

BANNER FACULTY GRADE ENTRY, ROSTER, & MORE

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BANNER 9 FACULTY GRADE ENTRY

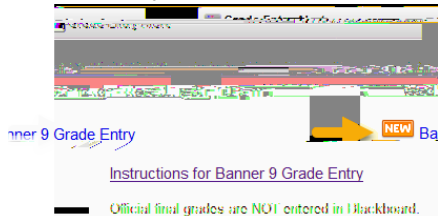
In Banner 9 Faculty Grade Entry, instructors can:

- x Enter midterms and final grades
- x Export and import student grades using an excel spreadsheet

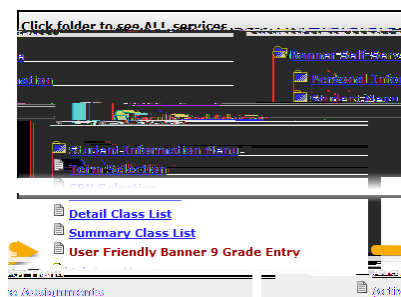
Where to access Faculty Grade Entry

Faculty Grade Entry can be accessed through either:

1. Grade Entry Channel on the Teach/Advise page in myWSU

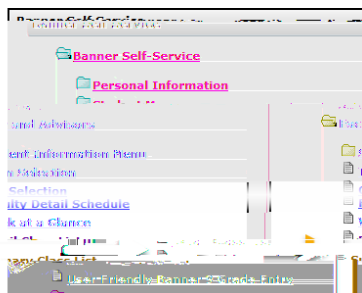


2. Banner Self-Service folder under Faculty and Advisors in myWSU



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 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.

- x Student-Faculty
 - o Class List Report
 - o Incomplete Grade Report

CONTACT INFORMATION

- ITS Applications Training: (316) 9580 or training@wichita.edu
- Password Assistance: Technology H