
Faculty Grade Entry

Pre-requisite:

Courses must be assigned in SIAASGN in Banner for the current Academic Term by the Department Administration Office to any staff member that is entering grades.

Logging in to Faculty Grade Entry

Faculty Grade Entry is accessed using the following link:

[Faculty Services Dashboard \(dkit.ie\)](https://dkit.ie)

Login is done via **Single Sign On**. This is the sign on that you use to logon to your PC/Laptop, it opens Outlook etc.

Logging in from the College

Once you are logged in to the Network you shouldn't have to type in any password, you may just need to confirm your account.

Logging in from Outside

Outside the college, log in using your network login (ie what you use to access your email etc).

Landing page:



To Enter Grades

1. Click on **Faculty Grade Entry**
2. This will bring up all modules that are attached to you from each Academic Year.

Faculty Grade Entry - Gradebook

Faculty Grade Entry

Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	200900 - 2009-2010	68440
Not Started	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202200 - 2022-2023	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202100 - 2021-2022	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202000 - 2020-2021	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201900 - 2019-2020	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201800 - 2018-2019	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201700 - 2017-2018	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201600 - 2016-2017	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201500 - 2015-2016	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201400 - 2014-2015	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201300 - 2013-2014	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201200 - 2012-2013	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201100 - 2010-2011	68440
Completed	ANPS - Anatomy and Physiology	57001	305	Anatomy and Physiology 1	200800 - 2008-2009	68441
Completed	ANPS - Anatomy and Physiology	57001	305	Anatomy and Physiology 1	200700 - 2007-2010	68441

Records Found: 242

Composite Grades | Composite

- a. To just display the modules for a specific term, this can be typed into the search box on the top right. A search can also be done by Subject, Section, Title, CRN etc.

Faculty Grade Entry - Gradebook

Faculty Grade Entry

Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202200 - 2022-2023	68440
Not Started	ANPS - Anatomy and Physiology	57001	305	Anatomy and Physiology 1	202200 - 2022-2023	68441
Not Started	VETS - Veterinary Studies	57020	L01	Clinical Pathology	202200 - 2022-2023	75463
Not Started	VETS - Veterinary Studies	57020	305	Clinical Pathology	202200 - 2022-2023	75463
Not Started	VETS - Veterinary Studies	48001	L01	Research Methods	202200 - 2022-2023	85405

Search box: 202200

Faculty Grade Entry - Gradebook

Faculty Grade Entry

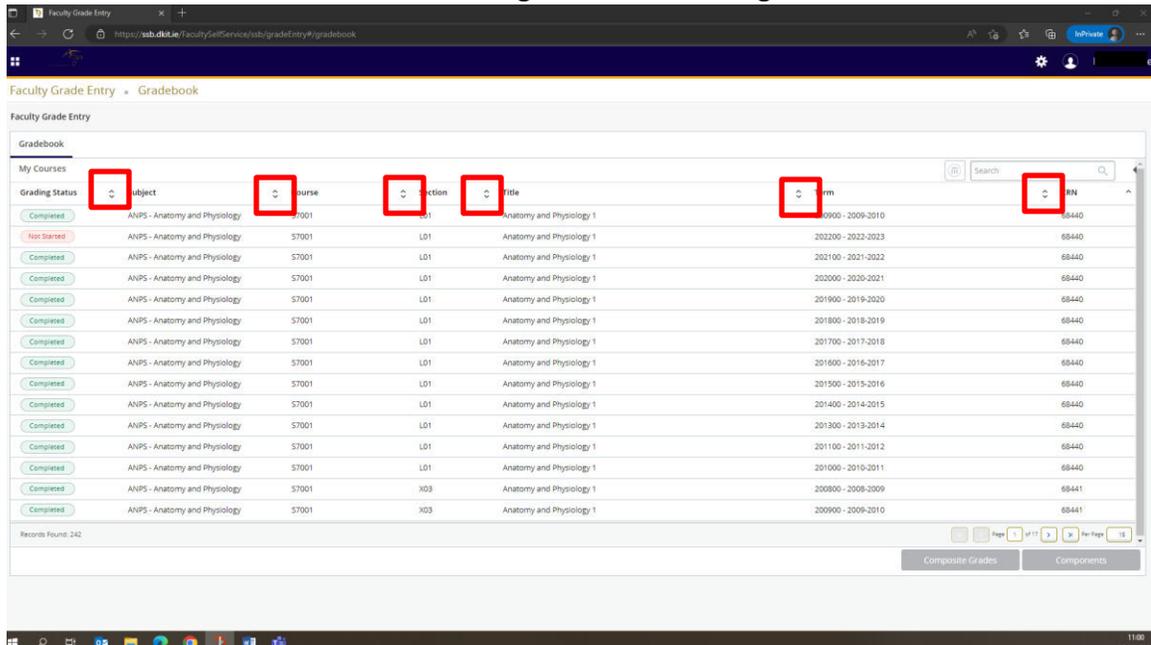
Gradebook

My Courses

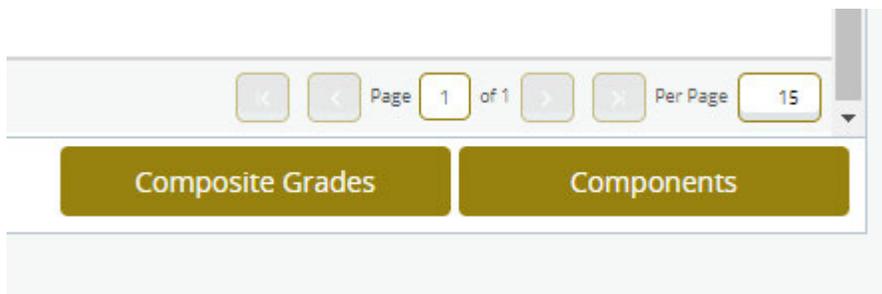
Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	200600 - 2009-2010	68440
Not Started	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202200 - 2022-2023	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202100 - 2021-2022	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	202000 - 2020-2021	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201900 - 2019-2020	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201800 - 2018-2019	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201700 - 2017-2018	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201600 - 2016-2017	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201500 - 2015-2016	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201400 - 2014-2015	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201300 - 2013-2014	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201200 - 2012-2013	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201100 - 2011-2012	68440
Completed	ANPS - Anatomy and Physiology	57001	L01	Anatomy and Physiology 1	201000 - 2010-2011	68440
Completed	ANPS - Anatomy and Physiology	57001	305	Anatomy and Physiology 1	200800 - 2008-2009	68441
Completed	ANPS - Anatomy and Physiology	57001	305	Anatomy and Physiology 1	200700 - 2009-2010	68441

Search box: ANPS

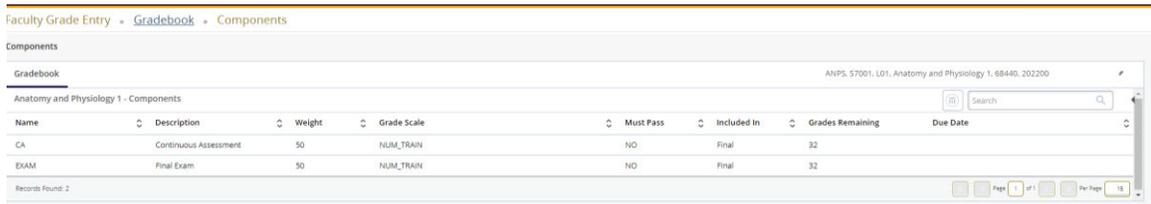
- b. Alternatively, it is possible to sort by any column. This is done by clicking on the small arrows to the right of each heading.



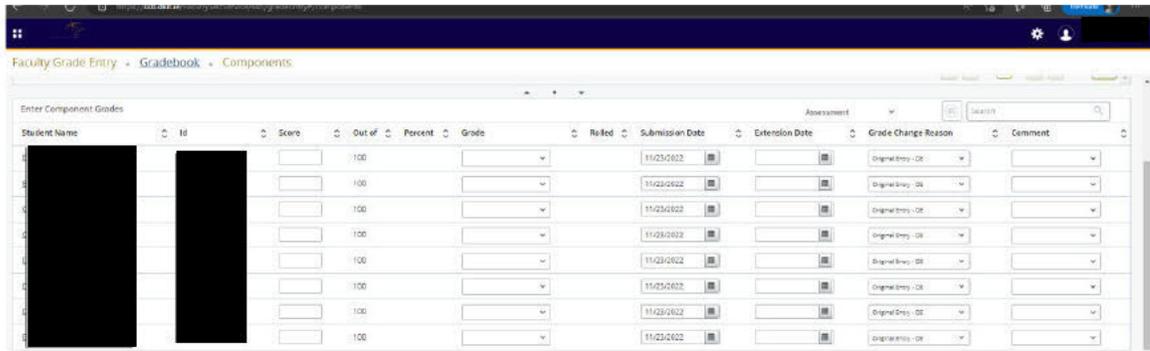
3. Click on the **Subject** that you want to enter grades for.
4. Click on the **Components** button on the bottom right. This will only be highlighted once you have selected a subject.



5. Choose the component (eg CA, Final Exam etc) to enter grades for by clicking on it, this will bring up the list of students on that component.



6. Enter the grades in the **Score** box.



7. If you hover the mouse over the student name, it will bring up their programme and email address.
8. When all the grades have been entered. Click **Save** at the bottom.



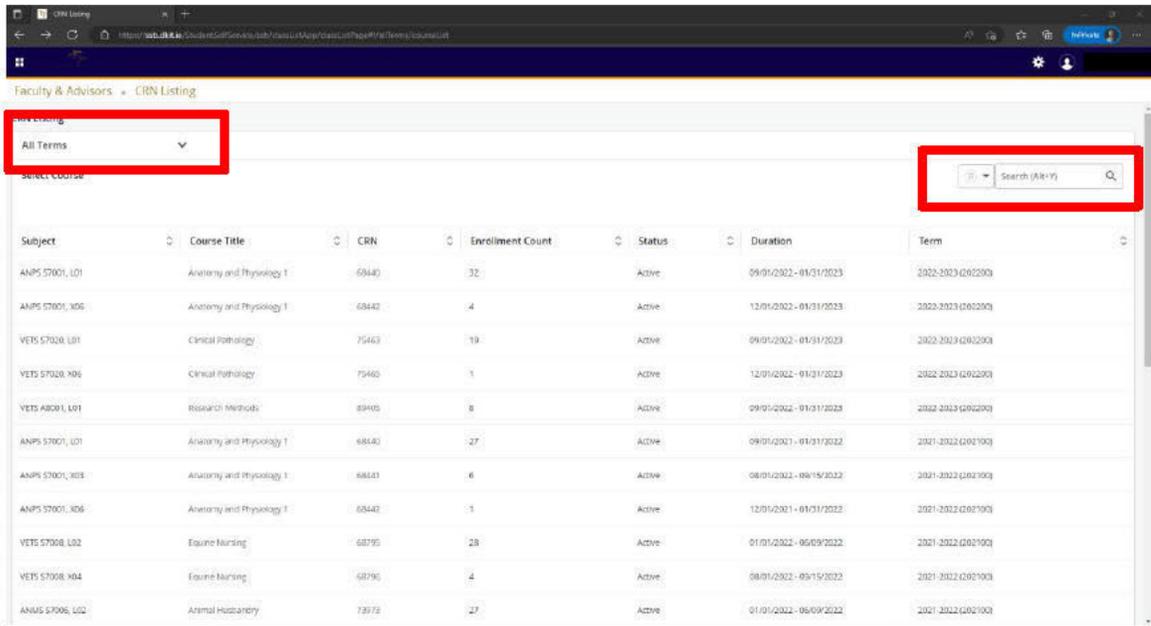
9. Repeat for remaining components.

To check the Exam Session, this can be done by searching or sorting by section:

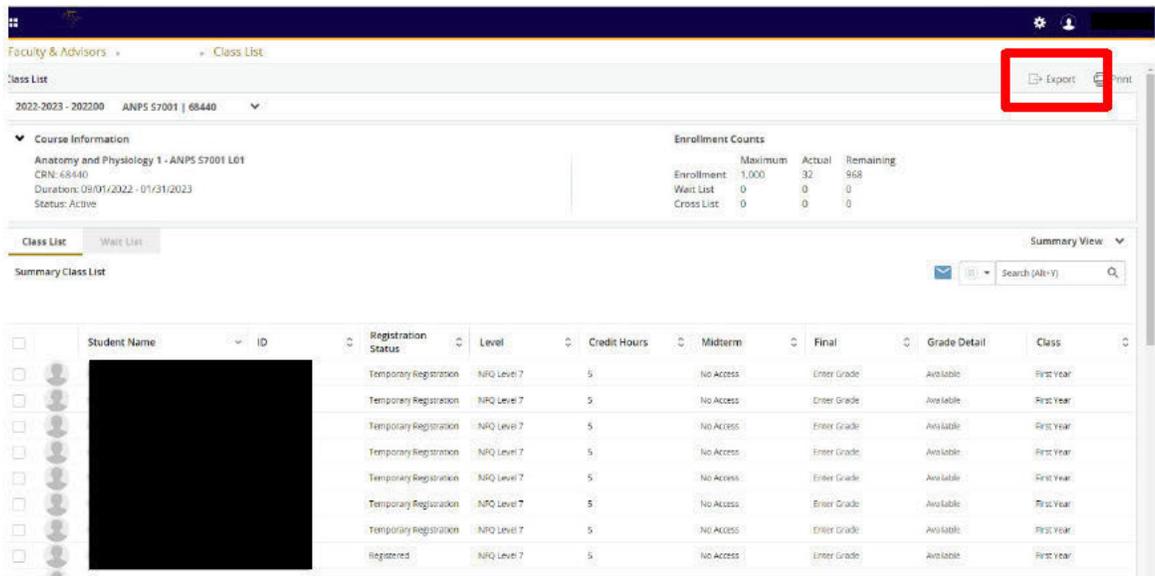
Section	Exam Session	Part of Term
L00	May (June)	1 (full year)
X02	Autumn REPEAT	AR (full year, Autumn repeat)
X01	May (June) REPEAT	RJ (full year, May repeat)
L01	January	WS (winter semester, January)
X03	Autumn REPEAT	RWA (repeat winter semester, Autumn)
X06	January REPEAT	RW (repeat winter semester, January)
L02	May (June)	SS (summer semester, May)
X04	Autumn REPEAT	RSA (summer semester, Autumn)
X05	May (June) REPEAT	RS (summer semester, May)

Viewing & Exporting Class List

1. On the Welcome Page click on **Class Lists CRN**.
2. This will list all modules from every term that has been assigned to you. You can select the Term from the drop down list. Or type in a Subject, CRN, Term etc in the Search box on the right



- Once you've selected a module, it will bring up all students on that module, along with their grades etc. This can then be Exported to Excel by clicking on the Export button on the top right.

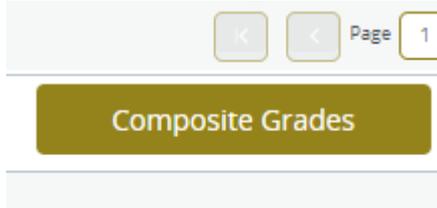


- You are then given the option to choose what type of Excel file to export it as.

Printing in Faculty Grade Entry (Chrome or Edge)

When you have all results in and want to print your composite grade sheet

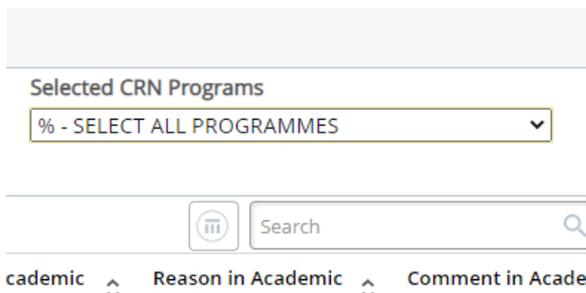
1. Click on Faculty Grade Entry, then select the subject you have results in for
2. Select Composite Grades



3. Go down to the bottom of the page and select 100 per page (please note if you have over 100 students, the filter should go onto the next page, there is a maximum of 100 students per page)



4. Then select your programme you want to filter and print.
 - This should bring up all the students for this course please make sure all your students are present.



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5. Then right click and print (or Ctrl and P) (**do not click the print button on the composite grade sheet**), this should print in alphabetical order and filtered by programme. (In the print preview if there are blank pages from the filter just put in what pages you want to print.)

 6. If you don't select a programme it will print all students from all programmes.

Please note when entering results in Faculty Grade Entry in the components view, the filter works in the same way you must go down to the bottom of the page and select 100 per page and then filter by programme to get all your relevant students.