

Basic Overview on Navigating the XE Grading System

Once in the XE grading system, the faculty member should see a list of courses along with an information text box situated on the right-hand side of the screen.

- As a default, 5 course sections appear per page.
If desired, users can adjust this setting to view 10, 25, 50 or 100 course sections at a time.
- Course sections from both the current and previous semesters will be listed.
- As a default, course sections appear in CRN order.
For ease in grading it is **recommended** that faculty double click on the Term column. This action resorts the sections so that all Fall 2016 courses appear grouped together at the top of the list.
- The Grading Status bar at the left-hand side of the screen lets the user quickly know the status of a particular course section.
 - Green Bar - Fully graded
 - Yellow Bar - Partially graded
 - White Bar – Ungraded

A similar Rolled Status Bar lets the faculty member know if the grades for a particular course section have been rolled to the students' transcripts.

The screenshot displays the Banner 9.0 Student Faculty Grade Entry interface. The main table lists course sections with the following data:

Grading ...	Rolled	Subject	Course	Section	Title	Term
[Yellow Bar]	[Yellow Bar]	MATH - Mathematics (MATH)	1203	AC	Stats Models for Soc Science	Fall 2016 (201630)
[White Bar]	[White Bar]	EDST - Educational Studies (EDST)	7310	VU	Ethical Found-Prof Help Relati	Fall 2016 (201630)
[Green Bar]	[Green Bar]	PTFY - Phys Therapy - 1st Year (PTFY)	4160	AA	Kinesiology I - Bio Hum Motion	Summer 2016 (201630)
[Green Bar]	[Green Bar]	ELMP - Ed Ldrship Mgmt Pol (ELMP)	6102	NA	American College Student	Spring 2015 (201515)
[Green Bar]	[Green Bar]	EDST - Educational Studies (EDST)	6505	UE1	TESL I	Summer 2014 (201415)

The sidebar on the right contains the following text:

Welcome to Banner 9.0 Student Faculty Grade Entry

Use this page to enter grades for the students in your courses.

- Only your courses which are open for grading are displayed.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.
- Export and Import grades using the Tools Menu.

If you have questions, please Email the Registrar YourRegistrar@YourInstitution.Edu

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 5:31 PM on 12/8/2016.