

**Faculty Grade Entry - User Guide for Academics to enter 'Scores'.  
Banner v9 - Student Records Management System (SRMS)  
Blanchardstown and Tallaght**

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## Single Sign On

Faculty Grade Entry is based on Single Sign On; therefore, access is related to email username and password in Active Directory.

## Useful links

Please find below a few useful links:

Contact [Technology Services](#) if you need help with username or password.

Explanation of single-sign-on concept:  
<https://www.onelogin.com/learn/how-single-sign-on-works>

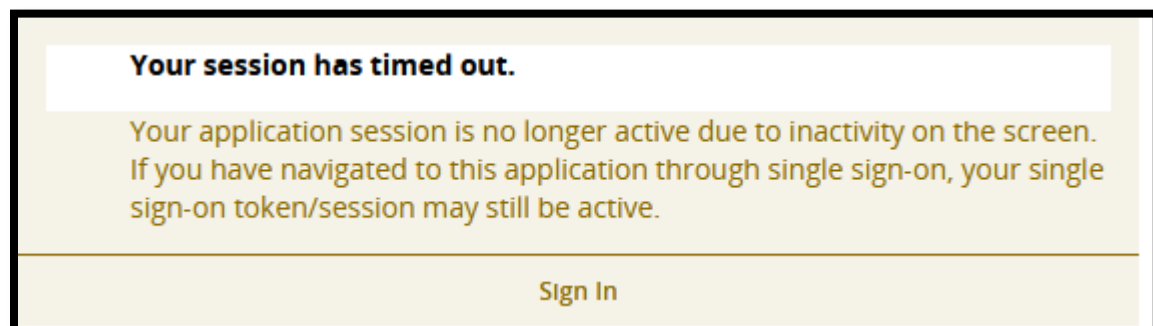
Getting started for Staff:  
<https://www.tudublin.ie/connect/technology-services/getting-started/new-staff/>

List of all applications they can sign into with their TU Dublin email address and password:  
<https://myapplications.microsoft.com/>

The live link for Faculty Grade Entry is not yet available.

## Timed Out

Due to General Data Protection Regulations (GDPR), this application is set to time out if not in use.



Please sign in again using Single Sign on.

## Faculty Grade Entry.

Click once on Faculty Grade Entry

**Test Faculty Services**

Hello Eileen O'Donnell,  
Test This is the landing page for Banner Faculty. From here, you can navigate to other pages using the Banner menu on the header or the links below.

- Faculty Grade Entry
- Class List by CRN
- Class Lists
- Online Programme Catalogue

Please submit this query form to ExamHelp if you have any queries or problems with Electronic Gradebook by Component.

- EXAM HELP

**N.B. Stick with the Gradebook default option.**



**Please do not attempt to use the FINAL GRADES page as this is READ ONLY.**

Faculty Grade Entry - Final Grades

Gradebook Final Grades

My Courses

Grading Status	Rolloff	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856
Completed	Not Started	MATH - Mathematics	H2066	L00	S Mathematics 4	202200 - Full Academic Year 2022/23	16872
In Progress	Not Started	DIGT - Digital Electronics	H2066	L00	S Microprocessor Fundamentals	202200 - Full Academic Year 2022/23	16876
In Progress	In Progress	PROJ - Project	H2066	L00	S Project 2	202200 - Full Academic Year 2022/23	16888
In Progress	In Progress	CONT - Control	H2066	L00	S Control Systems	202200 - Full Academic Year 2022/23	16896
Not Started	Not Started	MAPR - Materials and Processes	H1003	L00	S Materials and Processes 2	202200 - Full Academic Year 2022/23	25578
In Progress	In Progress	ELSC - Electrical Science	H1001	L00	W Electrical Circuits 1	202200 - Full Academic Year 2022/23	2572
In Progress	In Progress	MATH - Mathematics	H1060	L00	W Mathematics 1	202200 - Full Academic Year 2022/23	2666
In Progress	In Progress	PHYS - Physics	H1020	L00	W Physics	202200 - Full Academic Year 2022/23	2684
In Progress	In Progress	DIGT - Digital Electronics	H1002	L00	S Digital Systems 1	202200 - Full Academic Year 2022/23	2700

Records Found: 19

## Headings Explained

### Grading Status

Shows if the results have been entered yet i.e. Not Started, In Progress or Completed.

### Subject

Name of the Subject

### Course

The course code is made up of H and four numbers e.g. H2066

The Banner code for a module is made up of 4 letters followed by H and four numbers e.g. GERM H4011

Module codes will not be changing at this time. The module code is a combination of the H number AND the 4-letter code for the module e.g. H2004 DIGT = Digital Analysis

Below are examples of Banner Codes on a programme common between Blanchardstown and Tallaght.

Semester Schedules  
Stage 1 / Semester 1

Banner Mod Code	Module Title	Level	Status	Credits	Contact Hours	Independent learning	Course Work	End of Module Formal Examination	Total
ACCF H1011	Business Mathematics 1	6	M	5	60	65	30	70	100
ACCF H1013	Principles of Law	6	M	5	45	80	30	70	100
ACCF H1014	Financial Accounting 1	6	M	5	60	655	30	70	100
ACCF H1017	Principles of Business	6	M	5	45	80	100	0	100
ACCF H1018	Data Skills & Information Technology	6	M	5	45	80	100	0	100
CSKD H1000	Critical Skills Development	6	E	5	45	80	100	0	100
ACCF H1015	Skills for Success in Higher Education	6	E	5	45	80	100	0	100




The Module Codes for example SALE H1001 remain the same in Banner 9 and FGE. Technically in BANNER the 4 Alpha are referred to as SUBJECT and numerical part of module code is referred to as COURSE. Hence why it is showing in this column.

Grading Status ⇅ Subject ⇅ Course ⇅

Completed SALE - Sales Management H1001

The Module Codes for example SALE H1001.

Grading Status ⇅ Subject ⇅ Course ⇅

Completed  SALE    H1001

### Section

Refers to the delivery type e.g. L01 – full time lecture, E01 or N01 Evening lecture , X at the front denotes Repeat, and Q at the front denotes Qualifier exam.

### Title

Module Name.

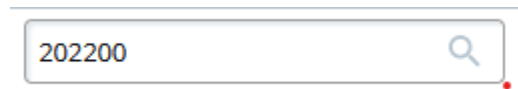
### Term

Academic year of study.

**CRN** – Course Reference Number – in this instance course means module. CRN is used to identify a module on a programme of study.

## Search by Term

To search by Term enter 202200 in the search box and press return.



List of Subjects for 202200 – Full Academic Year 2022/23 appears.

Faculty Grade Entry • Gradebook

Faculty Grade Entry

Gradebook Final Grades

My Courses

202200

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856
Completed	MATH - Mathematics	H2066	L00	S Mathematics 4	202200 - Full Academic Year 2022/23	16872
In Progress	DIGT - Digital Electronics	H2066	L00	S Microprocessor Fundamentals	202200 - Full Academic Year 2022/23	16876
In Progress	PROJ - Project	H2066	L00	S Project 2	202200 - Full Academic Year 2022/23	16888
In Progress	CONT - Control	H2066	L00	S Control Systems	202200 - Full Academic Year 2022/23	16896
Not Started	MAPR - Materials and Processes	H1003	L00	S Materials and Processes 2	202200 - Full Academic Year 2022/23	25578
In Progress	ELSC - Electrical Science	H1001	L00	W Electrical Circuits 1	202200 - Full Academic Year 2022/23	2572
In Progress	MATH - Mathematics	H1060	L00	W Mathematics 1	202200 - Full Academic Year 2022/23	2666
In Progress	PHYS - Physics	H1020	L00	W Physics	202200 - Full Academic Year 2022/23	2684
In Progress	DIGT - Digital Electronics	H1902	L00	S Digital Systems 1	202200 - Full Academic Year 2022/23	2700

Records Found: 19

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Composite Grades Components

## Search by CRN

To search by CRN enter 16856 in the search box and press return.



Faculty Grade Entry

Gradebook Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856

That CRN will appear.



Faculty Grade Entry

Gradebook Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856

## Sort by Subject, Course, Title, or CRN.

To sort the list of Subjects in alphabetical order.

Click once on the 2 sort arrows.



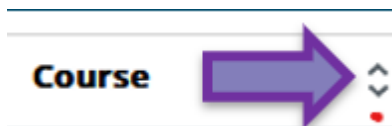
Subject

ANEL - Analogue Electronics

The list of Subjects appears in alphabetical order.

<b>Subject</b>	^
ANEL - Analogue Electronics	
CONT - Control	
DIGT - Digital Electronics	
DIGT - Digital Electronics	
ECON - Economics	
ELEA - E-Learning Strategies	
ELEP - Electrical Practice	
ELSC - Electrical Science	
ENAP - Enterprise Apps. Architecture	
ENTR - Enterprise Development	•

Click once on the 2 sort arrows to sort the list in alpha/numeric order.



The list of Subjects appears in alpha/numeric order.

<b>Course</b>	^
H1001	
H1001	
H1002	
H1003	
H1003	
H1014	
H1020	
H1022	
H1023	
H1060	•

## Access to Subjects

A lecturer only has access to their own Subjects.

Faculty Grade Entry • Gradebook

Faculty Grade Entry

Gradebook Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856
Completed	MATH - Mathematics	H2066	L00	S Mathematics 4	202200 - Full Academic Year 2022/23	16872
Completed	DIGT - Digital Electronics	H2066	L00	S Microprocessor Fundamentals	202200 - Full Academic Year 2022/23	16876
In Progress	PROJ - Project	H2066	L00	S Project 2	202200 - Full Academic Year 2022/23	16888
In Progress	CONT - Control	H2066	L00	S Control Systems	202200 - Full Academic Year 2022/23	16896
Not Started	OPSR - Operations Research	H4001	L18	S Operations Research	202200 - Full Academic Year 2022/23	27411
In Progress	ENAP - Enterprise Apps. Architecture	H4002	L18	S Enterprise Performance Arch	202200 - Full Academic Year 2022/23	27417
Not Started	ELEA - E-Learning Strategies	H4001	L18	S E-Learning	202200 - Full Academic Year 2022/23	27419
Not Started	GERM - German	H1022	L00	S German	202200 - Full Academic Year 2022/23	28190
Not Started	SPAN - Spanish	H1014	L00	S Spanish	202200 - Full Academic Year 2022/23	28191

Records Found: 13

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Composite Grades Components

## Course Reference Numbers (CRNs)

Course Reference Numbers (CRNs) are assigned to every Subject. A CRN contains a list of all students registered to attend a Subject on a particular course. There can be multiple CRNs for each subject.

CRN
16856
16872
16876

## Select subject

Click once on the subject title you need. The subject selected will appear bordered by a grey background.

Not Started	DIGT - Digital Electronics	H2066	L00	S Microprocessor Fundamentals
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## Components

Click once on the Components option at the bottom right-hand corner of the screen.

Faculty Grade Entry

Gradebook Final Grades

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANEL - Analogue Electronics	H2065	L00	S Solid State Electronics	202200 - Full Academic Year 2022/23	16856
Completed	MATH - Mathematics	H2066	L00	S Mathematics 4	202200 - Full Academic Year 2022/23	16872
Not Started	DIGT - Digital Electronics	H2066	L00	S Microprocessor Fundamentals	202200 - Full Academic Year 2022/23	16876
In Progress	PRCJ - Project	H2066	L00	S Project 2	202200 - Full Academic Year 2022/23	16888
In Progress	CONT - Control	H2066	L00	S Control Systems	202200 - Full Academic Year 2022/23	16896
Not Started	OPSR - Operations Research	H4001	L18	S Operations Research	202200 - Full Academic Year 2022/23	27411
In Progress	ENAP - Enterprise Apps. Architecture	H4002	L18	S Enterprise Performance Arch	202200 - Full Academic Year 2022/23	27417
Not Started	ELEA - E-Learning Strategies	H4001	L18	S E-Learning	202200 - Full Academic Year 2022/23	27419
Not Started	GERM - German	H1022	L00	S German	202200 - Full Academic Year 2022/23	28190
Not Started	SPAN - Spanish	H1014	L00	S Spanish	202200 - Full Academic Year 2022/23	28191

Records Found: 13

Components

## Component - Continuous Assessment (CA)

Click once on the relevant Component – Continuous Assessment (CA).

Components

Gradebook Final Grades

DIGT, H2066, L00, S Microprocessor Fundamentals, 16876, 202200

S Microprocessor Fundamentals - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CA	Continuous Assessment	30	ALPHA	NO	Final	19	
FE	Final Exam	70	ALPHA	NO	Final	19	

Records Found: 2

Class list will appear. Input a numeric (0-100) score for every student.

Input zero (Blanchardstown) or leave blank (Tallaght) if a student did not submit.

### S Solid State Electronics - Components

Name	Description	Weight	Grade Scale
CA	Continuous Assessment	10	ALPHA
FE	Final Examination	60	ALPHA
PRAC	Practical	30	ALPHA

Records Found: 3

**Please note all scores should be entered as percentages (1-100) for each of the three components (CA, FE, and PRAC).**

**That is  $8/10 = 80\%$ , hence, the score should be entered as 80.**

Enter Score achieved by each student.

Faculty Grade Entry » Gradebook » Components

Components

Gradebook Final Grades

5 Microprocessor Fundamentals - Components

DIGT, H2066, L00, S Microprocessor Fundamentals, 16876, 202200

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CA	Continuous Assessment	30	ALPHA	NO	Final	19	
FE	Final Exam	70	ALPHA	NO	Final	19	

Records Found: 2

Enter Component Grades

Student Name	ID	Score	Out of	Percent	Grade	Rolls	Submission Date	Extension Date	Grade Change Reason	Comment
	X00191511	<input type="text"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00181840	<input type="text"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00182062	<input type="text"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00189755	<input type="text"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00190485	<input type="text"/>	100				06/06/2023		Original Entry (Gradebook) - OE	

Check that this is entered as an Original Entry (Gradebook) – OE

	X00179798	<input type="text" value="66"/>	100	66			06/06/2023		Original Entry (Gradebook) - OE	
	X00187054	<input type="text" value="77"/>	100	77			06/06/2023		Original Entry (Gradebook) - OE	
	X00187054	<input type="text" value="44"/>	100	44			07/06/2023		Original Entry (Gradebook) - OE	

Page 1 of 1 as shown below. Should there be more than one page, save each page before moving on to the next page, otherwise inputted scores may be lost.

Page 1 of 1 Per Page 25

A better approach may be to display all the list of students, enter all the scores achieved and then save once.

Page 1 of 1 Per Page 100

Click once on Save.

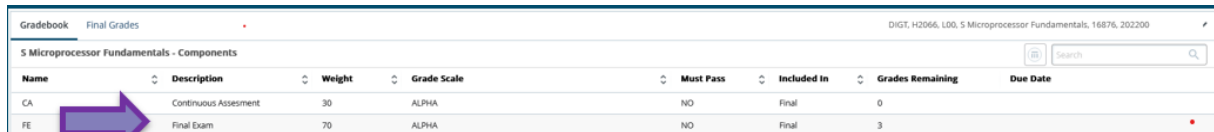
	X00186378	<input type="text" value="5"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00179798	<input type="text" value="15"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00192470	<input type="text" value="67"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00187054	<input type="text" value="55"/>	100				06/06/2023		Original Entry (Gradebook) - OE	
	X00186715	<input type="text" value="43"/>	100				06/06/2023		Original Entry (Gradebook) - OE	

Records Found: 19

Composite Grades Subcomponents Save

## Component - Final Exam (FE)

Click once on the relevant Component - Final Exam (FE)



Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CA	Continuous Assessment	30	ALPHA	NO	Final	0	
FE	Final Exam	70	ALPHA	NO	Final	3	

Class list will appear. Input a numeric (0-100) score for every student.

Input zero (Blanchardstown) or leave blank (Tallaght) if a student did not submit.

Enter Score achieved by each student.



Student ID	Score	Weight	Grade	Grade Scale	Due Date	Grade Change Reason	Grade
X00179798	66	100	66		06/06/2023	Original Entry (Gradebook) - OE	
X00179798	77	100	77		06/06/2023	Original Entry (Gradebook) - OE	
X00187054	44	100	44		07/06/2023	Original Entry (Gradebook) - OE	

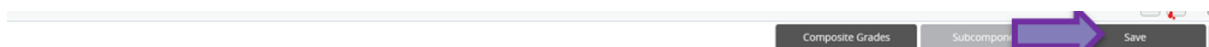
## Original Entry (Gradebook) - OE

Check that this is entered as an Original Entry (Gradebook) – OE from the drop-down menu in the Grade Change Reason column.



Student ID	Score	Weight	Grade	Grade Scale	Due Date	Grade Change Reason	Grade
X00179798	66	100	66		06/06/2023	Original Entry (Gradebook) - OE	
X00179798	77	100	77		06/06/2023	Original Entry (Gradebook) - OE	
X00187054	44	100	44		07/06/2023	Original Entry (Gradebook) - OE	

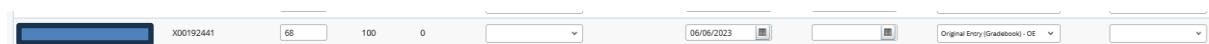
Click once on Save.



Composite Grades	Subcomponents	Save
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## Data Entry Error (Gradebook) – FE

Check for errors in scores entered and correct if necessary. A score was entered as 68.



Student ID	Score	Weight	Grade	Grade Scale	Due Date	Grade Change Reason	Grade
X00192441	68	100	0		06/06/2023	Original Entry (Gradebook) - OE	

But it should have been 86. Delete the incorrect score. Enter the correct score. Then select Data Entry Error (Gradebook) – FE from the drop-down menu in the Grade Change Reason column.



Student ID	Score	Weight	Grade	Grade Scale	Due Date	Grade Change Reason	Grade
X00192441	86	100	0		06/06/2023	Data Entry Error (Gradebook) - FE	

## Reset

Check for errors in scores entered and correct if necessary. If many scores have been entered in error.

Faculty Grade Entry > Gradebook > Components

Gradebook Final Grades MATH: H2066, L00, 5 Mathematics 4, 16872, 202200

5 Mathematics 4 - Components

Name	Description	Weight	Grade Scale	Must Pass	Included In	Grades Remaining	Due Date
CA	Continuous Assessment	30	ALPHA	NO	Final	19	
FE	Final Examination	70	ALPHA	NO	Final	19	

Records Found: 2

Enter Component Grades

Student Name	ID	Score	Out of	Percent	Grade	Rolled	Submission Date	Extension Date	Grade Change Reason	Comment
	X00183340	12	100				15/06/2023		Original Entry (Gradebook) - OE	
	X00191511		100				15/06/2023		Original Entry (Gradebook) - OE	
		0	100				15/06/2023		Original Entry (Gradebook) - OE	
		99	100				15/06/2023		Original Entry (Gradebook) - OE	
	X00189755	56	100				15/06/2023		Original Entry (Gradebook) - OE	
	X00190485	62	100				15/06/2023		Original Entry (Gradebook) - OE	

Providing the scores have not yet been saved. The option is available to Reset the entire list of scores back to blank and to commence entering scores again.

15/06/2023		Original Entry (Gradebook) - OE	
15/06/2023		Original Entry (Gradebook) - OE	
15/06/2023		Original Entry (Gradebook) - OE	

Page 1 of 1 Per Page 25

Composite Grades Subcomponents Save **Reset**

The following options are available Cancel/Yes.

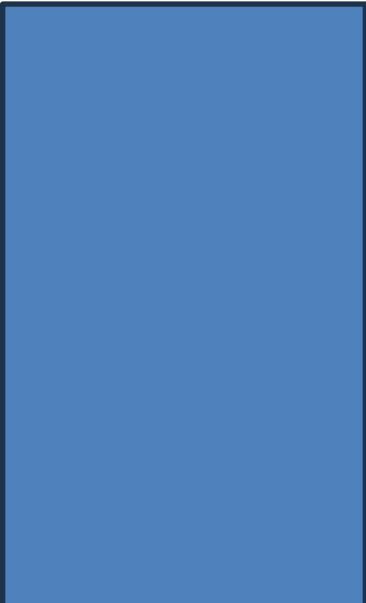
Click on Yes to select Reset.

**!** All unsaved changes will be cleared. Do you want to reset?

Cancel Yes

The application will remove all scores entered in error for this Continuous Assessment.

Class list will appear. Input a numeric (0-100) score for every student.

Student Name	ID	Score
	X00183340	<input type="text"/>
	X00191511	<input type="text"/>
	X00181840	<input type="text"/>
	X00182062	<input type="text"/>
	X00189755	<input type="text"/>
	X00190485	<input type="text"/>



## Composite Grades

After entering component scores, the lecturer will need to view the Composite Grades to see the composite % score and grade, then decide if any student is eligible for a Marginal Regrade.

Click once on Composite Grades





View Final Percentage and Final Grade

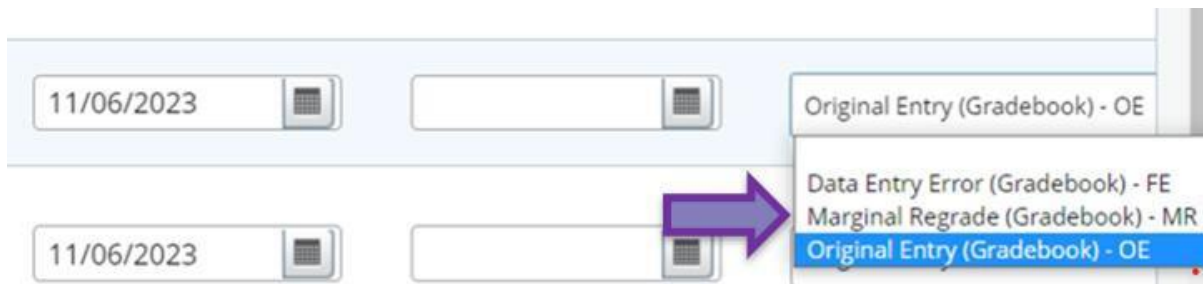
Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment	Grade in Academic History	Reason in Academic History	Comment in Academic History
X00183340		Registered		34 CA: 34 FE: 34	F	NOT IN USE Composite Calc	13/06/2023	<input type="text"/>			

## Marginal Regrades (Gradebook) - MR

Marginal Regrades are applied post entry of component scores. The lecturer will make an adjustment to the component score to bring the student up to the higher grade where that is deemed appropriate. Therefore, the student's final grade has been upgraded from an F to a D.

Student ID	Student Name	Registration Status	Roll Date	Final Percentage	Final Grade	Final Reason	Final Activity Date	Comment	Grade in Academic History	Reason in Academic History	Comment in Academic History
X00183340		Registered		34.7 CA: 34 FE: 35	D	NOT IN USE Composite Calc	13/06/2023	<input type="text"/>			

Select Marginal Regrade (Gradebook) – MR from the drop-down menu in the Grade Change Reason column.



## Print a Composite Grades Sheet (WhiteSheet)

To print a Composite Grades Sheet (WhiteSheet), click once the printer icon, select printer, and click once on print. The option is available to save the WhiteSheet as a pdf.



## Signature Lines

Printed WhiteSheets can be signed by both Internal and External Examiners.

Faculty Grade Entry • [Gradebook](#) • Composite Grades

X00189677		Repeat & Attending	N.A. CA FE	N.A. N.A.
X00204754		Temporary Registration	N.A. CA FE	N.A. N.A.
X00185597		Repeat & Attending	N.A. CA FE	N.A. N.A.
X00183820		Registered	N.A. CA FE	N.A. N.A.
X00198902		Temporary Registration	N.A. CA FE	N.A. N.A.
X00204674		Registered	N.A. CA FE	N.A. N.A.
X00200395		Registered	N.A. CA FE	N.A. N.A.

Records Found: 28

Internal Examiner(s) Signature \_\_\_\_\_

External Examiner(s) Signature \_\_\_\_\_

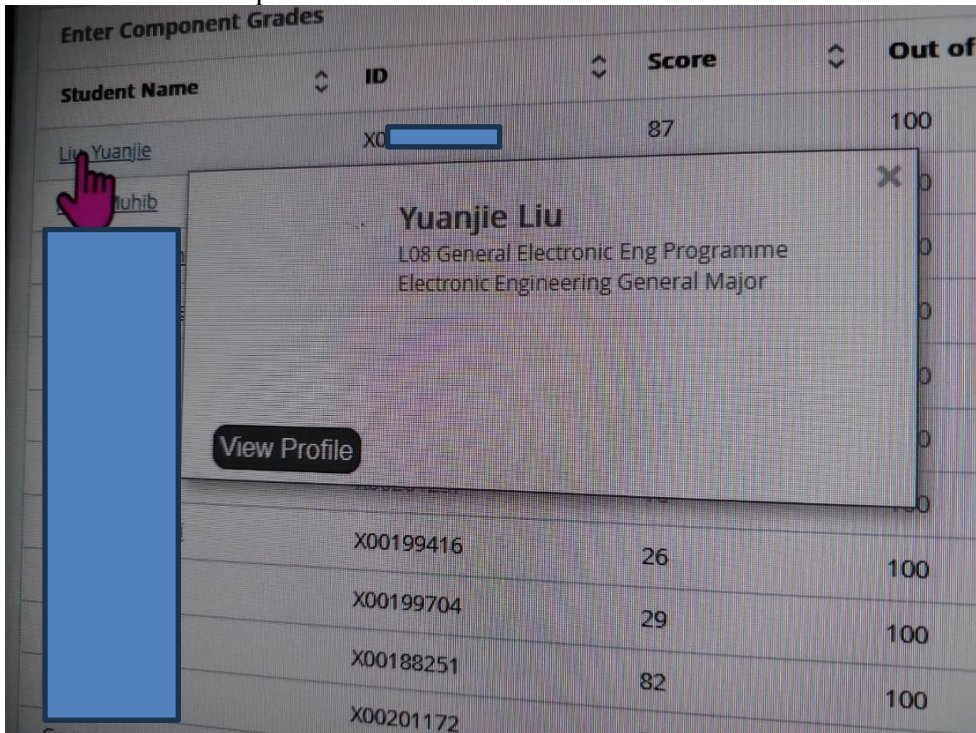


## View profile (student)

Click once on the Student Name.



To view the student profile.



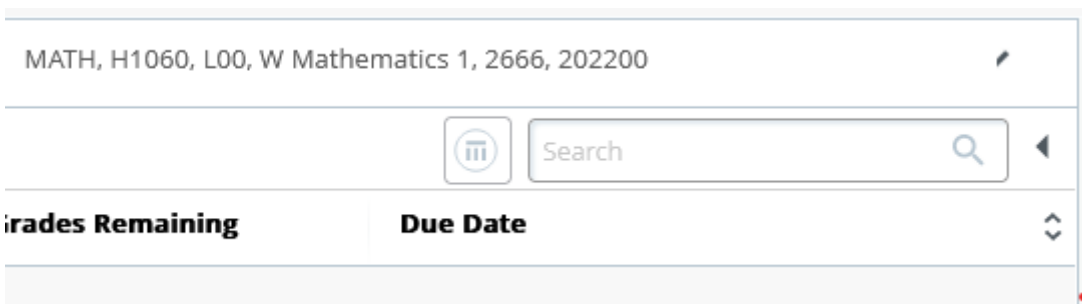
## Select all.

Academics have the option to see various columns by using this filtering option.

Click once on the button below.



Positioned on the screen beside the Search box.



If the options available (see list below) are faded in colour this means that they must remain visible.



- Select All
- Grading Status
- Rolled
- Subject
- Course
- Section
- Title
- Term
- CRN

## Sign Out

Always Sign Out when finished using the application.

