Through the myNortheastern portal, select SSB – Self Service Banner.

Click on Faculty Grade Entry under Faculty Services Tab.

Northeastern University								
Personal Information Faculty Services Employee and	Students							
Search Go								
Faculty								
Student Information Menu								
Term Selection								
CRN Selection								
Faculty Detail Schedule								
Week at a Glance								
Detail Class List								
Summary Class List								
Faculty Grade Entry								
Incomplete Grades Summary								
Look Up Classes								
Class Schedule								
Course Catalog								
Faculty Grade Summary								

You will see a list of your course that are available for grading in the following order.

- 1) **Completed**: indicates that all grades for this section of the course have been submitted.
- **2) In Progress**: indicates that some but not all grades for this section of the course have been submitted.
- 3) Not Started: indicates that no grades for this section of the course have been submitted.

Northeaster University	n										
aculty Grade Entry	y • Fin	al Grades									
aculty Grade Entr	у										
Midterm Grades	Final	Grades	Gradebook								
My Courses											
My Courses Grading Status	÷	Rolled	;	; Subject	¢	Course	¢	Section	\$ Title	*	Term

The default display is 10 courses per page with grading status **Completed** first, you will see the courses you previously taught. You may need to navigate to multiple pages to view all your courses even if you increase the per page count. **Not Started** will be at the bottom of the list. You can sort by grading status or use the search function to find the section(s) you wish to grade.



You can utilize the search box to find your courses by subject, course, section, title, CRN, etc.

						(ii)	
\$ Course	¢	Section	\$ Title	٥	Term		CPN C
2501		11	Lab for CS 2500		201910 - Fall 20	18 Semester	13955

Columns are sortable, you can click the **Grading Status** column twice to adjust the sort.

aculty Grade Entry •	Tindi Grudes		Faculty Grade Entry •	Final Grades	
Faculty Grade Entry			Faculty Grade Entry		
Midterm Grades	inal Grades Gradeb	ook	Midterm Grades F	Final Grades Gradeb	ook
My Courses click	to sort by Grading Status		My Courses		
Grading Status	Rolled	\$ Subject	Grading Status	~ Rolled	\$ Subject
Completed	Completed	DEAF - Deaf Studies	Not Started	Not Started	ABRB - Study Abroad - Busin
Completed	Completed	ACCT - Accounting	Not Started	Not Started	AACE - Arts Admin & Cultura
Completed	Completed	ACCT - Accounting	Not Started	Not Started	ACCT - Accounting
Not Started	Not Started	ABRB - Study Abroad	In Progress	Not Started	MKTG - Marketing
Not Started	Not Started	ACCT - Accounting	Completed	Completed	DEAF - Deaf Studies
Not Started	Not Started	AACE - Arts Admin &	Completed	Completed	ACCT - Accounting
In Progress	Not Started	MKTG - Marketing	Completed	Completed	ACCT - Accounting

To review the **Course Details** for the selected course, click the arrow (highlighted in yellow) to the right of the Search box. **Course Details** will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and any secondary instructors.

(iii) CS		
≎ Term	:	CRN ^
201910 - Fall 2018 Semester		13955
K < Page	e 1 of 1	> > Per Page 10
		Course Details Getting Started
Title	Term	CS 2501, Section 11
Lab for CS 2500	201910	Lab for CS 2500 Course Reference Number: 13955
		Eligible: 45 Registered: 46 Graded Final: 45
		Course Dates: 09/05/2018 - 12/05/2018 Primary Instructor: Ms Joanne Zhong Secondary Instructor(s):
Rolled Last Attended	end Date	

Grading Option 1:

Click the **Grading Status** button for the course you are going to grade, scroll down to the Enter Grades section to see the grading roster for this course.

Midterm Grades	Final	Grades Gr	adebook														
My Courses															ī	Search	
Grading Status	¢	Rolled	(Subject		¢	Course	\$	Section	\$	Title		\$	Term			
Completed		Completed		CS - Compu	ter Science		2501		11		Lab for CS	2500		201910 -	Fall 2018 Ser	mester	
Records Found: 1								•	•						K) < Pa	age 1
Records Found: 1							*	•	*						K	Search	
		\$	ID	\$	Midterm Grade			• al Grade		÷	Rolled	\$	Last Atte	nd Date		Search	
Enter Grades		0	ID	0	Midterm Grade					÷	Rolled	\$	Last Atte	nd Date		Search	

Select the grade from the **Final Grade** drop-down menu. Once all grades have been entered on the page, click **Save**.

			iii Search Q	
Midterm Grade	Final Grade	≎ Rolled	Last Attend Date	;
	B+	v		
	A A-			
	B+			
	K < Page	1 of 2 > > Per Page 25 -		
	Save	Reset		

Grades saved but not yet rolled by the Office of the Registrar will be blank under the **Rolled** column.

Once the 'roll' has occurred after the grading deadline, a green checkbox will appear next to every student in the **Rolled** column. This indicates that students can now view their final grades.

Midterm Grade	Final Grade 🗘	Rolled 🗘 Last Attend Date 🗘
	A-	0
	В	0
	C+	0
	B+	0

Grading Option 2: Import an Excel Spreadsheet Grade Roster

Click the Tools icon in the top right corner (looks like a gear).

					*		2	Ms Joa
					Language Setting			
					About			
					Export Template			
					Import			С
Course	2	Section	÷	Title	\$ Term	:	\$	CRN
2501		11		Lab for CS 2500	201910 - Fall 2018 Semester			13955

				к	Page 1 of 1 > > Per Page
A 0 .					
				Searc	h C
\$ Final Grade	Colled	🗘 Las	t Attend Date	\$	Hours Attended
A-	Ø				
В	0				

Click **Export Template**. Select the Microsoft Excel format you wish to use and click **Export**.

	Export Template				Cancel
adebo	 Excel spreadsheet(.xls) Excel spreadsheet(.xlsx) 				
]	CS - Computer Science	2501	11	Lab for CS 2500	201910 - Fall

Open the downloaded spreadsheet (depending on your browser settings, you may see the downloaded file in the bottom left of your browser, saved to your computer's downloads folder, or the file may open automatically). Enable editing in the downloaded file if required.

Scroll to the right to enter grades in the appropriate **Final Grade** column. Grades cannot contain spaces, or they will not be accepted during upload.

	ب ، ې. پ			201910_Computer Science_	2501_11_Template - Excel	
File	Home Insert Page	Layout Formulas Data R	eview View 🔉 Tell me what	you want to do		
	X Cut Calibri Copy →		₩rap Text	General \$ - % , \$ 00 00 Conditio	Normal Neutral	Bad Goo Calculation Che
*				Formattir	g * Table *	
	Clipboard 5	Font 🕠	Alignment 🕞	Number 🕞	Sty	les
H1	• ÷ × ✓	f _x Final Grade				
	E	F	G	Н	I	J
1 Ro	olled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
2 Ye	es	No	Computer Science	A-		
3 Ye	es	No	Computer Science	В		
4 Ye	es	Yes	Computer Science	C+		
5 Ye	es	No	Computer Science	В+		
6 Ye	es	No	Computer Science	с		
7 Ye	es	No	Computer Science	Α		
8 Ye	es	No	Computer Science	A		
~						

Save the spreadsheet to your computer and exit the spreadsheet.

Go back to **Faculty Grade Entry** and click the Tools icon again and select **Import** from the dropdown list.

	*	Ms
	Language Setting	
	About	
	Export Template	
	Import	
\$ Section \$ Title \$: Term	\$ CRN
11 Lab for CS 2500	201910 - Fall 2018 Semester	13955

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•	•	•																		
											Ī		S	ear	h					

Click in the Browse field to find the file you wish to import.

Select your file and click Open. Follow the Import Wizard to upload your file.

- **4)** Review the column mapping to ensure data is imported into the correct fields. Term Code, CRN, and Student ID are required.
- **5)** Download the validation report to review errors.

Import	Cancel
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 11 records will be imported: 8 records containing errors will not be imported. 18 unchanged records will not be imported.

Download the validation report

Row Term Code CRN Full Name Student ID Rolled Confidential Course Final Grade
