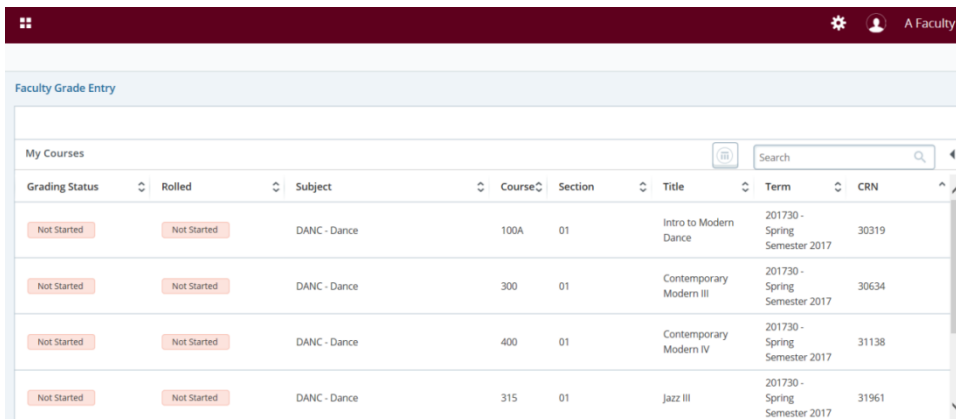


Importing Banner XE Faculty Grade Sheet

Importing Grades from a Spreadsheet

Class rosters can be imported from a spreadsheet into Banner XE Faculty Grade Entry.

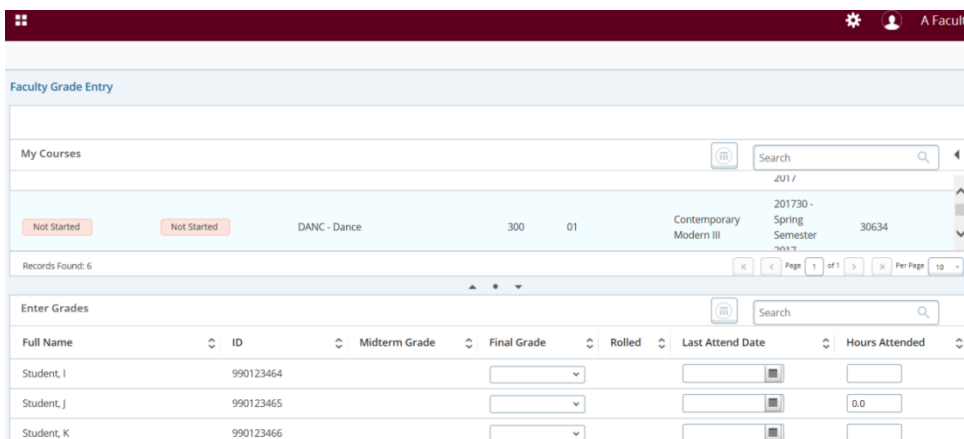
- Go to <http://cyberbear.umt.edu/>
- Enter your UM Netid name and password, and then sign in.
- Cyberbear main page > Proceed to main menu > select **Cyberbear for Faculty and Advisors** > Click through **Ferpa Warning** > Click **Faculty Grade Entry** from menu
- The Final Grades tab with only your courses that are open for grading will be displayed.



The screenshot shows the 'Faculty Grade Entry' page. At the top, there is a search bar and a user profile icon labeled 'A Faculty'. Below the search bar is a table with the following columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains four rows of course information, all with 'Not Started' in the Grading Status and Rolled columns.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	DANC - Dance	100A	01	Intro to Modern Dance	201730 - Spring Semester 2017	30319
Not Started	Not Started	DANC - Dance	300	01	Contemporary Modern III	201730 - Spring Semester 2017	30634
Not Started	Not Started	DANC - Dance	400	01	Contemporary Modern IV	201730 - Spring Semester 2017	31138
Not Started	Not Started	DANC - Dance	315	01	Jazz III	201730 - Spring Semester 2017	31961

- Select a course so that the class roster is displayed in the Enter Grades section. (You can also use the search box and enter a CRN)

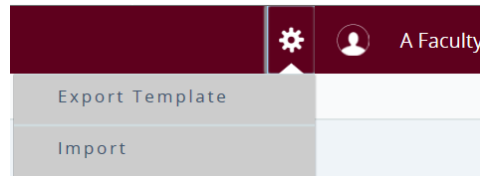


The screenshot shows the 'Enter Grades' section of the 'Faculty Grade Entry' page. The course 'Contemporary Modern III' (CRN 30634) is selected. Below the course information, there is a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The table contains three rows of student information.

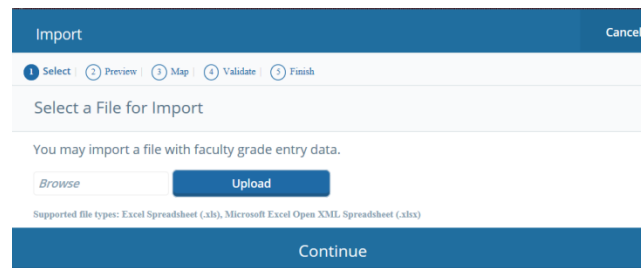
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student, I	990123464					
Student, J	990123465					0.0
Student, K	990123466					

Importing Banner XE Faculty Grade Sheet

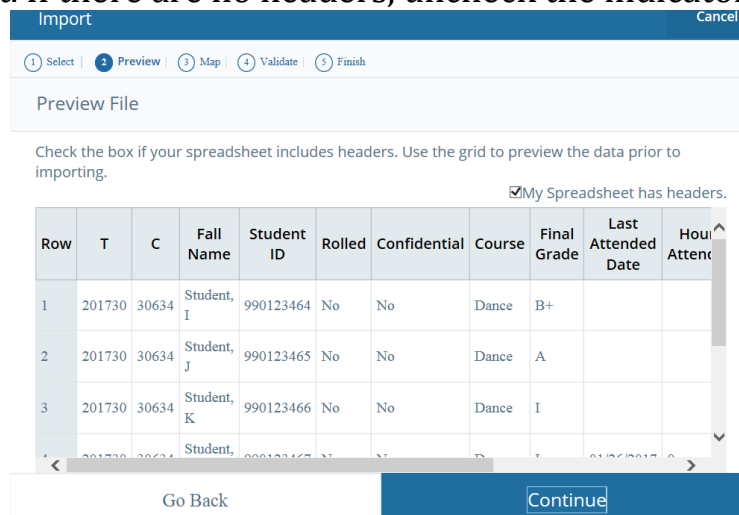
- Select the *Import* options from the Tools menu on the top right of the screen.



- Browse for a file to import by clicking *Browse*, then select the file and click *Upload*. Once the file is uploaded into the Browse box, click *Continue*.



- Make sure that your spreadsheet has a column for “Last Attended Date” for grades F, RF, NCR or I. Click *Continue*.
- Preview the file. The “My spreadsheet has headers” indicator is checked by default. If there are no headers, uncheck the indicator.



- Columns are sortable. The arrows in the headers can be used to sort as needed.
- Use the Go Back button if you need to choose a different file.
- Use the Cancel button to stop the process.

Importing Banner XE Faculty Grade Sheet

- Click *Continue*.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*	CRN*	Student ID*	Final Grade
Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date

Map	Other	Other	Other	Student ID*	Other	Other
Row	T	C	Fall Name	Student ID	Rolled	Confidential
1	201730	30634	Student, I	990123464	No	No
2	201730	30634	Student, J	990123465	No	No
3	201730	30634	Student, K	990123466	No	No

Go Back Continue

- Use the pull-down lists in the Other box to map the spreadsheet columns to the application columns. The “Student ID” and either “Final Grade” must be mapped for the *Continue* button to be activated. “Last Attend Date” should be mapped to the column containing “Last Date of Participation” in your spreadsheet.

Map	Other
Row	Term Code*
	CRN*
	Student ID*
	Final Grade
	Last Attended Date
	Hours Attended
1	Incomplete Final Grade
	Extension Date

- Click *Continue* to import the data.
- The Validate page is displayed.
- Review the data summary to validate the data that will be imported, and then click the *Continue* button.

Importing Banner XE Faculty Grade Sheet

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 3 records will be imported:
 2 records containing errors will not be imported.
 2 unchanged records will not be imported.

[Download the validation report](#)

Row	T	C	Fall Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
1	201730	30634	Student, I	990123464	No	No	Dance	B+		
2	201730	30634	Student, J	990123465	No	No	Dance	A		
3	201730	30634	Student, L	990123467	No	No	Dance	I	01/26/2017	0

Go Back Continue

- The summary lists the numbers of records that will be imported and the number of errors for records that will not be imported. Use the Go Back button to remap the columns or view the import summary. Use the “Download the Validation Report” link to view an Excel spreadsheet with the error details by record. You can save the validation report and download it to your desktop. Then you can correct errors, save the document, and start the import process again, if needed.



	T	C	Fall Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date	Extension Date Constraints
1	Error												Any date allowed
2	No errors	201730	30634	Student, I	990123464	No	Dance	B+					Any date allowed
3	No errors	201730	30634	Student, J	990123465	No	Dance	A					Any date allowed
4	Last attend date is required for this grade.	201730	30634	Student, K	990123466	No	Dance	I					Any date allowed
5	No errors	201730	30634	Student, L	990123467	No	Dance	I	01/26/2017	0			Any date allowed
6	Student status is not gradable.	201730	30634	Student, M	990123468	No	Dance	W					Any date allowed
7	No new data ignored.	201730	30634	Student, O	990123469	No	Dance						Any date allowed
8	No new data ignored.	201730	30634	Student, P	990123470	No	Dance						Any date allowed
9													

- The Finish page is displayed.
- The wizard will display that the Import is complete and how many records will be imported and saved.

Importing Banner XE Faculty Grade Sheet

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | **5 Finish**

Import Complete

The import wizard is complete.

3 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

- Click Finish.
- After importing grades, the information in the Course Details area is updated and provides information as to the number of Final grades that are yet to be entered. The bar under the Grading Status will be completely green and change to *Complete* from *In Progress* when all of the grades have been entered.

My Courses									Search
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN		
Not Started	Not Started	DANC - Dance	100A	01	Intro to Modern Dance	201730 - Spring Semester 2017	30319		
In Progress	Not Started	DANC - Dance	300	01	Contemporary Modern III	201730 - Spring Semester 2017	30634		