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)

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:

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	if you have any questions, please contact an administrator,	

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.

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Mor Started	ANPS - Anatomy and Physiology	\$7001	L01	Anatomy and Physiology 1	202200 - 2022-2023	65440
Completed	ANPS - Anatomy and Physiology	\$7001	LD1	Anatomy and Physiology 1	2021-00 - 2021-2022	80440
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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.

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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.

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Completed	ANPS - Anatomy and Physiology	\$7001	L01	Anatomy and Physiology 1	201900 - 2019-2020	68440
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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	\$7001	L01	Anatomy and Physiology 1	201400 - 2014-2015	68440
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					Composite	Grades Components

- 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.

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Composite Grades	Components

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.

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Gradebook											ANP5, 57001, L01, An	atomy and Physiology 1, 68440, 202200	'
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6. Enter the grades in the **Score** box.

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- 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.
- 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

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aculty & Advisors	CRN Listing						
All Terms							
Select Course						🛞 🕶 🛛 Search (Alta)	n Q
Subject	C Course Title	C CRN	C Enrollment Count	© Status	© Duration	Term	
ANPS 57001, L01	Anatomy and Physiology T	68440	32	Adve	09/01/2022-01/31/2023	2022-2023 (202200)	
WNPS 57001, X06	Anatomy and Physiology 1	68442	34	Active	12/01/2022 - 01/31/2023	2022-2023 (202200)	
VETS 57020, L01	Clinical Pothology	75463	19	Attive	09/01/2022 - 01/31/2023	2022-2023 (202200)	
VETS 57020, X06	Cirical Pethology	75465	3	Active	12/01/2022-01/31/2023	2022-2023 (202200)	
/ETS ABOD 1, LOT	Research Methods	89405		ACLIVIE	09/01/2022 - 01/31/2023	2022 2023 (202200)	
ANPS 57001, L01	Anatomy and Physiology †	68440	27	Active	09/01/2021 - 01/31/2022	2021-2022 (202100)	
NAPS 57001, 303	Anatomy and Physiology 1	68141	6	Active	08/01/2022 - 09/15/2022	2021-2022 (202300)	
WNP5 57001, XD6	Anetomy and Physiology 1	68442	31	Active	12/01/2021 - 01/31/2022	2021-2022 (202100)	
/ETS 57008, LO2	Equine Nursing	68795	28	Active	01/01/2022 - 05/09/2022	2021-2022 (202100)	
VETS 57008 X04	Equine Narsing	68795	4	Active	08/01/2022 - 09/15/2022	2021-2022 (202100)	
ANMS 57005, L02	Animal Husbandry	73973	27	Active	01/01/2022 - 05/09/2022	2021-2022 (202100)	

3. 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.

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

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5. Once the Export is done, it will show in a small window at the upper right (or click on the down arrow pointing at a line). Click the **Open File** hyper link to open it in Excel.

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6. Once open in Excel, you can then save the file. *Please note, in the example below there are no grades entered for the students. Once grades are entered, you will see them under the Final column. The Midterm column is not used and can be deleted*

A	B	C	D	E	F	G	н		- J
Course Information Course Title									
Course Title	Research Methods - VET	S A8001 L01							
Term	2022-2023 - 202200								
CRN	89405								
Duration	09/01/2022 - 01/31/2023								
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Summary Class List									
Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Grade Detail	Class	
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