

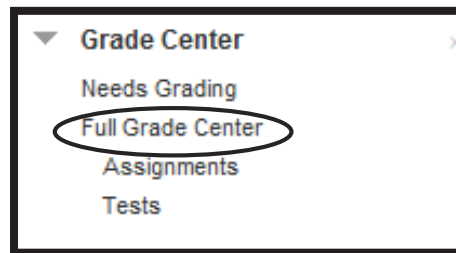


June 2016

## Gradebook: Downloading Grade Book in myCourses to Spreadsheet

myCourses allows the instructor to manage the grade book outside of the myCourses system.

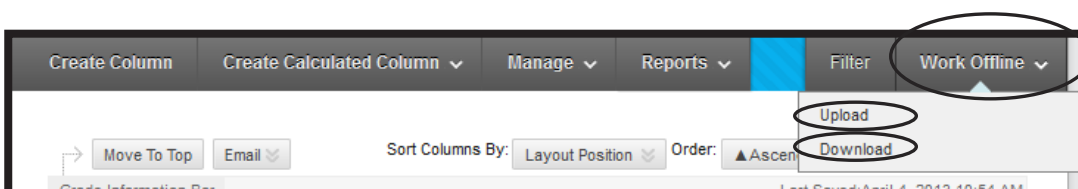
1. To access the Grade Center, choose **Grade Center** from your course menu.  
  
Choose the **Full Grade Center** option.



2. The grading columns for your students will appear.

A screenshot of the myCourses grade book interface. The table has columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', 'Weighted Total', 'Total', 'Assignment On', and 'Introduce Yourself'. A single row is visible with the following data: User, Demo, bb\_demo\_216, November 16, 2012, Available, --, 3.00, 3.00, --. The interface includes a 'Grade Information Bar' at the top and a 'Work Offline' button in the bottom right corner.

3. To download or upload grade book columns, **click the Work Offline** button from the grade book menu. Choose **Upload** from the list to upload grade columns from a spreadsheet into the system. Choose **Download** to download a tab or comma delimited file. Both are opened in MS Excel.





# Uploading Final Grades from myCourses to Banner

Instructors may opt to enter in grades via a mass entry into Banner. Instructors can use a downloaded spreadsheet from myCourses for this process if desired.

1. Download the Gradebook from myCourses (see previous instructions for “Gradebook: Downloading Gradebook in myCourses to Spreadsheet”).
2. Login to **myBanner for Faculty**. Under **Grades and Absences**, select the appropriate option for grade entry (**Enter MidTerm Grades** or **Enter Final Grades**).
3. Select the appropriate *department* and *term* for the course. Type in the course subject code, course, and section (i.e., EN 1103 01).
4. Select the option for entering grades as **Mass entry using copy & paste (Advanced Users)**.
5. Select the desired option for displaying final grades to students and click the **Enter Grades** button.
6. Follow the instructions listed in Banner to copy and paste the necessary columns from the downloaded spreadsheet into Banner.

Select the following items, then click the 'Enter Grades' button.

Department:

Term:

Subject:

Course:

Section:

Select an option for entering your final grades:

Manual entry for each student using class roster.

Mass entry using copy & paste (Advanced Users).

**\*NEW\*** Select an option for how your final grades will be displayed to students:

**NOTE: For cross-listed sections, this option will apply to all sections of the cross-listed group.**

Students can view their final grade as soon as it has been submitted.

Students cannot view their final grade until it has been processed by the Registrar at end of term.

Term: Spring Semester 2014  
Campus: Starkville  
Instructor: [REDACTED]  
CRN: [REDACTED]  
CRN: [REDACTED]  
Time & Location: F 02:00pm - 03:50pm TBA

- Using Copy and Paste, enter your grades & absences for this class into the text area shown below. These can be copied directly from Excel or other programs.
- Each row **MUST** be in the format NetID (delimiter) Grade (delimiter) Absences.
- The delimiter **MUST** be a tab, comma, or semicolon and must be selected using the drop down list shown.
- The NetIDs do not have to be any particular order.
- All NetIDs, grades, and absence values will be validated before the confirmation step. If any errors occur, you will be required to correct the errors before continuing.
- A tab delimited example is shown. This example will disappear when you click in the text area.
- **Departmental Users: You should only include students in this list who DO NOT have previously recorded grades and/or absences. All previously recorded grades and absences will NOT be changed.**
- **Instructors Of Record: If any student included in this list has previously recorded grades and/or absences, then the grades and absences entered here will OVERWRITE the previously recorded values for that student, once submitted.**
- **Any previously recorded grades and absences for students who are NOT included in this list will NOT be affected.**
- **YOU WILL BE REQUIRED TO CONFIRM AND SUBMIT THE GRADES AND ABSENCES IN THE NEXT STEP.**
- **NOTE: Based on the grade display option that was selected, students are allowed to view their final grade as soon as it is has been submitted.**

Copy & Paste Your NetIDs, Grades & Absences Here

Example (Tab Delimited)

abc1	A	2
trb13	B	0
krml22	F	1
cr5	C	3
xyz4	A	1