

# Self-Service Banner

## Quick Tips for Entering Midterm Progress Ratings

From TUportal → Faculty Tools tab → Self-Service Banner for Faculty channel:



**SELF-SERVICE BANNER FOR FACULTY**

- Faculty Detail Schedule
- Class List (Summary and Detail, including waitlists)
- Enter Undergraduate Midterm Progress Ratings
- Quick Tips for Entering Midterm Progress Ratings
- Enter Final Grades
- Quick Tips for Entering Final Grades
- Grade History
- Change of Grade Request
- Enter Undergraduate Midterm Progress Ratings - legacy link  
*This link will be retired on January 2, 2021*
- Enter Final Grades - legacy link  
*This link will be retired on January 2, 2021*

## Annotated page captures follow this text!

### Summary of new/key features in Self-Service Banner Undergraduate Midterm Progress Ratings:

- **Classes for all terms presented on landing page**
  - All classes you have taught back through Summer 2011 are displayed in descending chronological order with most recent classes listed first
  - Use the Search box in the upper right of the page to isolate classes for a single term based on the term code (e.g., 201936 for Fall 2019, 202003 for Spring 2020)
  - Click anywhere on the row to open the roster for that class and begin entering midterm ratings
- **Grading Status indicators display for each class on your list**
  - Grading Status can take on the following values: Not Started, In Progress, Completed
  - Grading Status refers to your midterm ratings grading activity for the class. When you have saved midterm ratings for all students on the grade roster for the class, the Grading Status will show as Completed.
- **Search/filter features:**
  - Search boxes exist on both the Midterm Ratings **My Courses** page that displays your classes as well as on the **Enter Grades** page that lists the students in a class
  - The Search can be used effectively on the **My Courses** page to isolate classes:
    - for a specific term code
    - for a subject code or course number or section number or specific CRN
    - that share a Course Title keyword
  - The Search can be used effectively on the **Enter Grades** page to locate a student by Name or TUID – even if that student does not appear on the page currently being displayed
  - Clear the characters from the Search box to reset the display to all classes/students

- **Single column sorting:**
  - We have concatenated Subject, Course and Section Number into a single column to facilitate sorting.
  - Click on a column title (e.g., Subject Course Section) to sort the records based on the column you clicked.
  - Only single column sorting is available.
  - Note that CRN sorts as a text field and not as a number (i.e., 21111 will sort before 222 in an ascending sort)
- **Column Reordering:**
  - Click on a column title (e.g., CRN) and drag the column to your preferred position on the page
- **Set preferred number of courses/students per page:**
  - Use the “Per Page” drop down in the lower right corner of the page to set the number of courses that appear on the My Courses page or the number of students that appear on the Enter Grades page. Optional increments are 5, 10, 25, 50, 100.
- **Set all unrated students to ‘S’ (Satisfactory) rating:**
  - Use the “Add ‘S’ Ratings” button to set all unrated students on the page to an ‘S’ (Satisfactory) rating. You must click the “Save” button to save the ratings and be able to navigate to another page.
- **Opening and closing the Help text window:**
  - Click the  icon in the upper right portion of the page to open a pop-up window with Help text regarding Final Grading and Midterm Ratings. Once open there will be a right-pointing arrow  in the upper right corner of the Help text window that you can click to close the window.

Midterm Ratings – My Courses page - list of classes:

**TEMPLE UNIVERSITY** Instructor name appears here

Faculty Grade Entry • Midterm Ratings

Faculty Grade Entry Click to open Help text → ? Help

Midterm Ratings Final Grades

My Courses

Grading Status	Subject Course Section	Title	Term	CRN
Not Started	AAAS 0857, 001	Sport & Leisure in Amer Soc	201936 - 2019 Fall	30905
In Progress	ABA 3301, 001	Understanding Autism	201936 - 2019 Fall	30905
Not Started	ART 3896, 001		201936 - 2019 Fall	41050
Not Started	BA 3102, 731		201936 - 2019 Fall	30905
Not Started	BIOL 1011, 007	General Biology I	201936 - 2019 Fall	727
Not Started	CHEM 2921, 002	Honors Organic Chemistry I	201936 - 2019 Fall	24004
Completed	DANC 3811, 001	Field Experience in Dance	201936 - 2019 Fall	3233
Not Started	DANC 4815, 001	Field Experience in Dance / A	201936 - 2019 Fall	9293
Not Started	DANC 4884, 003	Field Experience in Dance / Subject	201936 - 2019 Fall	5310
Not Started	DANC 9984, 002	Master's Concert in Dance	201936 - 2019 Fall	20787

Records Found: 16 Scroll through pages → Page 1 of 2 Per Page 10

**Use column sort arrows to organize courses**


**Click anywhere on the row to open the roster for that course and enter midterm ratings**

**Up to the minute status of midterm ratings entries for each class - Not Started, In Progress or Completed.**

**Use Search to filter on Term code, Course #, etc.**

**Set number of courses to be displayed per page**

Midterm Ratings – Help panel:


Instructor name appears here

Faculty Grade Entry • Midterm Ratings

Faculty Grade Entry [Help](#)

Midterm Ratings		Final Grades
<b>My Courses</b>		
Grading Status	Subject Course Section	Title
Not Started	AAAS 0857, 001	Sport & Leisure in Amer Soc
In Progress	ABA 3301, 001	Understanding Autism
Not Started	ART 3896, 001	PDS Seminar
Not Started	BA 3102, 731	Business Society & Ethics
Not Started	BIOL 1011, 007	General Biology I
Not Started	CHEM 2921, 002	Honors Organic Chemistry I
Completed	DANC 3811, 001	Field Experience in Dance
Not Started	DANC 4815, 001	Modern Technique IV A
Not Started	DANC 4884, 003	Sr Choreographic Project
Not Started	DANC 9984, 002	Master's Concert in Dance
Records Found: 16		

Course Details
Getting Started

Welcome to Banner 9.x Faculty Grade Entry

Click right arrow to close Help panel

**Final Grading**

Select the appropriate grade for each student from the menu. If assigning a grade of "F", please indicate the student's last date of attendance/participation in the course.

Entered grades typically roll to academic history on a daily basis by 5:30 a.m., at which point they are visible to the student.

For questions, please contact your [grading liaison](#) or [ssbgrading@temple.edu](mailto:ssbgrading@temple.edu).

**Midterm Progress Ratings**

As defined by [policy 02.10.15](#), midterm progress ratings of academic performance are to be entered for all undergraduate courses.

*Midterm Ratings Codes*

- S – Satisfactory
- U – Unsatisfactory (combined with one or more of the following reasons)
  - A – Poor Attendance
  - G – Poor Grades
  - M – Missing Assignments
  - P – Participation Lacking
- N – Never Attended
- WNR – Registration Withdrawn, No Rating

Midterm Ratings – Enter Grades page - grading roster:

**TEMPLE UNIVERSITY** Instructor name appears here

Faculty Grade Entry • Midterm Ratings

Faculty Grade Entry Help

Midterm Ratings | Final Grades

My Courses 201936

Grading Status: Not Started | Subject Course Section: DANC 9984, 002 | Title: Master's Concert in Dance | Term: 201936 - 2

Use the up/down arrows and middle dot to focus your display on the course listing, the grading roster or both

Use Search to find a student in this course section by TUID or Name - even if not on this page

Enter Grades Search

Full Name	ID	Midterm Ratings
[Redacted]	[Redacted]	[Dropdown]
[Redacted]	[Redacted]	[Dropdown]
[Redacted]	[Redacted]	[Dropdown]

Records: K < Page 1 of 1 > >| Per Page 25

Click to set the Midterm Rating to S (Satisfactory) for all unrated students on this page

Add 'S' Ratings

Save

Reset

Save your midterm ratings entries! The Save button will become active as soon as you enter your first rating.

Reset will clear all unsaved ratings to blank on this page

The student's preferred name is displayed