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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	🛠 🚺 Karen Dunne
Faculty Services	
Hello Karen Dunne, This is the landing page for Banner Faculty. From here, you can navigate to other pages using the Banner menu on the header or the links below.	
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Class Lists Online Programme Catalogue	
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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Completed	ANP5 - 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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Completed	ANPS - Anatomy and Physiology	\$7001	L01	Anatomy and Physiology 1	201000 - 2010-2011	68440
Completed	ANPS - Anatomy and Physiology	57001	X03	Anatomy and Physiology 1	200800 - 2008-2009	68441
Completed	ANPS - Anatomy and Physiology	57001	X03	Anatomy and Physiology 1	200900 - 2009-2010	68441
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						Composite Grades Components

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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Not Started	VETS - Veterinary Studies	\$7020	L01	Clinical Pathology	202200 - 2022-2023	75463
Not Started	VETS - Veterinary Studies	57020	X06	Clinical Pathology	202200 - 2022-2023	75465
Not Started	VETS - Veterinary Studies	A8001	L01	Research Methods	202200 - 2022-2023	89405
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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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						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.

K K Page 1	of 1 >> Per Page 15
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.

Faculty Grade Entry 🔹	Gr	adebook • Compone	nts													
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6. Enter the grades in the **Score** box.

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Cernikova, Violeta	D00257127		100		~		11/23/2022	H			Original Entry - OE	*			¥
Donaghy. Cara	D00261879		100		~		11/23/2022				Original Entry - OE	~			~
Conovan. Aisling	D00258696		100		~		11/23/2022				Original Entry - OE	~			~
Dunne, Alannah	D00254257		100		*		11/23/2022				Original Entry - OE	×			*
Erasmus, Shan-Lee	D00260343		100		~		11/23/2022				Original Entry - OE	* I			ž

- 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

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ubject	Course Title	CRN CRN	© Enrollment Count	C Status	Duration	Term	\$
NPS 57001, L01	Anatomy and Physiology 1	68440	32	Active	09/01/2022 - 01/31/2023	2022-2023 (202200)	
IP5 57001, X06	Anatomy and Physiology 1	68442	34 C	Active	12/01/2022 - 01/31/2023	2022-2023 (202200)	
TS 57020, L01	Clinical Pathology	75463	19	Active	09/01/2022 - 01/31/2023	2022-2023 (202200)	
TS 57020, X06	Clinical Pathology	75465	1	Active	12/01/2022 - 01/31/2023	2022-2023 (202200)	
TS A8001, L01	Research Methods	89405	8	Active	09/01/2022 - 01/31/2023	2022-2023 (202200)	
IPS 57001, L01	Anatomy and Physiology 1	68440	27	Active	09/01/2021 - 01/31/2022	2021-2022 (202100)	
VPS \$7001, X03	Anatomy and Physiology 1	68441	6	Active	08/01/2022 - 09/15/2022	2021-2022 (202100)	
VP5 57001, X06	Anatomy and Physiology 1	68442	1	Active	12/01/2021 - 01/31/2022	2021-2022 (202100)	
TS 57008, L02	Equine Nursing	68795	28	Active	01/01/2022 - 06/09/2022	2021-2022 (202100)	
TS 57008. X04	Equine Nursing	68796	4	Active	08/01/2022 - 09/15/2022	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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	Student Name		* Status * Temporary Registration					Grade Detail	Class	Q	
	Student Name Miss Alshling Gaughan	D00255557	Status	NFQ Level 7	5	No Access	Enter Grade	Grade Detail Available	Class First Year	Q	
	Student Name Miss Alshling Gaughan Miss Alsling Donovan	D00255557 D00258696	Status Temporary Registration Temporary Registration	NFQ Level 7 NFQ Level 7	5	No Access No Access	Enter Grade Enter Grade	C Grade Detail Available Available	Class First Year First Year	Q	
	Student Name Miss Ashing Gaugtan Miss Ashing Donovan Miss Alannah Dunne	D00255557 D00258696 D00254257	Status Temporary Registration Temporary Registration Temporary Registration	NFQ Level 7 NFQ Level 7 NFQ Level 7	5 5 5	No Access No Access No Access	Enter Grade Enter Grade Enter Grade	Carace Detail Available Available Available	Class First Year First Year First Year	Q	
	Student Name Miss Ashting Gaugnan Miss Asling Dorovan Miss Alannah Dunne Miss Cara Donaghy	D00255557 D00258696 D00254257 D00261879	Status Temporary Registration Temporary Registration Temporary Registration Temporary Registration	NFQ Level 7 NFQ Level 7 NFQ Level 7 NFQ Level 7	5 5 5 5	No Access No Access No Access No Access	Enter Grade Enter Grade Enter Grade Enter Grade	Carace Detail Available Available Available Available	Class Rirst Year Rirst Year Rirst Year Rirst Year	Q	
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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*

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		Temporary Registration	NFQ Level 8		No Access	Enter Grade	Available	Fourth Year	
s Joanna Karolina Turos D		Temporary Registration	NFQ Level 8		No Access	Enter Grade	Available	Fourth Year	
s Megan Nicola Keane D	00230739	Temporary Registration	NFQ Level 8		No Access	Enter Grade	Available	Fourth Year	
	00230663	Temporary Registration	NFQ Level 8		No Access	Enter Grade	Available	Fourth Year	
	00125888	Temporary Registration	NFQ Level 8		No Access	Enter Grade	Available	Fourth Year	
hane Mc Dermott DO	00253269	Temporary Registration	NFQ Level 8	10	No Access	Enter Grade	Available	Fourth Year	