

# FACULTY FINAL GRADE ENTRY GUIDE: FILE IMPORT METHOD



#### Office of the Registrar



#### registrar@pvamu.edu

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### Introduction and Purpose

This guide offers a step-by-step method for faculty to efficiently upload final grades using a template, simplifying the grading process. By following these instructions, users can save time, minimize errors, and ensure accurate grade submissions. It also highlights the importance of validating uploads and provides clear troubleshooting steps. Viewing this guide is essential for faculty seeking to streamline their grading workflow and enhance accuracy.

## Related Policies, Regulations, Guiding Principles and Common Practices

Banner is the Student Information System of record for Prairie View A&M University. Please keep in mind that the Family Educational Rights and Privacy Act (FERPA) applies to all who have access to the system and student data. Sharing of account passwords is prohibited.

# Impacted Departments, Units, Programs, and Centers

1. Faculty

## Getting Started

**Demographic Information** identifies personal information about you. Some features include personal details like name, address, email address, and emergency contacts.

#### 1. Click Enter Midterm and Final Grades.





#### 2. Click Final Grades.

PRAIRIE VIEW										
Faculty Grade Entry										
Midterm Grades	Final Grades Gradebook									
My Courses										
Grading Status	🗘 Subject	\$	Course	\$	Section	Ŷ	Title			
Completed	COMP - Computer Science		1300		Z01		Digital Communication			
Completed	COMP - Computer Science		1300		Z02		Digital Communication			
Not Started	COMP - Computer Science		2300		P01		Intro to Web Desn & Multimedia			
Not Started	COMP - Computer Science		1336		P02		Computer Science I			
Not Started	COMP - Computer Science		1337		P02		Computer Science			
Not Started	COMP - Computer Science		1337		P01		Computer Science			
Not Started	MISY - Management Information Systems		1305		Z01		Business Computer Applications			
Not Started	MISY - Management Information		1305		702		Rusiness Computer Applications			

Click Not Started for the section you need to grade. (Notice: Classes that have no grades entered will show as Not Started. Classes missing grades will show as In Progress. Classes that have all grades submitted will show as Completed.)

Midterm Grades	Final G	rades Grade	book				
My Courses							
Grading Status	۰ (	Rolled	\$	Subject	\$ Course	\$ Section	\$ Title
In Progress	I	Not Started		COMP - Computer Science	1300	Z01	Digital Commu
Completed	I	Not Started		COMP - Computer Science	1300	Z02	Digital Commu
Not Started	I	Not Started		COMP - Computer Science	2300	P01	Intro to Web D
Not Started	ſ	Not Started		COMP - Computer Science	1336	P02	Computer Scie
Not Started	I	Not Started		COMP - Computer Science	1337	P02	Computer Scie
Not Started	ſ	Not Started		COMP - Computer Science	1337	P01	Computer Scie
Not Started	I	Not Started		MISY - Management Information Systems	1305	Z01	Business Comp
Not Started	ſ	Not Started		MISY - Management Information Systems	1305	Z02	Business Comp
Not Started	I	Not Started		PSYC - Psychology	2301	Z01	General Psycho



## Downloading and Updating the Template

Use the template to enter in grades. Do not modify the columns or data in the template. You will only be adding the **Final Grade** or if needed, the **Last Attended Date**, to the file.

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**4.** Click the gear button at the top of the webpage.



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#### 5. Click Export Template.

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		Language Setting	
Midterm Grade	al Grade	About Keyboard shortcuts	Search Q.
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#### 6. Click Export.

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		Export Template			
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Р	8		<b>`</b>		
Р	3		<b></b>		
Ρ	4		<b></b>		
Р	9		<b></b>		
Р	8		<b></b>		
Р	9		· ·		
Р	7		· ·		
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#### **7.** Click the downloaded template file.

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#### 8. Click Enable Editing.

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t can c	ontain viruses.	Unless you	need to edit,	, it's safer to	o stay in Protecte	d View.	Enable Editing						
le													
		(	2		D		E	F	G				
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	A			P:	39		No	No	Computer Science	2			
	A		ck	P:	36		No	No	Computer Science	0			
	C			P:	16		No	Yes	Computer Science	12			
	C			P:	28		No	No	Computer Science				
	G			P:	53		No	No	Computer Science				
	G			P:	54		No	No	Computer Science	-			
	н			P:	39		No	No	Computer Science				
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	ĸ			P:	29		No	No	Computer Science	20			
	M			P:	17		No	No	Computer Science	25			
	M			P:	73		No	No	Computer Science	20			
	N			P:	35		No	No	Computer Science	22			
	0			P:	19		No	No	Computer Science	22			
	R			P.	38		No	No	Computer Science	22			
	R			P:	39		No	No	Computer Science	22			
	R			P:	10		No	No	Computer Science	2			
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	N			P:	32		No	No	Computer Science	0			
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										2			



#### **9.** Go to column **H**, **Final Grade**.

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Rolled	Confidential	Course	Final	Grade	Last Attended Date	Incomplete Final Grade	E
No	No	Computer Science					
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No	Yes	Computer Science					
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No	No	Computer Science					
No	Yes	Computer Science					
No	Yes	Computer Science					
No	No	Computer Science					
No	No	Computer Science					
No	No	Computer Science					
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#### **10.** Begin entering grades.

Student D       Rolled       Confidential       Course       Final Grade       Last Attended Date       Incomplet         P       9       No       No       Computer Science       A       A         P       8       No       No       Computer Science       A         P       8       No       No       Computer Science       C         P       3       No       No       Computer Science       C         P       9       No       No       Computer Science       C         P       9       No       No       Computer Science       C         P       9       No       No       Computer Science       C       C         P       9       No       No       Computer Science       C       C         P       9       No       No       Computer Science       C       C       C         P       3       No       No       Computer Science       C			D	E	F	G	н	1	
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P       7       No       Yes       Computer Science         P       4       No       No       Computer Science         P       2       No       No       Computer Science         P       3       No       No       Computer Science         P       3       No       No       Computer Science         P       4       No       No       Computer Science         P       4       No       No       Computer Science         P       4       No       Computer Science       Anno         P       4       Anno       Anno       Anno       Anno         P       4       Anno       Anno       Anno       Anno       Anno         P       4       Anno       Anno       Anno       Anno       Anno         P       4       Anno       Anno       Anno       Anno <th< td=""><td></td><td>P.</td><td>3</td><td>No</td><td>Yes</td><td>Computer Science</td><td></td><td></td><td></td></th<>		P.	3	No	Yes	Computer Science			
P       4       No       Computer Science         P       2       No       No       Computer Science         P		P.	7	No	Yes	Computer Science			
P       2       No       No       Computer Science         P6       No       No       Computer Science         Image: Science       Image: Science       Image: Science         Image: Science       Image: Sc		P.	4	No	No	Computer Science			
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#### **11.** If you are giving an "FN" grade you are required to enter in a **Last Attended Date.**

Е	F	G	н		J
led	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade
	No	Computer Science	A		
	No	Computer Science	В		
	Yes	Computer Science	A		
	No	Computer Science	С		
	No	Computer Science	В		
	No	Computer Science	В		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	A		
	Yes	Computer Science	A		
	Yes	Computer Science	A		
	No	Computer Science	A		
	No	Computer Science	FN	3/26/20	025
	No	Computer Science	A		

#### **12.** Finish entering grades and click **Save** and close.

	202520_Computer Science_2300_P01_Template [Compatibility Mode] - Excel										
ata	Review	View	Develope	r Help	Acrobat	Q Tell me what y	you want to do				
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=		€	•	⇔ Merge & (	Center 🔹	\$ - %	9 €.0 .00	00. 0.€	Conditional Format as Cell Formatting • Table • Styles •	Insert Delete Format	Sort & Find & Find & Filter * Select *
		Alig	nment		is.	N	lumber	G.	Styles	Cells	Editing
(	ick	Stude P P P P P P P P P P P P P P P P P P P	D nt ID 6 8 3 4 19 9 .7 3 5 5 .5 9 9 8 8 9 .7 7 3 5 5 .5 9 9 .6 8 9 .0 2 2 2 2 2 2 2 3 3 5 5 .0 9 .0 9 .0 9 .0 9 .0 9 .0 9 .0 9		Rolled No No No No No No No No No No No No	E	Confidentia No No Yes No No No No No No No No No No No No No	F	G Course Computer Science Computer Science	H Final Grade A A C C B B A A A A A A A A A A A A A A	Last Attended Date
		P	17		No		Yes		Computer Science	A	
		P	12		No		No		Computer Science	EN	3/26/25
		P	:6		No		No		Computer Science	A	0120123



## Importing the Template

Use the template to import the grades. Verify that the the **Final Grade** or if needed, the **Last Attended Date** values are the only values that were added. Modifying any other columns or fields in the file may prevent the import from functioning.

#### **13.** Click the gear button, again.

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#### **14.** Click Import.

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de	Final Grade	Export Template		
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#### **15.** Click **Browse**.

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		_	Import	Cancel
			1 Select   (2) Preview   (3) Map   (4) Validate   (3) Finish	
0	ID	0	Select a File for Import	th nd Date
	P:	.9	You may import a file with faculty grade entry data.	
ick	P:	.6	Browse	
	P:	6	Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)	
	P:	.8	Continuo	
	P:	3	· · · · · · · · · · · · · · · · · · ·	
	P:	4	· · ·	
	P:	.9	· · ·	
	P:	8	· ·	
	P:	.9	· ·	
	P;	7		
	P:	3	· · ·	



**16.** Find the template file and click **Open**.

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#### **17.** Click **Upload**.

PRAIRIE VIEW		
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	Select 2 Preview 3 Map 4 Validate 5 Finish	
Enter Grades	Select a File for Import	th Q
Full Name 🗘 ID 🗘	Sector meter import	nd Date 🗘
£ P 9	You may import a file with faculty grade entry data.	
<u>لا</u> ۹ ۶	C:\fakepath\202520_Cor	
<u>с</u> Р 5	Supported file types: Excel Spreadsheet (.xls), Mitrosoft-Excel Open XML Spreadsheet (.xlsx)	
с Р <u>В</u>	(Rodicet)	
ç P 3	¥	
<u>c</u> P 4	×	
р Э	×	
j. P 3	<b>v</b>	
<u>к</u> Р Э	v	
<u>ь</u> Р 7	· · · ·	
<u>р</u> 3	· · · · · ·	
P5	v	



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registrar@pvamu.edu

#### **18.** Click **Continue**.

Import	
1 Select   (2) Preview   (3) Map   (4) Validate   (5) Finish	
Select a File for Import	
P. 19 You may import a file with faculty grade entry data.	
P 16 C:\fakepath\202520_Cor Upload	
P 6 Supported file types: Excel Spreadsheet (xls), Microsoft Excel Open XML Spreadsheet (xlsx)	
P 8	
P 3	
P. 4	
P. 9	
P. 8	
P. 9	
P. 7	
P 3	

#### **19.** Preview the file and click **Continue**.

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		Imp	ort											
		1 Selec	t   2 Pro	eview	3 Map	4 Va	llidate   🤅	5) Fin	ish					
^ ID	^	Prev	view File	е										th ad Date
P	.9	Chec	k the bo>	k if you	r spread	shee	t includ	es he	eaders	s. Use the g	rid to preview t	he dat	a prior to	
р	.6	impo	rting.								☑My Spr	eadshe	et has heade	ers.
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**20.** Check the mapping of the fields. If you used the template you should not be required to make any adjustments. Click **Continue**.

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Use the drop down lists to	to map the data from your	spreadsheet t	o the appropria	ate columns or	n the
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process.					
<ul> <li>✓ Term Code*</li> <li>✓ Code*<td>CRN* (V) Student</td><td>ID* 🕑 I</td><td>Final Grade Narrative Grade Cor</td><td>mment</td><td></td></li></ul>	CRN* (V) Student	ID* 🕑 I	Final Grade Narrative Grade Cor	mment	
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**21.** Validate the upload by clicking on **Download the validation report**.

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#### **22.** Open the report.

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**23.** Errors will appear in column **A**. If you have no errors close the report. (Note: If you have errors you must **Cancel** the current upload and make the necessary corrections to the template file.)

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#### **24.** Click **Continue**.

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#### **25.** Click **Finish**.

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ID	\$	Import Complete	nd Date
F	39	The import wizard is complete.	
F	6	21 Records without error have been imported and saved to the database.	
F	6	Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.	
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**26.** The section you entered in grades for should now show as **Completed**. Verify the grades by clicking on the section.

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y Courses								
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Completed		Not Started		COMP - Computer Science	1300	Z02	Digital Communication	
Completed		Not Started		COMP - Computer Science	2300	P01	Intro to Web Desn & Multimedia	
Not Started		Not Started		COMP - Computer Science	1336	P02	Computer Science I	
Not Started		Not Started		COMP - Computer Science	1337	P02	Computer Science	
Not Started		Not Started		COMP - Computer Science	1337	P01	Computer Science	
Not Started		Not Started		MISY - Management Information Systems	1305	Z01	Business Computer Applications	
Not Started		Not Started		MISY - Management Information Systems	1305	Z02	Business Computer Applications	
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**27.** Scroll down to see the roster and grades.

	RIE VIEW JNIVERSITY							* •	
Not Started	Not Started		PSYC - Psychology	2301	Z01	General Psychol	ogy	202520 - Spring 2025 20397	_
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