Banner Electronic Gradebook

Office of the University Registrar

West Virginia University
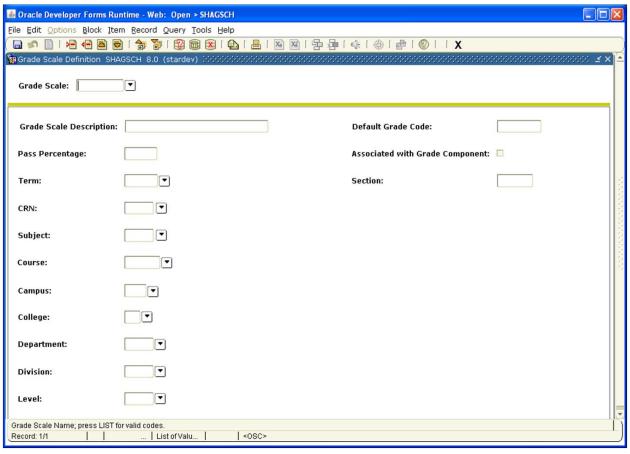
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Introduction

Banner Electronic Gradebook is a tool for keeping assignment and test grades in STAR and automatically rolling final grades to students' Academic History. Below you will find the steps to set up your gradebook and enter grades into STAR.
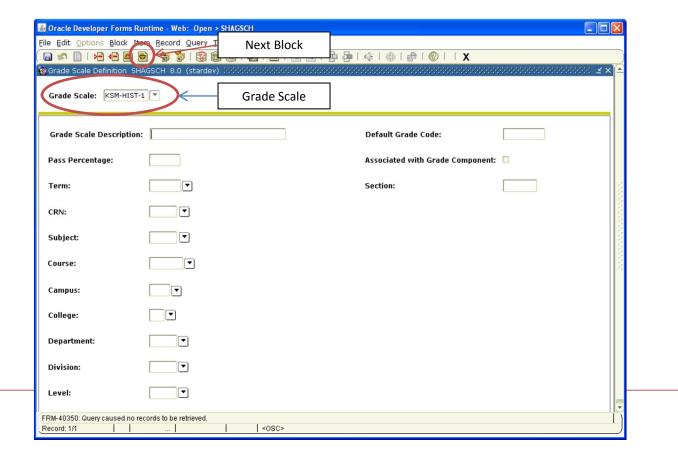
Steps

- Set up your course's grading scale
- Set up the various assignments that make up your course
- Enter students' grades on assignments
- Verify final grades

Grading Scale

- The first step is to tell STAR what grading scale it should use to convert your numeric grades into letter grades. This is done on SHAGSCH.
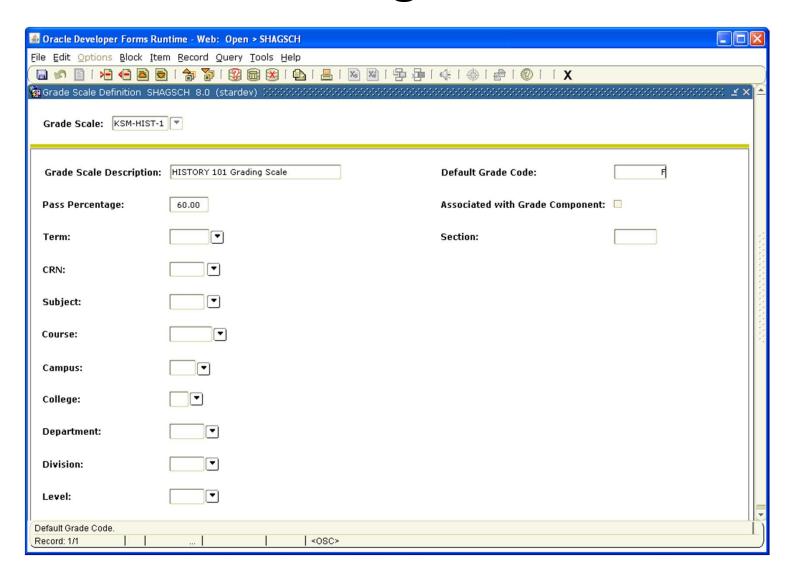
Grading Scale

- Name your grading scale. The name should be of the format "INITIALS-DEPT-IDENTIFIER"
  - INITIALS – Your initials
  - DEPT – Abbreviation of your department (HIST for History, for example).
  - IDENTIFIER – Something to help you identify your grade scale
- Banner allows 10 characters including spaces

Grading Scale

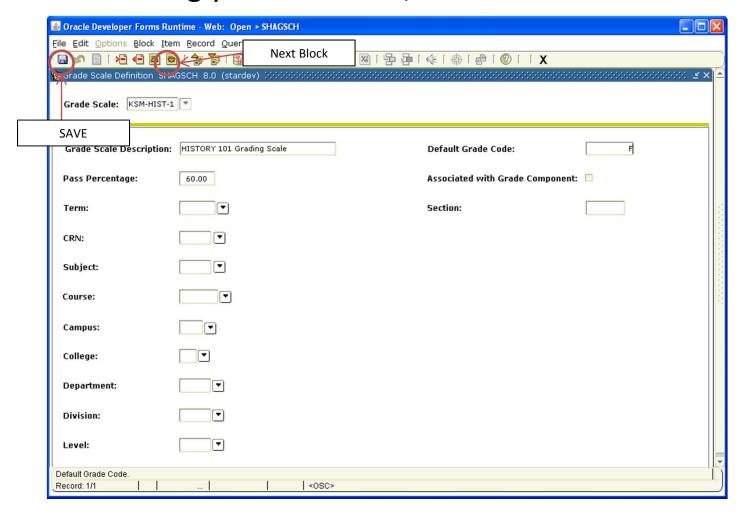- Type the name of your grading scale into the field labeled "Grade Scale." Then Next Block.

Grading Scale

Grading Scale

- Grade Scale Description: A longer name for your grading scale. This is free text.

- Pass Percentage: Minimum numeric grade to not fail the course.

- Term, CRN, Subject, Course, Campus, College, Department, Division, Level, Section: Narrow your grading scale to only be used by courses that meet these criteria. NOTE: If you use these criteria, then it is possible you may not be able to use this scale for other courses.

- Default Grade Code: This would be the grade earned by a student who's numeric grade is below the "Pass Percentage".
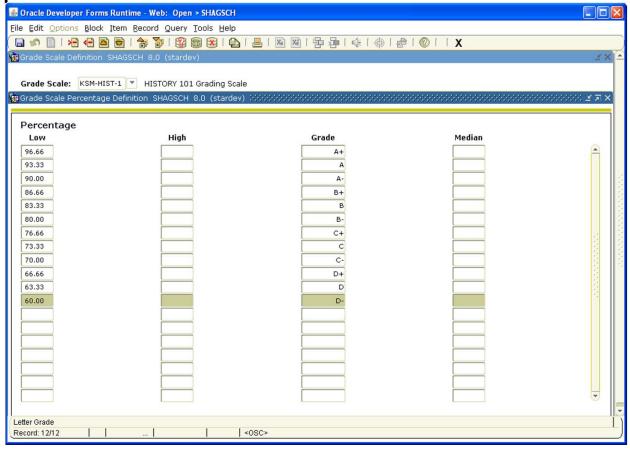
Grading Scale

Grading Scale

- Required elements are:
  - Grade Scale Description
  - Pass Percentage
  - Default Grade Code
- All other elements are optional.

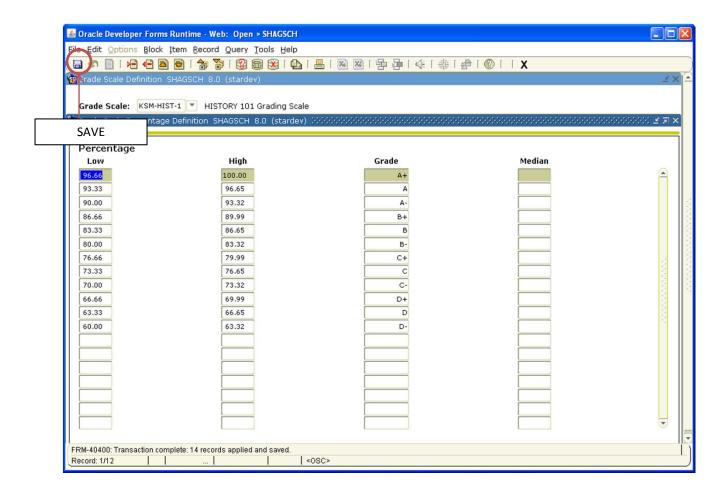# Grading Scale

- After entering your elements, SAVE then Next Block.

Grading Scale

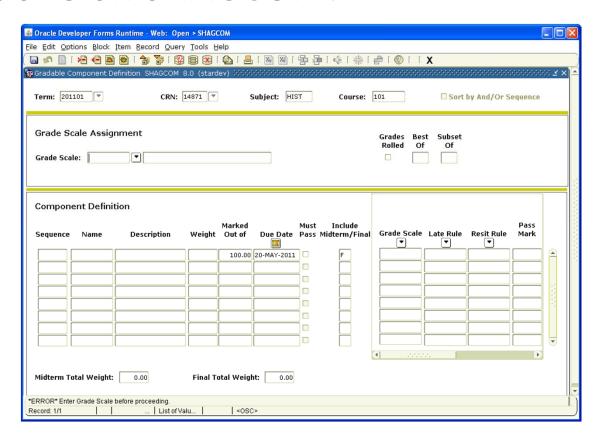- On this screen, you input your numeric grade ranges and their equivalents.

Grading Scale

- You only need to enter the "Low" score and the "Grade". STAR will calculate the "High".

Grading Scale

- SAVE.

Components

- Now, you need to set up your components. This is done on SHAGCOM.

Components

- Enter the Term and CRN for your course and Next Block.

Components

- Choose your grading scale you just set up.

Components

- Save and Next Block to enter your assignments.

Components

- This is an example assignment schedule.

Components

- Sequence: Order in which your assignments appear on the web.

- Name: Short name of the assignment (10 characters)

- Description: Long name of the assignment (200 characters)

Components

- Weight: How much of the total grade the assignment counts. In the example, each are 25% of the total grade.

- Marked Out of: The highest point total a student can receive on the assignment.

- Due Date: Date the assignment is due.

- Must Pass: If checked, a student must attain the minimum grade on the assignment to avoid receiving an automatic failing mark.

Components

- Grade Scale: Should default in to the grade scale you specified above.

- Late Rule: See Section Titled Late Rule.

- Resit Rule: Unused at this time.

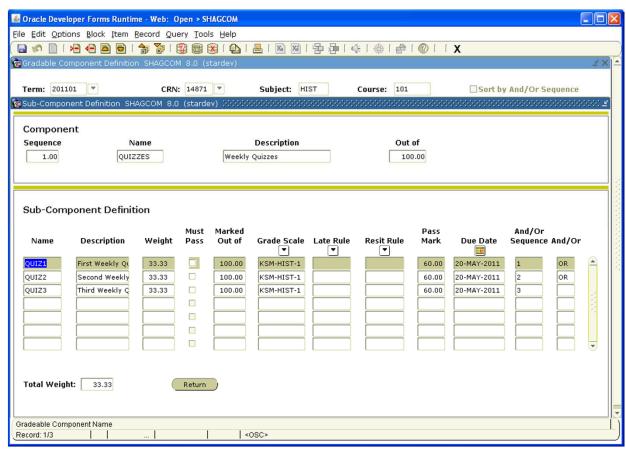- Pass Mark: Should default in from the grading scale you specified.

- Best Of: Will drop the lowest grades. For example, if there are three weekly quizzes, Best Of = 2 will only count the two highest quiz grades entered for a student.

Components

- Subcomponents: If an assignment has multiple parts. For example, the total weekly quiz grade is comprised of the best 2 of the 3 weekly quizzes.

Components

- Enter your subcomponent information here. It is similar to your component information.

Components

- Use the And/Or Sequence if you are using the Best of.

Components

- Click Return, then Save. You have now set up your assignments.

Grading

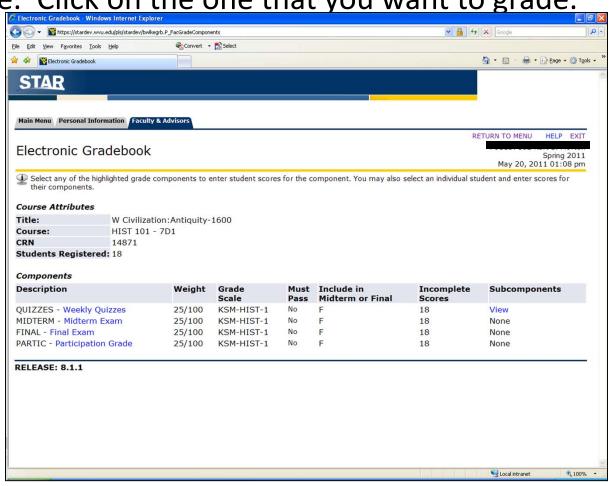- Once you have set up your grading scale and assignments you may now enter your students' grades.

- Log into STAR through MIX.

Grading

- Under Faculty and Advisors, click "Electronic Gradebook"
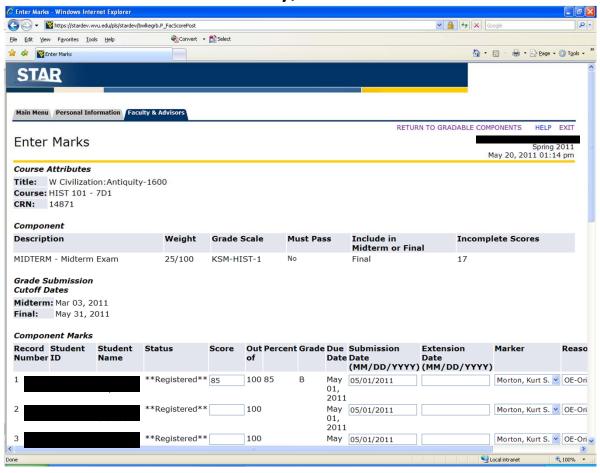
Grading

- If you are not shown the correct course, click "CRN Selection" and choose the correct one.

Grading

- The first screen will show you the assignments for your course. Click on the one that you want to grade.
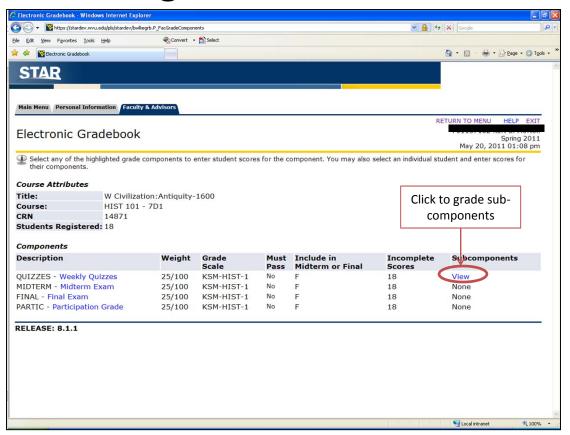
Grading

- Enter the grade for each student for the particular assignment and if necessary, the submission date.

Grading

- Scroll to the bottom and click "Submit"

- Remember, you can enter as few or as many grades as you wish.

- If a grade needs correcting after you have hit submit, choose "RC – Re-Calculated" as the "Reason".

- To go back to the assignments list, click "Gradable Components" at the bottom of the page.

- Only 25 students per page will appear. If more than that are registered for your course, use the "Record Sets" links.

Grading

- For courses with subcomponents, click the "VIEW" link to grade each one.

Grading

- Once all grades for all students have been entered over the course of the semester, you are done.
- You do not need to fill out the "Final Grades" sheet on STAR. Final Calculated grades will be automatically rolled to history once grading is closed.
- Any student missing a grade will be given an NR on their transcript and a grade modification form will need to be submitted to the Office of the University Registrar.

Grading

- IMPORTANT:
  - Before grades are due, please check the "View Final Composite Grades" and verify that all students have a final calculated grade.
  - If any student is missing, please fill in their grades BEFORE the grading deadline.
  - Grades may NOT be entered after the grading deadline.

Grading

- Click "View Final Composite Grades" to see a student's final grade in the course once all grades have been entered.

Grading