

Fall 2009 First 8 Weeks Grade Questions and Answers

- **Who is allowed to submit or enter final grades?**

Final grades must be entered or submitted online via Banner Faculty Self Service or Blackboard by the instructor of record for that course.

- **When can final grades be submitted?**

Final grades may be pushed from the "Final" column in Blackboard grade book or entered directly into Banner from the Self-Service portal starting at 8:00 am on Tuesday, October 13. All grades must be submitted online no later than 5:00 p.m. on Tuesday, October 22.

- **What if I make a mistake or need to change a student's final grade after I have submitted it?**

Grades can be resubmitted through Banner or Blackboard as often as you need up to the October 22, deadline. Corrections after that will require a form 350.

- **When can students see grades in Banner?**

Students will be able to view grades after they have been rolled to academic history. That process should be complete on October 23 at 8:00 a.m.

- **Can grades be printed?**

To print a copy of grades for your records, click on the Printer icon on your browser toolbar. This can be done only during the grade entry times as indicated by the Registrar's office. Once the submission deadline has passed, the grades are rolled into academic history and are no longer available for faculty on grade rosters in SSB.

- **How can grades be viewed after grades have been rolled to history?**

Students and Advisors can view grades after they are rolled to academic history thru SSB under academic transcript. Grade reports are available using Cognos – Public Folders-Validate-Grades thru the schedule deputy in each department for faculty.

- **How do you know that you're an instructor of record?**

Log into myPurdue and go to the faculty tab. If you have access to course lists, you will see your course offerings. If all do not appear, select the more link under your visible courses.

- **What if I have a Pass or No-Pass class?**

A grade of Pass (P) or No-Pass (N) may be used if the course was originally set up with that grading criteria. If you are assigning an incomplete grade for a Pass or No-Pass class the grade of PI should be given.

- **How do I handle regular incomplete grades during the Fall First 8 Weeks 2009 class time frame?**

Incomplete grades are assigned when a student has attended class, but has not completed work and has been allowed time to do so. As before, a Registrar Form 60 must be completed for each student with an Incomplete or (I) grade submitted.

Incompletes are not to be used for students who never attended class and are still on the class roster. Failure to complete the class or turn in passing coursework is noted as an (F).

- **What steps do I take to enter grades when I receive this message: “ORA-06502: PL/SQL: numeric or value error: invalid LOB locator specified: ORA-22275”**

By clicking on 'Banner Self-Service' in the Banner Self-Service channel (Home tab), the faculty member will see the 'Faculty Services' menu. Clicking on that and then 'Final Grades', the instructor will be directed to select a term and then they will select a CRN (from a list of those CRN's for which they are designated as an instructor). After entering and submitting grades, they may select another CRN for grade entry by clicking 'CRN Selection' from the menu options in the footer of the Final Grades entry page.

- **I cannot see all of my course listings in the Faculty Grade Assignment area.**

To display all course listings, click on the “more” button, which is located below the last course displayed on screen.

- **What do the different icons mean when entering grades?**

Each icon represents a different phase in the grade entry process. An explanation of each symbol is available at <https://help.itap.purdue.edu/3795>.

The screenshot shows the 'Faculty Grade Assignment' interface. It contains a table with the following data:

| Course Name | CRN | Term | Status Icon |
|-------------------|---------|-----------|---------------------------------------|
| Intr To Sociology | SOC 111 | Fall 2007 | Yellow triangle with exclamation mark |
| Indep Reading | SOC 670 | Fall 2007 | Green triangle with exclamation mark |
| Indep Reading | SOC 670 | Fall 2007 | Blue checkmark |
| Indep Reading | SOC 670 | Fall 2007 | Green checkmark |
| Coop Ed In Soc | SOC 781 | Fall 2007 | Red circle with slash |
| | | | Red circle with X |

Legend for icons:

- Grades need to be entered (Yellow triangle with exclamation mark)
- Grades complete and rolled/cannot change (Blue checkmark)
- Grades complete but changes allowed (Green checkmark)
- No students enrolled (Red circle with slash)
- Not a gradable class (Red circle with X)

At the bottom of the interface, there is a 'More' button (highlighted with a red box), a 'Final Grades' dropdown menu, and a 'Go' button.