

Entering Interim Grades

Accessing Banner Faculty Grade Entry

- Go to MyISU Cloud and login (<https://isuportal.indstate.edu>)
- Click on the Faculty Self Service badge
- Click on the Reporting Services tab
- Click the Interim Grades link – this will take you to the new Faculty Grade Entry module

Selecting a Course

1. Select Interim Grades column
2. Select a course to grade – **Note:** Courses are listed in ascending order by CRN. You can use the ‘Per Page’ option to view more than 10 courses.
3. In order to see your course details you will need to click on the small, left facing triangle. Course Details will show more information about the course including how many students are left to grade

The screenshot shows the Banner Faculty Grade Entry interface. At the top, there is a navigation bar with the Indiana State University logo and the text 'Faculty Grade Entry • Midterm Grades'. Below this, there are three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook'. A red box with a '1' points to the 'Midterm Grades' tab with the text 'Select the Midterm Grades (Interim Grades) tab'. Below the tabs is a table titled 'My Courses' with columns for Grading Status, Subject, Course, Section, Title, and Term. Two courses are listed: 'ACCT - Accounting' (CRN 311) and 'ECON - Economics' (CRN 100). A red box with a '2' points to the 'ACCT - Accounting' row with the text 'Select a course to grade'. To the right of the table is a 'Course Details' panel. A red box with a '3' points to a small left-facing triangle icon in the top right corner of the course details panel with the text 'Click the small, left facing triangle to display course details, including number of students left to grade'. The course details panel shows 'ACCT 311, Section 301' and 'Cost Accounting' with a 'Grades Remaining: 2' warning.

Entering Interim Grades (manual entry*)

4. Select a student in the Enter Grades section (roster)
 - If you would like to see additional information about this student click on their name, which is hyperlinked. This will bring you to the Student Profile.
5. Enter a valid grade for selected student/course.
6. Save changes

The screenshot shows the 'Enter Grades' section of the Banner Faculty Grade Entry interface. It features a table with columns for Full Name, ID, Interim Grade, and Last Attend Date. Two students are listed: 'Sam_Sycamore A.' (ID 991999991) and 'Sam_Sycamore B.' (ID 991999992). A red box with a '4' points to the 'Sam_Sycamore A.' name with the text 'Select a student'. A red box with a '5' points to the 'Interim Grade' dropdown menu for the first student with the text 'Enter grade'. A red box with a '6' points to the 'Save' button at the bottom right with the text 'Save Change'. A blue box with a '7' points to the 'Sam_Sycamore A.' name with the text 'To view more information about the student, click the hyper-linked name. This will bring you to the student profile'. The 'Enter Grades' table is partially obscured by the 'Course Details' panel from the previous screenshot, which shows 'Grades Remaining: 2'.

Note: Last Attend Date is not required for Interim Grades

Note: Click the Save button often to ensure all entered grades are saved.

*See Export/Import Instructions to import grades directly from Blackboard.