

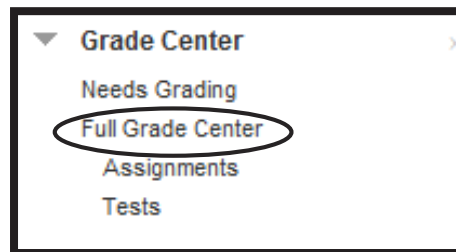
Fall 2014

# Gradebook: Downloading Grade Book in myCourses to Spreadsheet

myCourses allows the instructor to manage the grade book outside of the myCourses system.

- To access the Grade Center, choose **Grade Center** from your course menu.

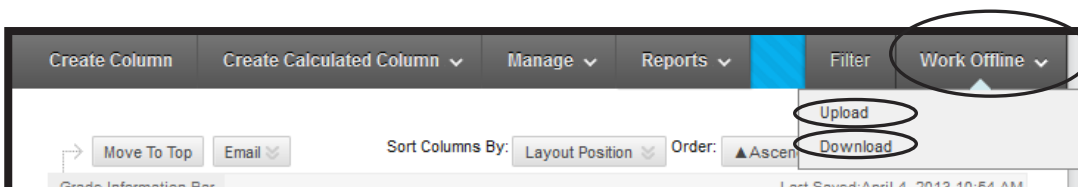
Choose the **Full Grade Center** option.



- The grading columns for your students will appear.

A screenshot of the myCourses grade book interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below these is a 'Grade Information Bar' with 'Last Saved November 16, 2012 9:01 AM'. The main table has columns: Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, Total, Assignment On, and Introduce Yourself. A row is visible for a user named 'Demo' with username 'bb\_demo\_216', last access 'November 16, 2012', and a total score of 3.00. At the bottom right, there are buttons for 'Icon Legend' and 'Edit Rows Displayed'.

- To download or upload grade book columns, **click the Work Offline** button from the grade book menu. Choose **Upload** from the list to upload grade columns from a spreadsheet into the system. Choose **Download** to download a tab or comma delimited file. Both are opened in MS Excel.



# Uploading Final Grades from myCourses to Banner

Fall 2014

Instructors may opt to enter in grades via a mass entry into Banner. Instructors can use a downloaded spreadsheet from myCourses for this process if desired.

1. Download the Gradebook from myCourses (see previous instructions for “Gradebook: Downloading Gradebook in myCourses to Spreadsheet”).
2. Login to **myBanner for Faculty**. Under **Grades and Absences**, select the appropriate option for grade entry (**Enter MidTerm Grades** or **Enter Final Grades**).
3. Select the appropriate *department* and *term* for the course. Type in the course subject code, course, and section (i.e., EN 1103 01).
4. Select the option for entering grades as **Mass entry using copy & paste (Advanced Users)**.
5. Select the desired option for displaying final grades to students and click the **Enter Grades** button.
6. Follow the instructions listed in Banner to copy and paste the necessary columns from the downloaded spreadsheet into Banner.

term: Spring Semester 2014  
 campus: Starkville  
 instructor: [REDACTED]  
 CRN: [REDACTED]  
 CRN: [REDACTED]  
 Time & Location: F 02:00pm - 03:50pm TBA

- Using Copy and Paste, enter your grades & absences for this class into the text area shown below. These can be copied directly from Excel or other programs.
- Each row MUST be in the format NetID (delimiter) Grade (delimiter) Absences.
- The delimiter MUST be a tab, comma, or semicolon and must be selected using the drop down list shown.
- The NetIDs do not have to be any particular order.
- All NetIDs, grades, and absence values will be validated before the confirmation step. If any errors occur, you will be required to correct the errors before continuing.
- A tab delimited example is shown. This example will disappear when you click in the text area.
- **Departmental Users: You should only include students in this list who DO NOT have previously recorded grades and/or absences. All previously recorded grades and absences will NOT be changed.**
- **Instructors Of Record: If any student included in this list has previously recorded grades and/or absences, then the grades and absences entered here will OVERWRITE the previously recorded values for that student, once submitted.**
- Any previously recorded grades and absences for students who are NOT included in this list will NOT be affected.
- **YOU WILL BE REQUIRED TO CONFIRM AND SUBMIT THE GRADES AND ABSENCES IN THE NEXT STEP.**
- **NOTE: Based on the grade display option that was selected, students are allowed to view their final grade as soon as it has been submitted.**

Copy & Paste Your NetIDs, Grades & Absences Here

Example (Tab Delimited)

```
abc1 A 2
trb13 B 0
krm122 F 1
pr5 C 3
xyz4 A 1
```