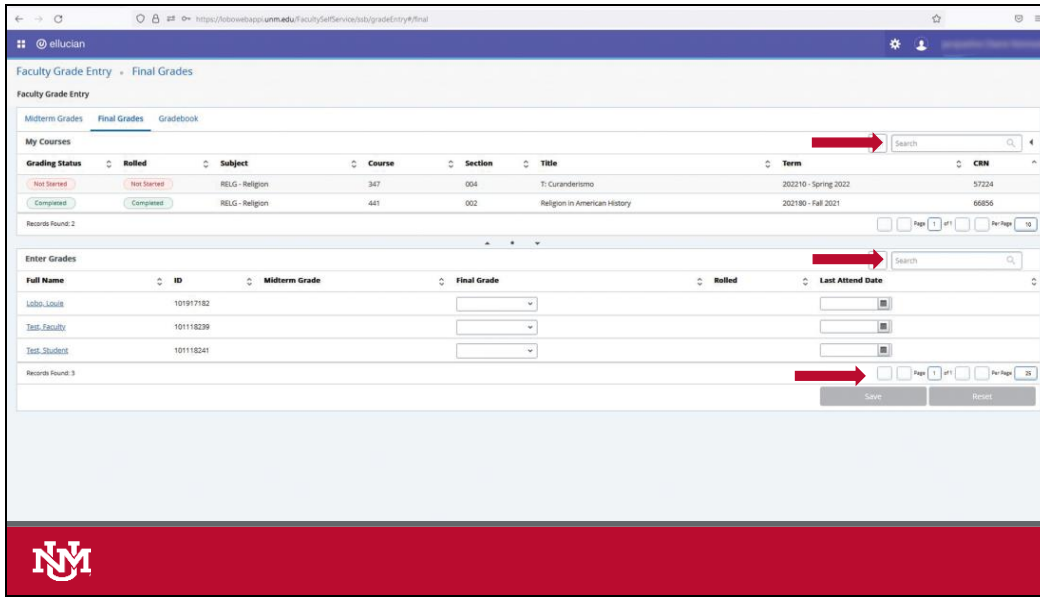

7. If you teach multiple courses or have many students in each course these search tools can be helpful as you enter grades: You can search for courses, search for students to enter grades for, and change the number of students displayed per page.
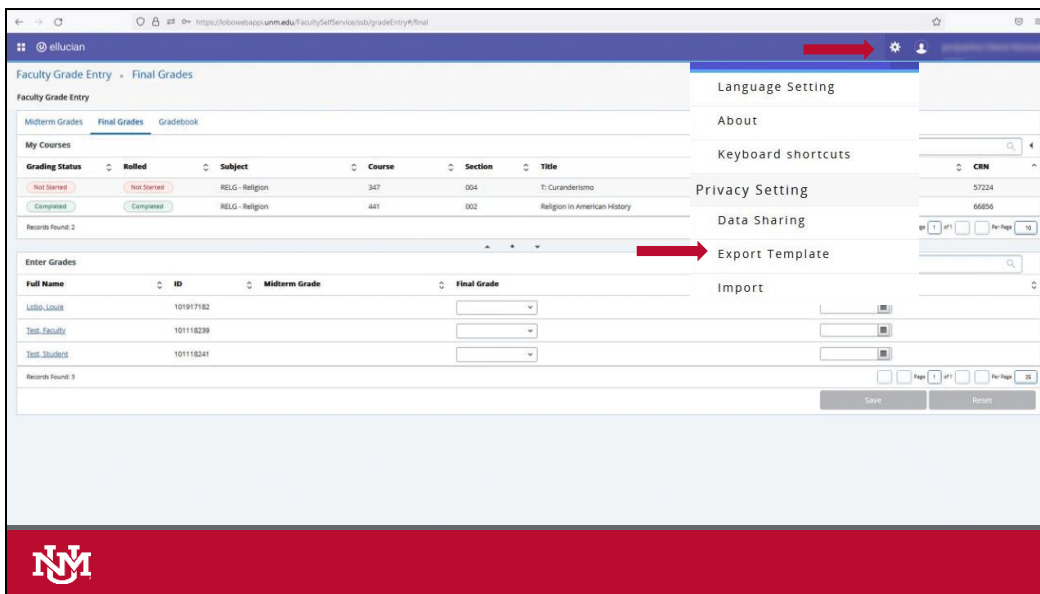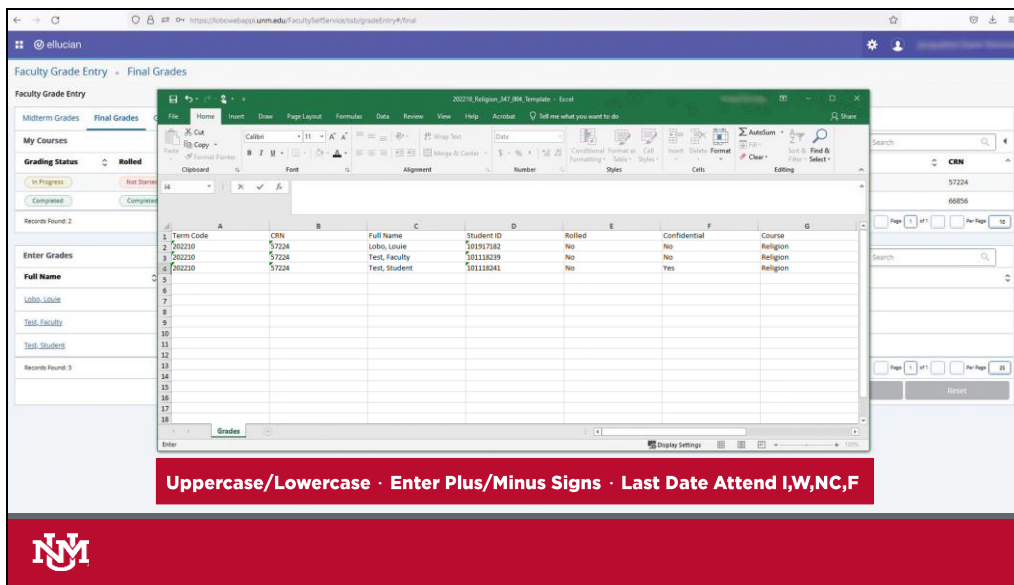

Mass Grade Upload

8. The second way to enter grades is to do a mass grade upload. To do so, you'll click on the gear icon on the top right and choose Export Template. We

recommend using the template in lieu of creating your own excel spreadsheet which would require you to map required fields as shown on the template.
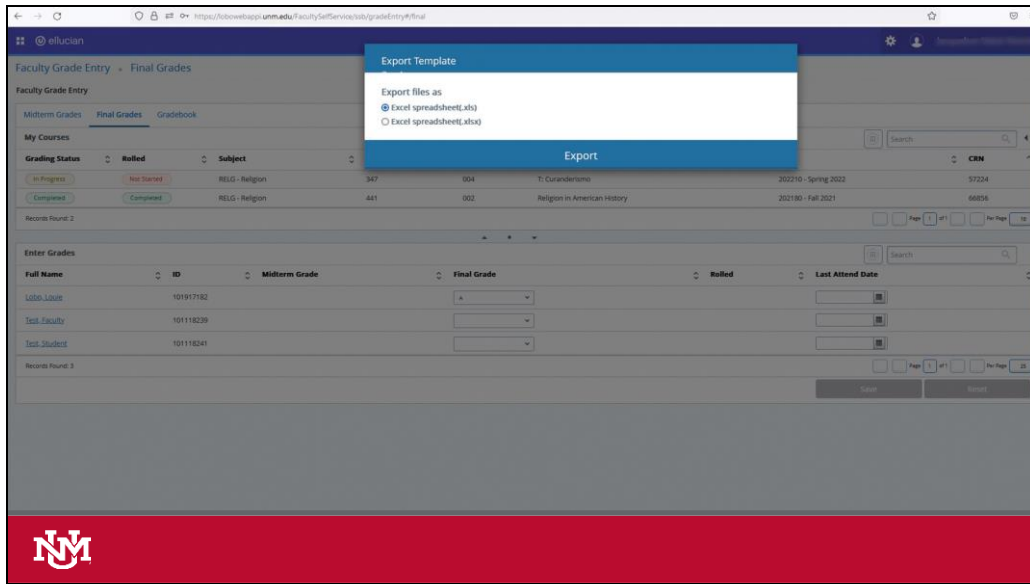

9. You can export your template as .xls or .xlsx

10. Anything manually entered will populate into the template. Now you can enter grades for each student into the excel sheet. Grades can keyed as uppercase or lowercase. You must enter the plus or minus signs. If you give a grade of I,W, NC, or F you will need to have the last attend date. Save your excel document. Remember where you saved the file as you will need to upload the file in the next step. If you click save it will be SAVE to your

download. If you click SAVE AS you can direct where you want the file to be saved.
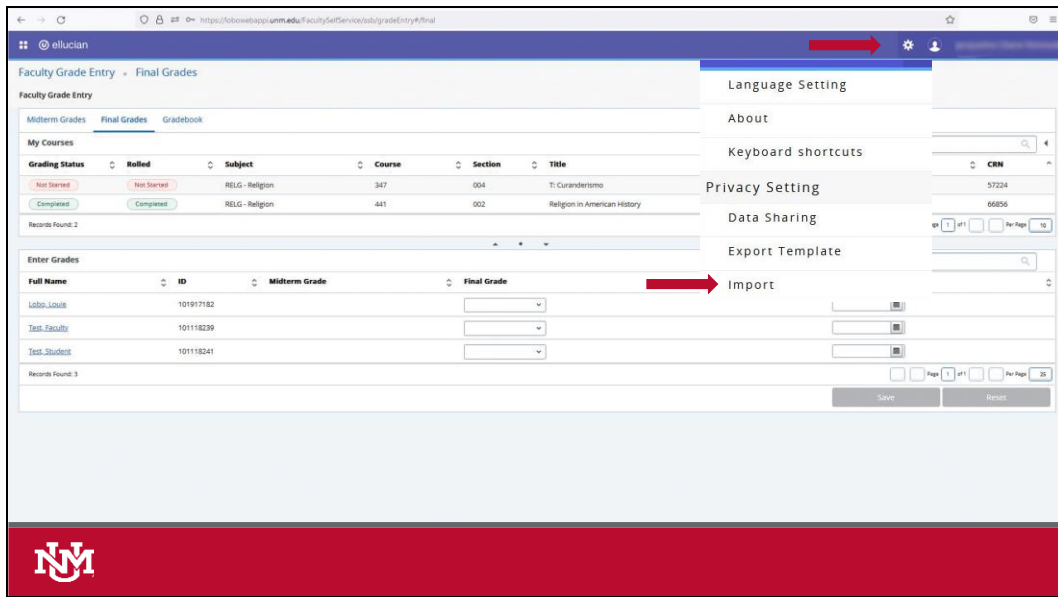

11. To upload your excel file click on the gear icon and click import.
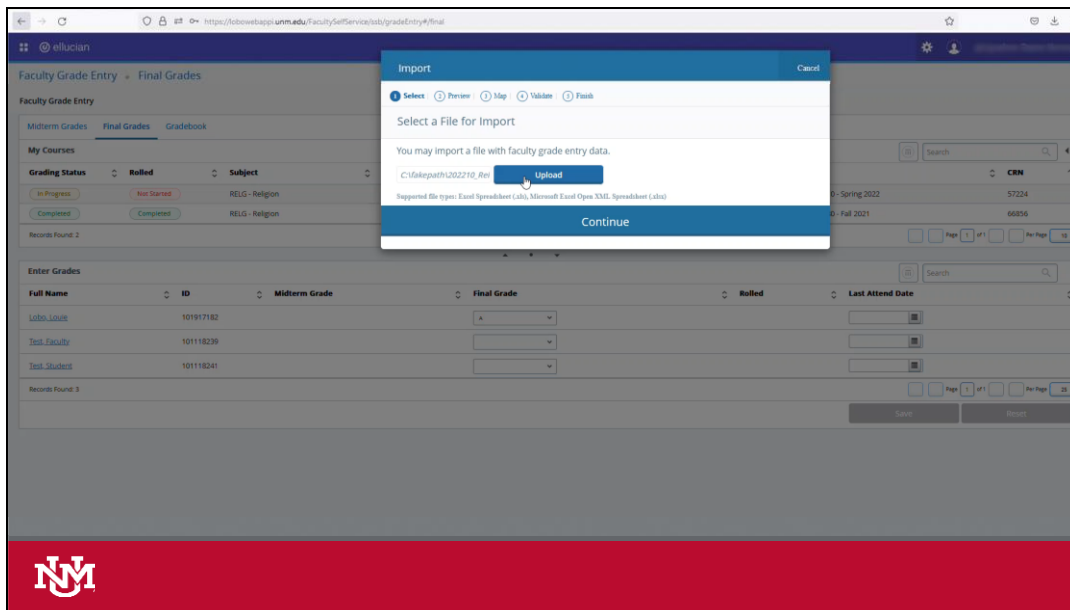
12. Choose the excel file you saved in the previous step and click UPLOAD. Banner will run your list and indicate if there are any errors. An error can occur if you have not mapped the required fields as they appear on the grade entry template. The required fields are: Term Code, CRN, Full Name, Student ID, Rolled, Confidential, Course, Final Grade, Last Attended Date, Incomplete Final Grade, Extension Date, and Extension Date Constraints. The excel template

needs to have these fields to map properly, but you only need to fill out the grades and last attend date for a successful upload.
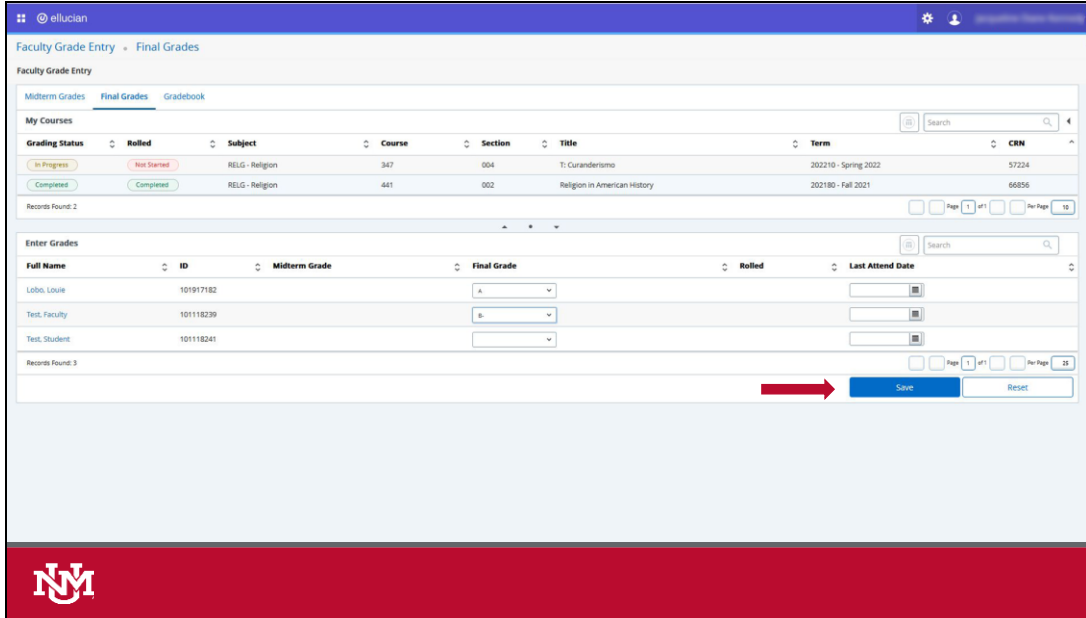
13. You can see now that the dashboard has updated with any valid grades from the import. Click Save to submit final grades.

For any questions about grade entry please call 505.277.8900. If you are experiencing technical issues please create a help ticket with IT at help.unm.edu or call IT at 505.277.5757.

December 2022