

Quick Reference Guide – Interim Grades

Banner Faculty Grade Entry

Entering Interim Grades

Accessing Banner Faculty Grade Entry

- Go to MyISU Cloud and login (<https://portal.indstate.edu>)
- Click on Faculty Self Service
- Click on the Reporting Services tab
- Click the Interim Grades link – this will take you to the 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's a navigation bar with 'Banner Self-Service', 'Faculty', and 'Grade Entry' tabs. Below this is a 'Select a Course' section with three tabs: 'Interim Grades', 'Final Grades', and 'Unavailable'. A red callout '1' points to the 'Interim Grades' tab. Below the tabs is a table of courses with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. A red callout '2' points to a row for 'Mathematics (MATH) 035 101 Fundamentals of Algebra II'. To the right of the table is a 'Course Details' panel for 'Mathematics 035, Section 101' showing '19 Grades Remaining', 'Eligible: 19', 'Registered: 19', and 'Graded Interim: 0'. A red callout '3' points to this panel. At the bottom of the table, there's a 'Per Page' dropdown set to 5 and 'Records: 7'.

Entering Interim Grades (manual entry*)

4. Select a student in the Enter Grades section (roster)
5. 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. *Review Student Details – student picture is also included (old)*
6. Enter a valid grade for selected student/course.
7. 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', 'Interim Grade', and 'Last Attend Date'. A red callout '4' points to a student's name in the 'Full Name' column. To the right of the table is a 'Student Details' panel for 'Emily Marie Brana' showing 'Registration Status: Reg Code', 'Credits: 3', and a 'Student Profile' link. A red callout '5' points to this panel. Below the table, there's a 'Save changes - button at bottom of page' callout '7'. A red callout '6' points to a grade dropdown menu in the 'Interim Grade' column.

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