

Faculty Grading FAQ's

December 7, 2007

Questions

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Answers

1. What should I do if a course I am teaching does not appear in my drop down list and I am unable to grade it?

You should contact your departmental scheduling coordinator and ask them to submit a course maintenance form to the Course Scheduling Office adding you as an instructor to that course.

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2. When will I lose the ability to change a grade I have already submitted in Banner?

Each night at approximately midnight grades that you have entered into Banner up to that point are "rolled" and become official. After those grades are rolled you will be unable to change them in Banner and will need to submit an official university change of grade form.

3. When will a student be able to see the grade that I have assigned to them?

Each night at approximately midnight, grades that you have entered into Banner are "rolled" and become official. Immediately after grades are rolled they become visible to the student on the student transcript.

4. I am teaching a cross-listed course. How will my grade roster appear?

You will have separate grade rosters -one for each subject within the cross-listing. Each student will be on the roster for the subject under which (s)he registered. You will need to grade each subject within the cross-listing as if it were a separate course.

5. What are the grading deadlines for the Fall Semester of 2007?

Final grading will open on **Monday 12/3/2007**.

The deadline for entering your grades into Banner is Wednesday, **12/19/2007 at 12:00 noon.**

6. When will grade sheets be distributed?

Grade sheets will no longer be distributed – they are no longer required to assign students their grades. All grades will be entered in Banner eServices.

7. Why are we no longer using grade sheets?

Faculty members were required to write their student grades onto grade sheets and hand carry them to their Deans office for distribution to the Office of Records and Registration. This was time consuming and delayed the processing of grades. Sometimes the grades were not legible and incorrect grades were entered. Also, the integrity of the grading process was at risk due to the numerous staff that came into contact with the grade sheets.

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In 2007, VCU implemented a new student information system called Banner. In addition to providing faculty members with access to real-time class rosters, Banner offers a module that allows faculty members to enter their grades directly into the system of record from a web page that is accessible from anywhere.

8. What about Blackboard – can't I just enter the grades in Blackboard and have them transferred into Banner?

Not at this time.

9. What do I do when a student is listed on my grade roster, but has never attended my class?

You should assign a grade for all students on your roster. If a failing grade is given and the student states that s/he withdrew or dropped the class, refer the student to Records and Registration.

10. How can I print a copy of my grades after I complete my grade roster?

After submitting your grades, you may print each page of your grade roster using the File/Print function on your browser. You may also view your final grades on your Summary Class List, and print that out using the File/Print function on your browser.

11. What should I do if a student is not on my grade roster but has been attending and is eligible for a grade?

If you would like to grade that student, you may do the following:

- For a graduate student, have your department submit a Special Action Form to the VCU Graduate School to request addition of that student to the course.
- For an undergraduate student, the student should contact the appropriate Academic Regulations Appeals Committee representative for the school of his/her major, and file an appeal to have a late addition of the course.

12. When will grading be turned off?

Grading will be turned off shortly after the deadline for submission of grades listed above. That is done in order to allow finalization of the academic status lists (i.e.: suspension, warning, probation). All grades must be turned in by the deadline so that a student isn't erroneously placed (or not placed) into an academic status. Submission of late grades must be coordinated through your deans' office and the Office of Records and Registration.

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13. When will students be able to see their grades?

A student grade will be visible in the student section of Banner eServices immediately after the grade is rolled to their academic history from the grading roster. Grades will be rolled periodically each day during grading.

14. Can I share my eID and eID password with someone else and have them enter the grades for my class?

No. You are violating university policy by sharing your eID and eID password with some else AND the person you have shared it with is ALSO violating university policy by using your shared eID and eID password. For more information, please see the Computer and Network Resource Use Policy at: <http://www.ts.vcu.edu/policies/computeruse.html>"

Unless you are advised differently by your department/school or college, you personally are responsible for accessing your own grading rosters and entering grades for your courses.

15. I don't have access to a computer – where on campus can I find one to use to enter my grades?

According to the Technology Services web site (at <http://www.ts.vcu.edu/faq/labs/labs.html>), general use computer labs are located in **Cabell Library room B-8** and **Sanger Hall room B3-012**. Please contact your department/school or college for additional locations that they may be able to provide to you.