BANNER FACULTY GRADE ENTRY, ROSTERS, & MORE

Presenter: Amy Belden, Applications Training
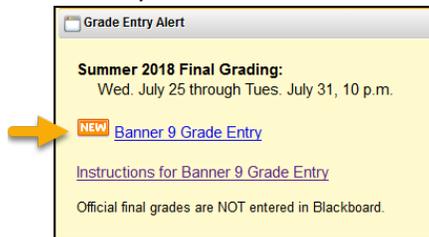
BANNER 9 FACULTY GRADE ENTRY

In Banner 9 Faculty Grade Entry, instructors can:
- Enter midterm and final grades
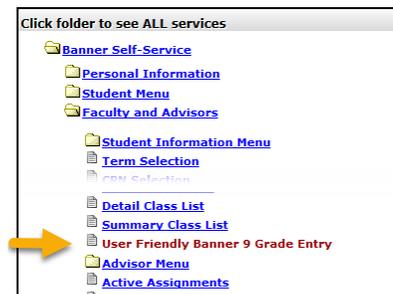- Export and import student grades using an excel spreadsheet

Where to access Faculty Grade Entry

Faculty Grade Entry can be accessed through either:
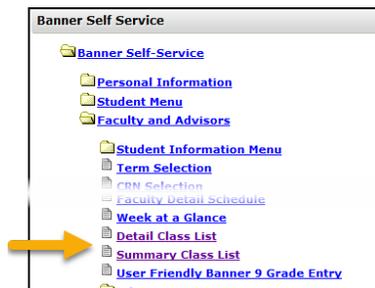1. Grade Entry Channel on the Teach/Advise page in myWSU; or

2. Banner Self-Service folder under Faculty and Advisors in myWSU

CLASS LIST

Current and previous course class lists are located in myWSU > Banner Self-Service under the Faculty and Advisors folder.

If a faculty member is also flagged as an advisor in Banner, they will be able to view the Student's Profile Information in Class List. *For further training on this feature, please register for the Banner 9 Student Advisor Profile training posted in myTraining.*

REPORTING SERVICES

The Student Reporting Database updates nightly and is current as of the previous day.

- Student – Faculty
  - Class List Report
  - Incomplete Grade Report

CONTACT INFORMATION

➢ ITS Applications Training: (316) 978-5800 or training@wichita.edu
➢ Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu
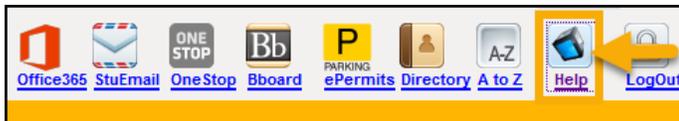
ACCESS TRAINING MATERIALS ONLINE

For Faculty: Training materials are located in a link under the Banner 9 Faculty/Advisor Self-Service link on the Teach/Advise page in myWSU.

For GTAs: Training materials are located on WSU Help.

Steps to access Faculty Grade Entry Guide:

1. Log onto myWSU
2. In the upper right, select the Blue cube labeled Help

3. In the upper right search bar, search using keywords Grade Entry

4. Select How to Use Banner 9 Faculty Grade Entry