

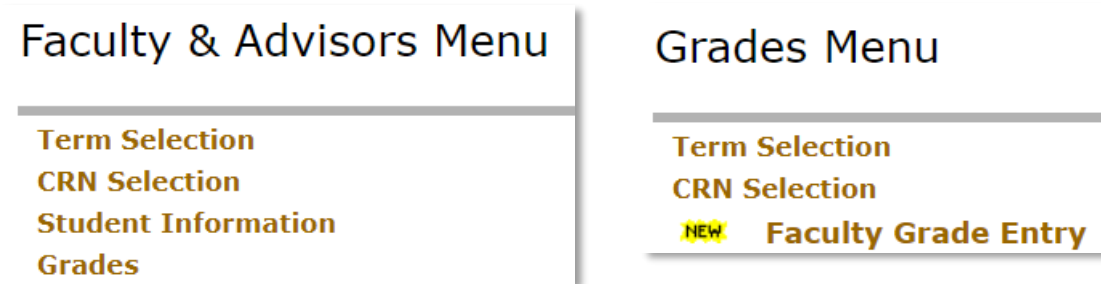
Logging into the Application:

1. Log into **VandalWeb** (<https://vandalweb.uidaho.edu/>)
2. Select **Faculty & Advisors** tab at the top of the page

University of Idaho VandalWeb

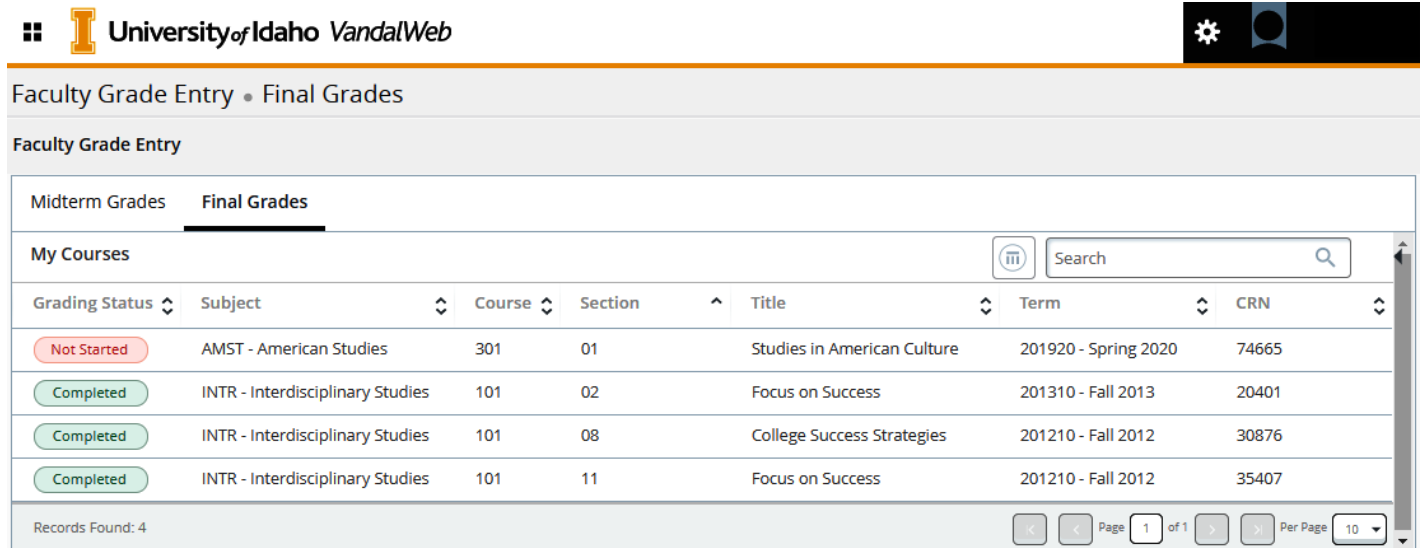


3. Select **Grades** from the **Faculty & Advisors Menu**, then on the **Grades Menu** choose **Faculty Grade Entry**



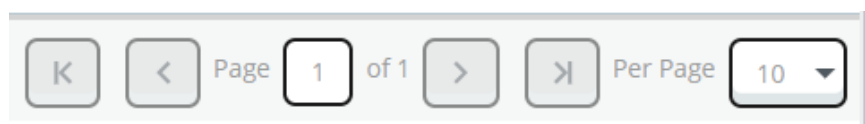
Navigating the Application:

This will prompt Banner **Faculty Grade Entry** to load.



Listed below are detailed steps on how to navigate the application.

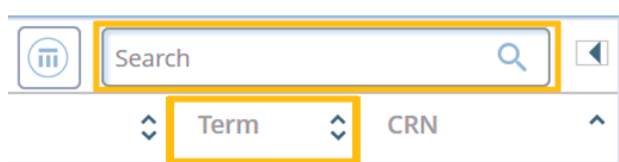
Please note: By default, up to 10 courses will be displayed at once. You can change that number or navigate to the next page by using the arrows at the bottom right.



1. Review the **Getting Started** directions for grading by clicking the **Arrow** next to the **Search** box located on the top right side.



2. Courses will appear in *ascending* order by **Course Reference Number (CRN)**. You can use the **Search** feature to select the Term you need or Click on the **Term header** to change it to descending order.



Welcome to Faculty Grade Entry

Use this page to enter grades for the students in your courses.

- Only your courses which are open for grading are displayed.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.
- Export and Import grades using the Tools Menu.

See <https://www.uidaho.edu/registrar/faculty/grades> for more information about:

- entering incomplete grades
- entering the last date of attendance for F grades

If you have questions, please email the Registrar at registrar@uidaho.edu

3. Click on a course to view your course roster (class list).

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses Search

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	INTR - Interdisciplinary Studies	101	08	College Success Strategies	201210 - Fall 2012	30876
Completed	INTR - Interdisciplinary Studies	101	11	Focus on Success	201210 - Fall 2012	35407
Completed	INTR - Interdisciplinary Studies	101	02	Focus on Success	201310 - Fall 2013	20401
Not Started	AMST - American Studies	301	01	Studies in American Culture	201920 - Spring 2020	74665

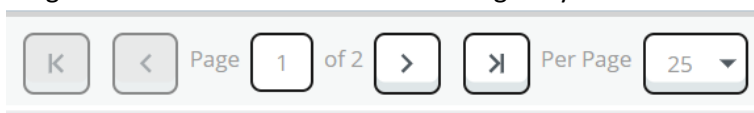
Records Found: 4 Page 1 of 1 Per Page 10

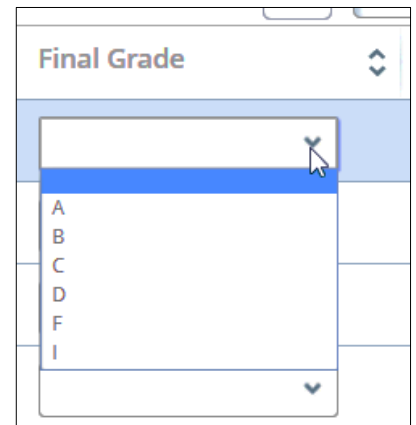
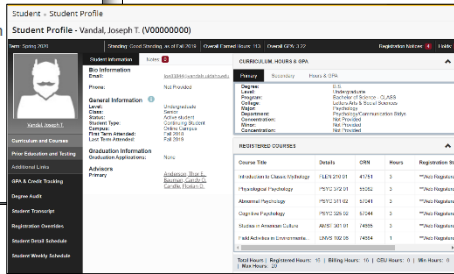
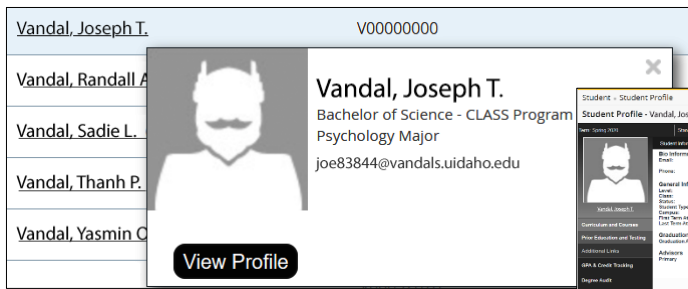
Enter Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Vandal, Athena	V00000000		<input type="text"/>		<input type="text"/>
Vandal, Jane	V00000000		<input type="text"/>		<input type="text"/>
Vandal, Joe	V00000000		<input type="text"/>		<input type="text"/>

Please Note: You can use the up and down arrows to view or hide the list of other courses while entering grades.

By default, 25 students will be displayed for the selected course. However, you can change the number of students displayed per page in the lower right-hand corner. The number can range anywhere from 5 to 100 students.





4. Use the scroll bar to the right to browse the list of students.

5. Hover over a student's name to view additional details. The information will appear in a popup window on hover.

6. You can click on a student's name to view their **Student Profile** page. The profile will open in a new browser tab.

7. To add a Final Grade, select the appropriate student and choose a grade from the dropdown box.

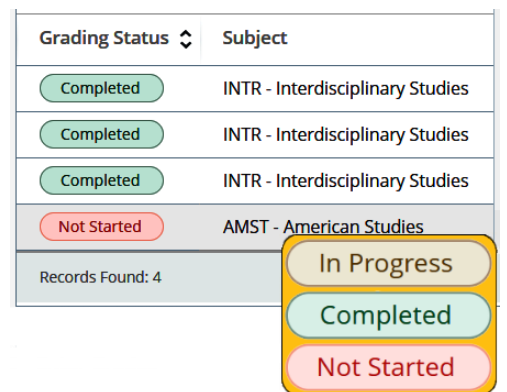
Please note: While previous class terms will be displayed, you can only change grades for the current term.

8. Click the **Save** button in the lower right corner when complete. While you do not need to click save for each grade entry, do save frequently.



The **Grading Status** column in the top panel shows your progress towards submitting all grades for the students in your courses.

- Grading Status:**
- In Progress (brown)
 - Completed (green)
 - Not Started (pink)



Bulk Grades: Exporting from BbLearn & VandalWeb:

Alternatively, you now have the ability to upload an Excel spreadsheet of student grades instead of entering them one-by-one. To upload grades in bulk, we recommend you either **A**) export your grades from **BbLearn** or **B**) download the **Export Grade Template** from **VandalWeb**. Directions for both follow. If you intend to import grades from your own spreadsheet, your column headers must match those listed below for the appropriate grade type (midterm or final). Misspelled or missing columns will fail to load.

Final grades must include the gold highlighted column headers.
Do not enter data under the grayed columns.
Dates must be in the *mm/dd/yyyy* format

Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date	Extension Date Constraints
201910	41407	Vandal, Joe	V000000	No	No	Geology	A				

Midterm grades requires fewer columns. If included, dates must be in the *mm/dd/yyyy* format.

Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date
201910	41407	Vandal, Joe	V000000	No	Geology	A	

A. Exporting from BbLearn

Before exporting grades from BbLearn, convert any grades stored as point to letter grades. Directions can be found at <https://www.webpages.uidaho.edu/bblearnhelp/instructor-help/assessments-&-grades/calculation-grades/letter-grade.html>. Once a letter grade column has been created it will be included in downloads from the Grade Center.

A brief set of steps is included below. Full directions for exporting from **BbLearn** can be found at <https://www.webpages.uidaho.edu/bblearnhelp/instructor-help/assessments-&-grades/download-print/work-in-excel.html#download>

Access the download from the **Control Panel** along the left margin. Expand **Grade Center** and click **Full Grade Center**. The **Download** option is under **Work Offline**. Make sure **Full Grade Center** is selected under **Data**. Under **Options** select **Tab** for delimiter type and **Yes** to include hidden information. Under **Save Location** choose **My Computer** and click **Submit**.

On the **Download Grades** screen, select **DOWNLOAD** and save the export. If you receive a warning about file type when opening the export, click **Yes**.

Column headers will need to be changed to match the **VandalWeb Faculty Grade Entry** format. The required columns differ depending on whether you are uploading midterm or final grades.

Add columns for **Term Code** and **CRN**. While these are the same for every student in a course, be careful using the 'Fill down' action in Excel as it defaults to incrementing numbers. You can avoid this by highlighting two identical cells before dragging the corner to fill.

Change the letter grade column to either **Final Grade** or **Midterm Grade**.

Required Columns	Midterm	Final
Term Code	X	X
CRN	X	X
Student ID	X	X
Midterm Grade	X	
Final Grade		X
Last Attended Date		X
Incomplete Final Grade		X

- **Final grades:** include columns for **Last Attended Date & Incomplete Final Grade**.
 - Last Attended Date is only filled if the grade is an **E**.
 - Incomplete Final Grade only applies when the grade is an **I**. It should be empty otherwise.
- **Midterm grades** may include **Last Attended Date**, but it is not a required column.

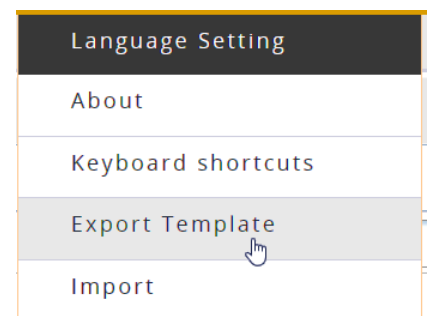
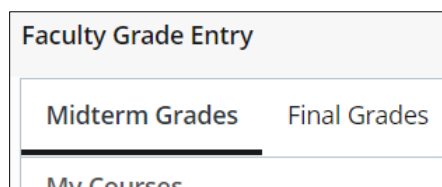
Remove any extraneous grade columns and save the file with the naming convention:

"term_coursename_coursenum_sectionnum_Template.xls"

Continue to the [Importing Grades](#) section.

B. Exporting Grade Templates from VandalWeb

1. To download a grade template, click on either **Midterm Grades** or **Final Grades**, select one of your courses, then click the Tools menu gear in the upper right-hand corner.



2. Choose **Export Template...** While either file type will work, we recommend downloading the template as .xlsx unless you are using Microsoft Excel 2003 or earlier. Click **Export**. Save the file to your computer/shared drive.

The file name will begin with the term of the course followed by the course name, number and section and “_Template” (e.g., *term_coursename_coursenum_sectionnum_Template.xls* or *201910_Geology_102_02_Template.xlsx*).

3. Open the file and add grades to the Final Grade column (or Midterm Grade column).

	A	B	C	D	E	F	G	H	I	J
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade
2	201910	41863	Vandal, Athena	V000000	No	No	History	A		
3	201910	41863	Vandal, Jane	V000000	No	Yes	History	F	12/16/2019	
4	201910	41863	Vandal, Joe	V000000	No	No	History	I		C

4. If you are adding:

- Incomplete grades, “I”, fill in the **Incomplete Final Grade** (column K). Do not change the **Extension Date** (column L)
- Failing grades, “F”, fill in **Last Attended Date** (column H) using the *mm/dd/yyyy* format.

5. **Save** the file

Importing Grades from Excel

Regardless of the export method used, once the file is correctly formatted follow these steps to bring the grades into **VandalWeb**.

1. To upload your file, click on the course, select the **Tools** (gear) button in in the upper right-hand corner and choose **Import...**

2. Click **Browse** to open file manager, select the appropriate file, click **Upload**, then click **Continue**.

3. Preview the file. If it looks good, click **Continue**. To change files, click **Go Back** to select a different file.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	201910	41863	Vandal, Aaron	V000000	No	No	History	A	
2	201910	41863	Vandal, Andy	V000000	No	No	History	F	12/16/2019
3	201910	41863	Vandal, Joe	V000000	No	No	History	I	

4. Map the field columns if necessary. This is especially critical for hand-built spreadsheets, but useful when importing from BbLearn to confirm you have the correct column headers.

Columns that are mapped properly will have a Green check mark next to them. If you used VandalWeb's **Export Grade Template** for entering grades, mapping will occur automatically.

5. Click **Continue**.

Import Cancel

1 Select | 2 Preview | **3 Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Entry Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*
 CRN*
 Student ID*
 Final Grade
 Last Attended Date
 Incomplete Final Grade
 Extension Date

Map Term Code* CRN* Other Student ID* Other Other Ot

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	201910	41863	Vandal, Athena	V000000	No	No	H

6. **Validate** the data in the worksheet.

Unchanged data will be ignored; valid changes will **overwrite** existing data after this step. Already-rolled records are ignored and counted as errors.

7. If no unexpected errors are found, click **Continue**.

8. If one or more errors are found, click on **Download the validation report**. The report is a copy of the imported template, prefaced by an Error column. This column contains a message and is color-coded:

Errors (red) with a specific message can be corrected. Save changes directly in the validation report. Use the import wizard to select the edited file and import the grades that were previously omitted.

Error
The Final Grade "S" is not valid.
Records with No Errors.
No new data. Ignored.

Import C

1 Select | 2 Preview | 3 Map | **4 Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 23 records will be imported:
 8 records containing errors will not be imported.
 0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	In
1	201910	41407	Vandal, Aaron	V000000	No	No	Geology	A		
2	201910	41407	Vandal, Andy	V000000	No	No	Geology	B		
3	201910	41407	Vandal, Joe	V000000	No	No	Geology	A		

Go Back Continue

9. Click **Finish** to close the Import Wizard.

The Import can be run for a course more than once, but it should be noted that the imported file will overwrite previously entered data if any changes have been made unless the grades have already rolled.