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

Table of Contents

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](link) 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.
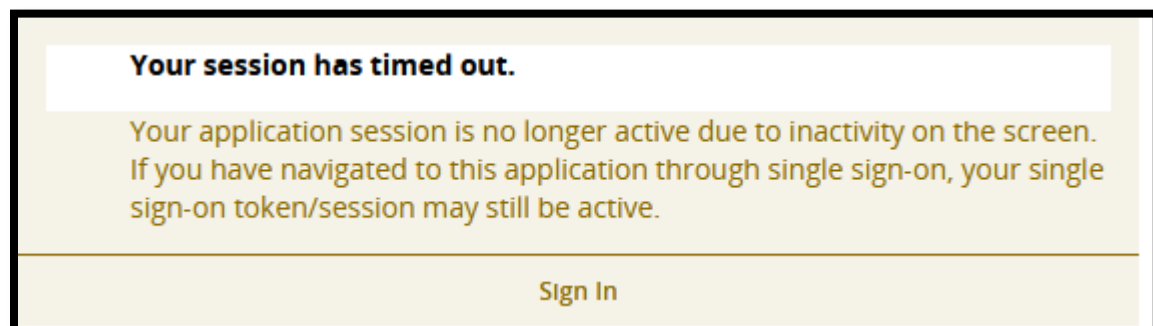
Please sign in again using Single Sign on.

Faculty Grade Entry.

Click once on Faculty Grade Entry

Test Faculty Services

Hello Eileen O Donnell,
TestThis 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.

Gradebook   Final Grades

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

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Gradebook   Final Grades

My Courses

Grading Status	Rolled	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   Page 1 of 2 > >| Per Page 10

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.
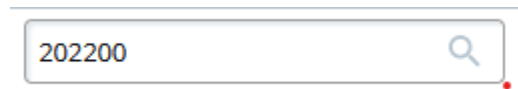
Term
Academic year of study.

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.

Search by CRN

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

That CRN will appear.

Sort by Subject, Course, Title, or CRN.

To sort the list of Subjects in alphabetical order.

Click once on the 2 sort arrows.

The list of Subjects appears in alphabetical order.

Subject	^
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.
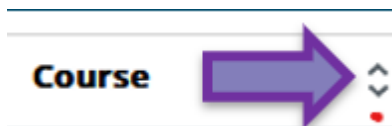
Course ⟶ ≈ •

The list of Subjects appears in alpha/numeric order.

Course	^
H1001	
H1001	
H1002	
H1003	
H1003	
H1014	
H1020	
H1022	
H1023	
H1060	•

Access to Subjects

A lecturer only has access to their own Subjects.

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.

Select subject

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

Components

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

Component - Continuous Assessment (CA)

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

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 Assesment		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.

Check that this is entered as an 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.

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

Click once on Save.

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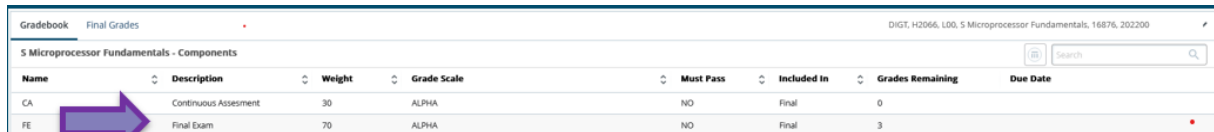
Click once on the relevant Component - Final Exam (FE)

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.
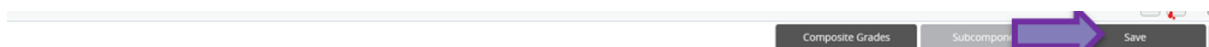
Enter Score achieved by each student.

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.
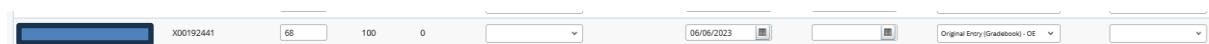
Click once on Save.

Data Entry Error (Gradebook) – FE

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

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.

Reset

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

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.

The following options are available Cancel/Yes.
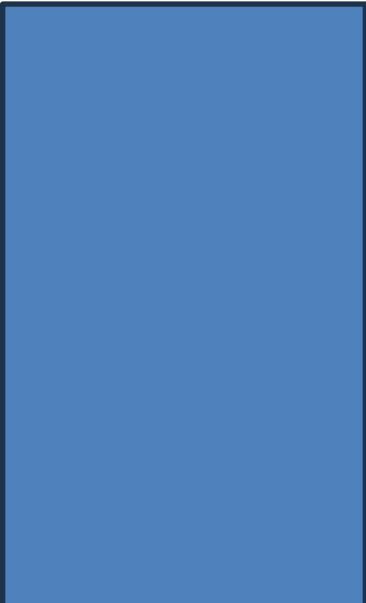
Click on Yes to select Reset.

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		
		X00191511		
		X00181840		
		X00182062		
		X00189755		
		X00190485		

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

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.

Select Marginal Regrade (Gradebook) – MR from the drop-down menu in the Grade Change Reason column.
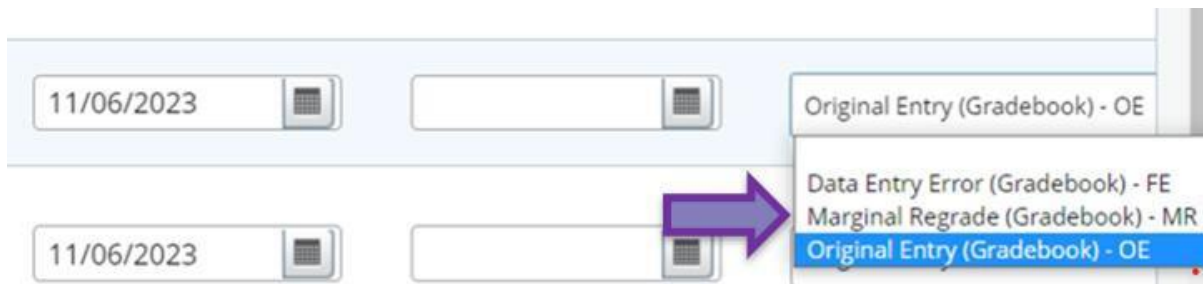
Print a Composite Grades Sheet (WhiteSheet)

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

Records Found: 28

Internal Examiner(s) Signature_____
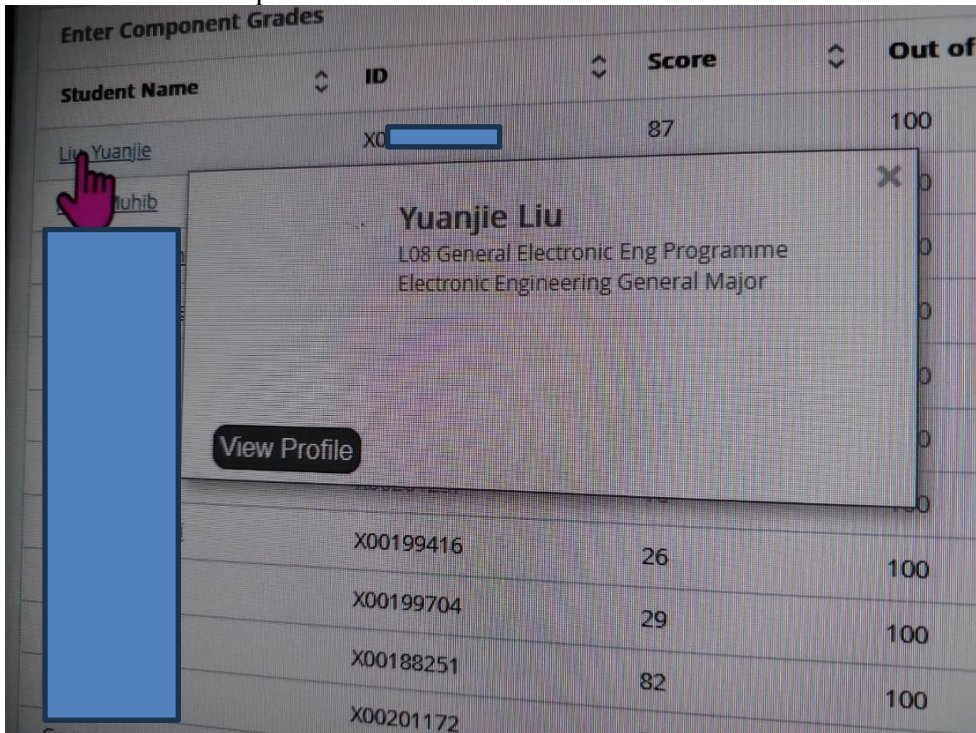
External Examiner(s) Signature_____

View profile (student)

Click once on the Student Name.

Liu, Yuanjie

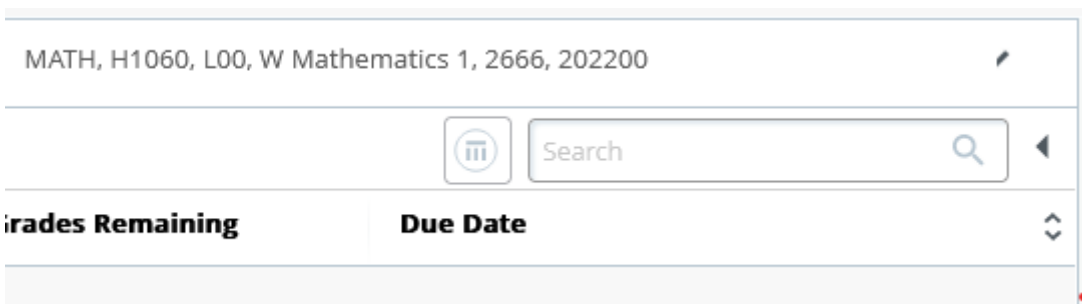To view the student profile.

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.