This training material covers how instructors will enter grades.

**FACULTY GRADE ENTRY**

GRADE ENTRY ............................................................ 2
GRADE ROLL TO ACADEMIC HISTORY ........................................ 6
GRADE CHANGES ................................................................... 6
Grade Entry

GRADE ENTRY

Instructors can enter their own grades using the Banner Web for Faculty Grade Book functionality. You must be listed as the primary instructor for the section in Banner in order to enter grades. If you do not see your section listed please contact the Office of the Registrar Reg_Office@okanagan.bc.ca

If an instructor does not have access to a computer then a class list can be printed. In order to receive a printed class list Continuing Studies instructors will need to let the appropriate Program Administrator know and all other instructors can use the “Timetable” application to print or save the grade sheet to excel. Grade changes and excel spreadsheets with grades can be sent to the Office of the Registrar using Reg_Office@okanagan.bc.ca email address.

To access this functionality, login to myOkanagan, click on the Faculty menu option and then the Faculty Home option.

Once in the Faculty section, click on the Faculty Information link within the Online Registrar section.
Click on **Summary Class List**

![Faculty Services](image)

**Faculty Services**

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Class Schedule
- Course Catalog
- Office Hours

---

*Please note: If at any time you want to change the term and CRN that you are working with just click on the links to Term Selection and/or CRN Selection.*

You will be prompted to select the appropriate Term. Select the term from the drop down menu and click on **Submit**.

![Select Term](image)
You will be prompted to select the CRN/Section for which you want to enter grades. Select the CRN/Section from the drop down menu and click on **Submit**.

The Summary Class List view shows all the detail about the section including the dates, enrolment and students.

To enter the student’s final grade click on the **Enter** hyperlink in the **Final** column and this will put you into the Grade Entry mode on a new screen.

**Grade Entry** mode allows you to enter in grades from the **Grade** drop down menu which is a validated list of appropriate grade options based on the section’s grade mode. Okanagan College uses two grade modes, Pass/Fail and Normal. Pass/Fail allows you to select between P and F while normal allows you to select the percentage value.
Once this page opens you have a limited time to enter/change grades before the page expires. The notice at the top of this form will inform you what the exact time limit is. If you have not pressed the SUBMIT button before the page expires you will lose all grades entered from the last time you pressed the SUBMIT button or all grades entered for that session. If the page expires you can still enter/change grades for this section by starting over.

The “Last Attend Date” and “Attend Hours” fields are not required to be filled in.

⚠ Please submit the grades often. There is a 600 minute time limit starting at 11:33 am on Nov 06, 2017 for this page.

If there are students listed on the form that did not attend or students who are not on the list but attended class you will need to let the appropriate person know what has happened. For Continuing Studies please email or call the appropriate Program Administrator and for all other classes please send an email to the Office of the Registrar at registration@okanagan.bc.ca or call 5414. This way, the student(s) can be added or removed from the class so that grade entry can be completed.

Enter in the grades and when you are done click on the Submit button at the bottom of the class list. You will get the following confirmation that the grades were saved.

✅ The changes you made were saved successfully.

You can navigate back to the main menu to select additional sections for grading or select other tasks by using the menu options at the bottom of the page.

Please see the next section “Grade Roll to Academic History” for information on what happens after successful grade entry.
Grade Roll to Academic History

In order for grades to become part of a student’s academic record a system process must be run which in Banner is called “Grade Roll”. Once the roll process is complete grades become official and any changes must be made through a formal process (see next section). Once grades are rolled students can view their grades on-line through their myOkanagan account.

**The Grade Roll to Academic History will be run by the Office of the Registrar on a regular basis throughout the term and more frequently during the academic final exam period.**

Grade Changes

Grade changes may be performed until the Office of the Registrar “rolls” grades. Once the grade has been rolled, any further change of grade will need to go through the Office of the Registrar. For academic/vocational courses please send an email to Reg_Office@okanagan.bc.ca requesting the grade change. For Continuing Studies classes please contact the appropriate Program Administrator. Please provide the following information:

- Term
- CRN
- ID
- New Grade
- Reason for Change
- Name of instructor

For Continuing Studies classes the Program Administrator will forward the request for grade change, once approved, to the Office of the Registrar.