



FACULTY FINAL GRADE ENTRY GUIDE: FILE IMPORT METHOD



Contents

Introduction and Purpose.....	2
Related Policies, Regulations, Guiding Principles and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Getting Started.....	3
Downloading and Updating the Template.....	5
Importing the Template.....	10



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**.

The screenshot shows the PantherTracks interface for Faculty and Advisors. At the top, it says "New Panther Tracks for Faculty and Advisors". Below that, there is a greeting "Hello Mr. [redacted]" and a "TEST INSTANCE" label. The main section is titled "Faculty & Advisors Services" and contains a list of links:

- Advising Student Profile - For Advisors Only
- Office Hours
- My Assignments
- Faculty Week at a Glance
- Attendance Tracking
- Class List
- Faculty Detail Schedule
- Registration Dashboard
- Midterm and Final Grades
 - Mid-Term and Attendance Reporting (Access Faculty PantherTracks 8)
 - Final Grades (Access Faculty PantherTracks 8)
 - **Enter Midterm and Final Grades**

The link "Enter Midterm and Final Grades" is circled in orange in the original image.



2. Click **Final Grades**.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Subject	Course	Section	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	Z02	Business Computer Applications

3. 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**.)

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
In Progress	Not Started	COMP - Computer Science	1300	Z01	Digital Commu
Completed	Not Started	COMP - Computer Science	1300	Z02	Digital Commu
Not Started	Not Started	COMP - Computer Science	2300	P01	Intro to Web De
Not Started	Not Started	COMP - Computer Science	1336	P02	Computer Scie
Not Started	Not Started	COMP - Computer Science	1337	P02	Computer Scie
Not Started	Not Started	COMP - Computer Science	1337	P01	Computer Scie
Not Started	Not Started	MISY - Management Information Systems	1305	Z01	Business Comp
Not Started	Not Started	MISY - Management Information Systems	1305	Z02	Business Comp
Not Started	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.

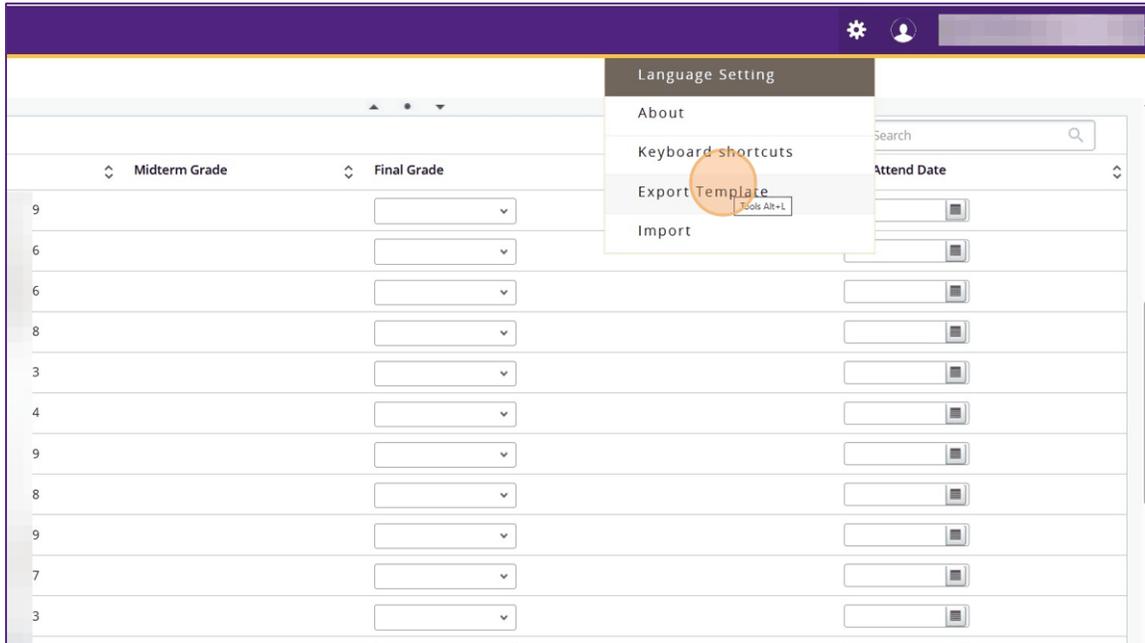
4. Click the gear button at the top of the webpage.

The screenshot shows a web application interface with a table. At the top right, there is a gear icon (Settings) and a user profile icon. Below the header, there is a search bar. The table has four columns: Midterm Grade, Final Grade, Rolled, and Last Attend Date. The table contains 13 rows of data. The Midterm Grade column contains values: 9, 6, 6, 8, 3, 4, 9, 8, 9, 7, 3. The Final Grade column contains dropdown menus. The Rolled column contains empty text boxes. The Last Attend Date column contains date pickers.

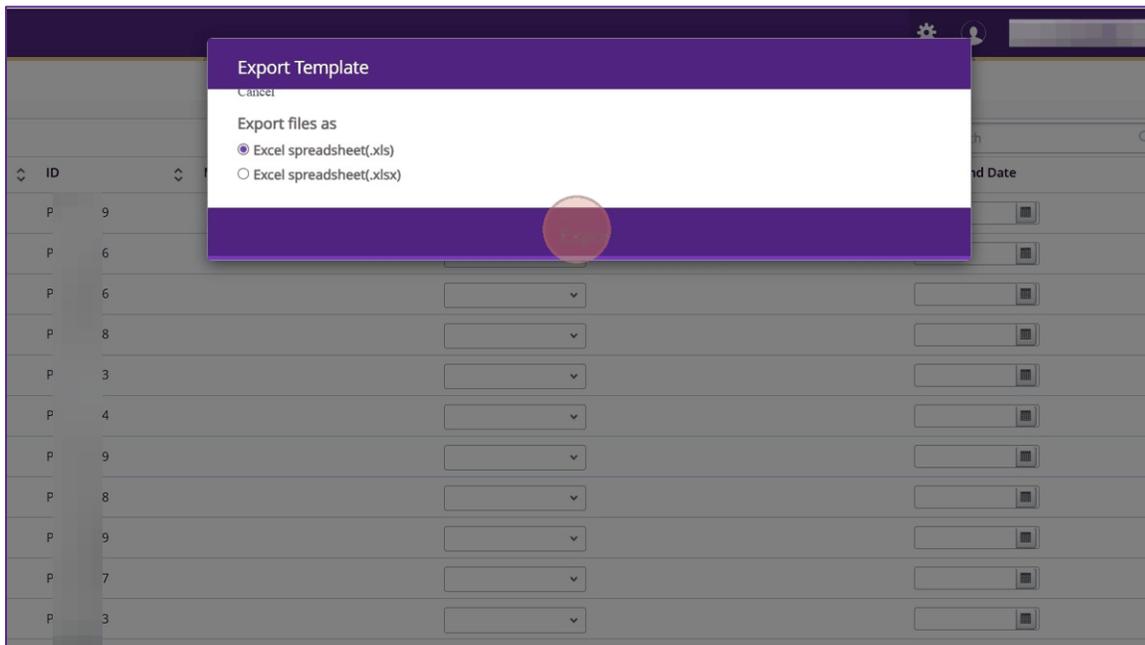
Midterm Grade	Final Grade	Rolled	Last Attend Date
9			
6			
6			
8			
3			
4			
9			
8			
9			
7			
3			



5. Click **Export Template**.

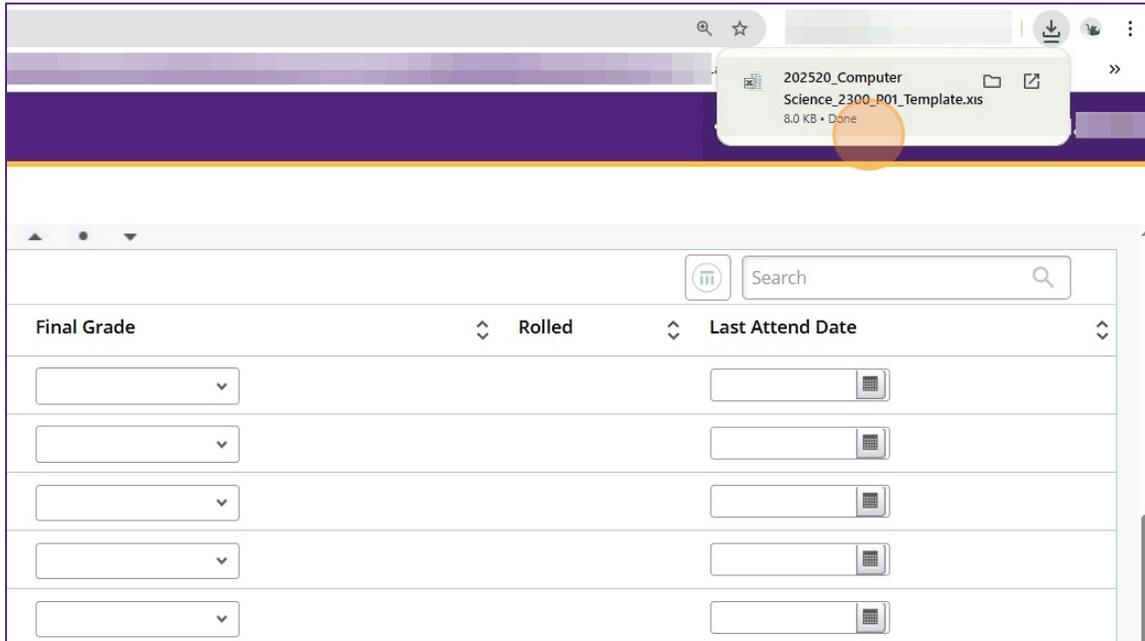


6. Click **Export**.

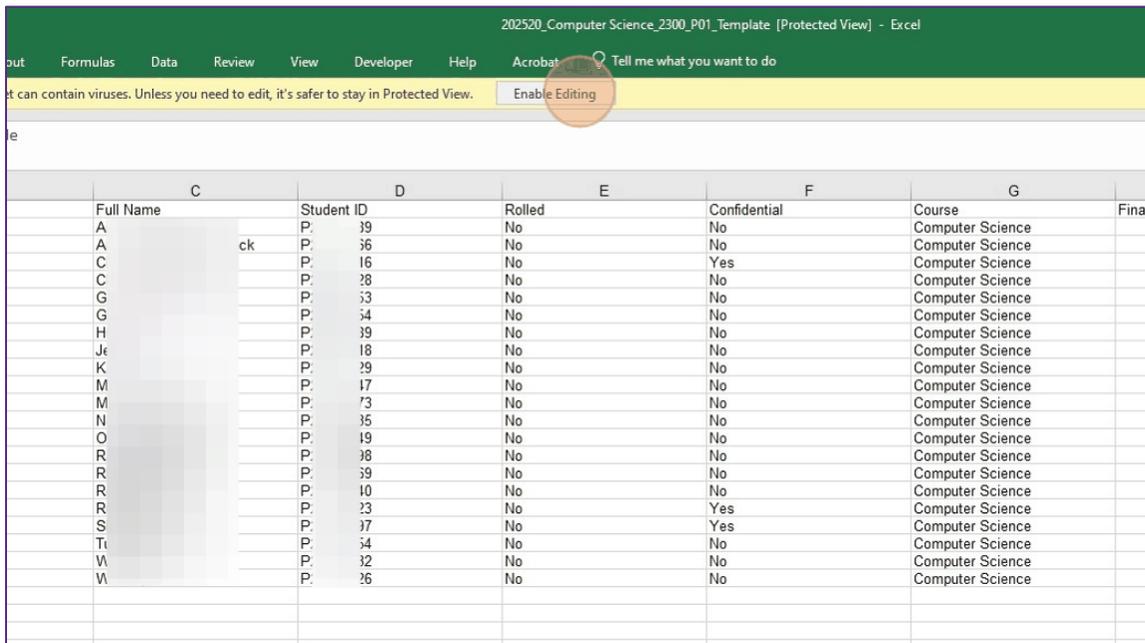




7. Click the downloaded template file.



8. Click **Enable Editing**.





9. Go to column H, Final Grade.

	E	F	G	H	I	J
Rolled		Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade
No		No	Computer Science			
No		No	Computer Science			
No		Yes	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		Yes	Computer Science			
No		Yes	Computer Science			
No		No	Computer Science			
No		No	Computer Science			
No		No	Computer Science			

10. Begin entering grades.

	D	E	F	G	H	I
Student ID		Rolled	Confidential	Course	Final Grade	Last Attended Date
P 9		No	No	Computer Science	A	
P 6		No	No	Computer Science	B	
P 6		No	Yes	Computer Science	A	
P 8		No	No	Computer Science	C	
P 3		No	No	Computer Science	B	
P 4		No	No	Computer Science		
P 9		No	No	Computer Science		
P 8		No	No	Computer Science		
P 9		No	No	Computer Science		
P 7		No	No	Computer Science		
P 3		No	No	Computer Science		
P 5		No	No	Computer Science		
P 9		No	No	Computer Science		
P 8		No	No	Computer Science		
P 9		No	No	Computer Science		
P 0		No	No	Computer Science		
P 3		No	Yes	Computer Science		
P 7		No	Yes	Computer Science		
P 4		No	No	Computer Science		
P 2		No	No	Computer Science		
P 6		No	No	Computer Science		



11. If you are giving an "FN" grade you are required to enter in a **Last Attended Date**.

E	F	G	H	I	J
led	Confidential	Course	Final Grade	Last Attended Date	Incomplete Final Grade
	No	Computer Science	A		
	No	Computer Science	B		
	Yes	Computer Science	A		
	No	Computer Science	C		
	No	Computer Science	B		
	No	Computer Science	B		
	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	3/26/2025	
	No	Computer Science	A		

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

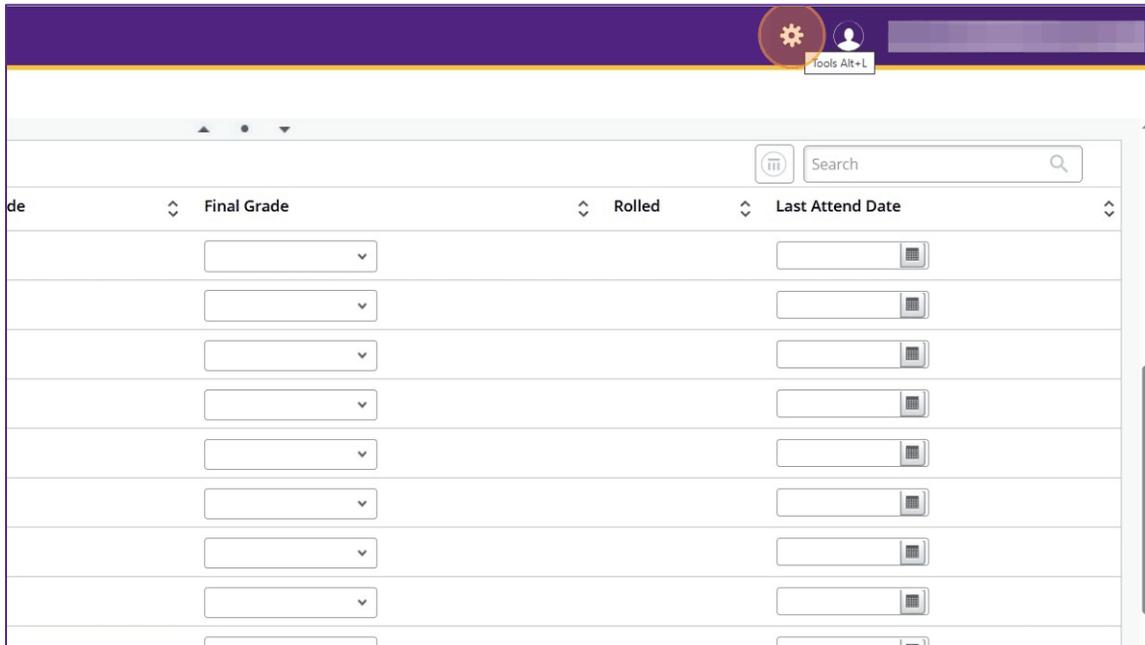
C	D	E	F	G	H	I
Student ID	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
P 19	19	No	No	Computer Science	A	
P 16	16	No	No	Computer Science	B	
P 6	6	No	Yes	Computer Science	A	
P 18	18	No	No	Computer Science	C	
P 13	13	No	No	Computer Science	B	
P 14	14	No	No	Computer Science	B	
P 19	19	No	No	Computer Science	A	
P 8	8	No	No	Computer Science	A	
P 19	19	No	No	Computer Science	A	
P 7	7	No	No	Computer Science	A	
P 3	3	No	No	Computer Science	A	
P 15	15	No	No	Computer Science	A	
P 9	9	No	No	Computer Science	A	
P 18	18	No	No	Computer Science	A	
P 19	19	No	No	Computer Science	A	
P 0	0	No	No	Computer Science	A	
P 13	13	No	Yes	Computer Science	A	
P 17	17	No	Yes	Computer Science	A	
P 14	14	No	No	Computer Science	A	
P 12	12	No	No	Computer Science	FN	3/26/25
P 16	16	No	No	Computer Science	A	



Importing the Template

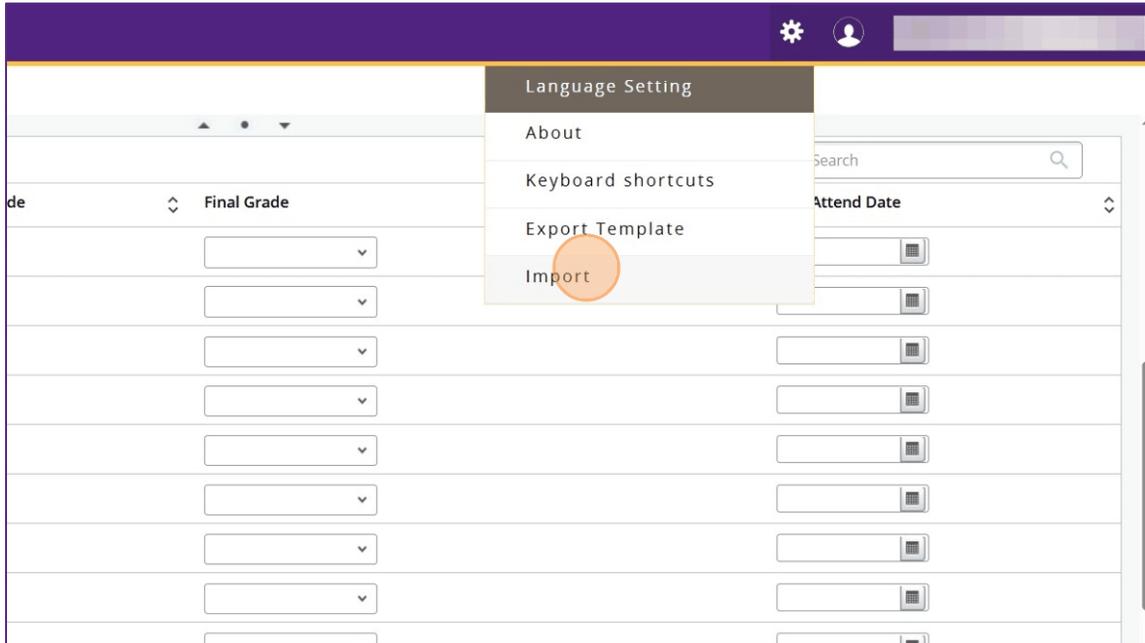
Use the template to import the grades. Verify that the the **Final Grade** or if needed, the **Last Attended Date** values are the only values that were added. Modifying any other columns or fields in the file may prevent the import from functioning.

13. Click the gear button, again.

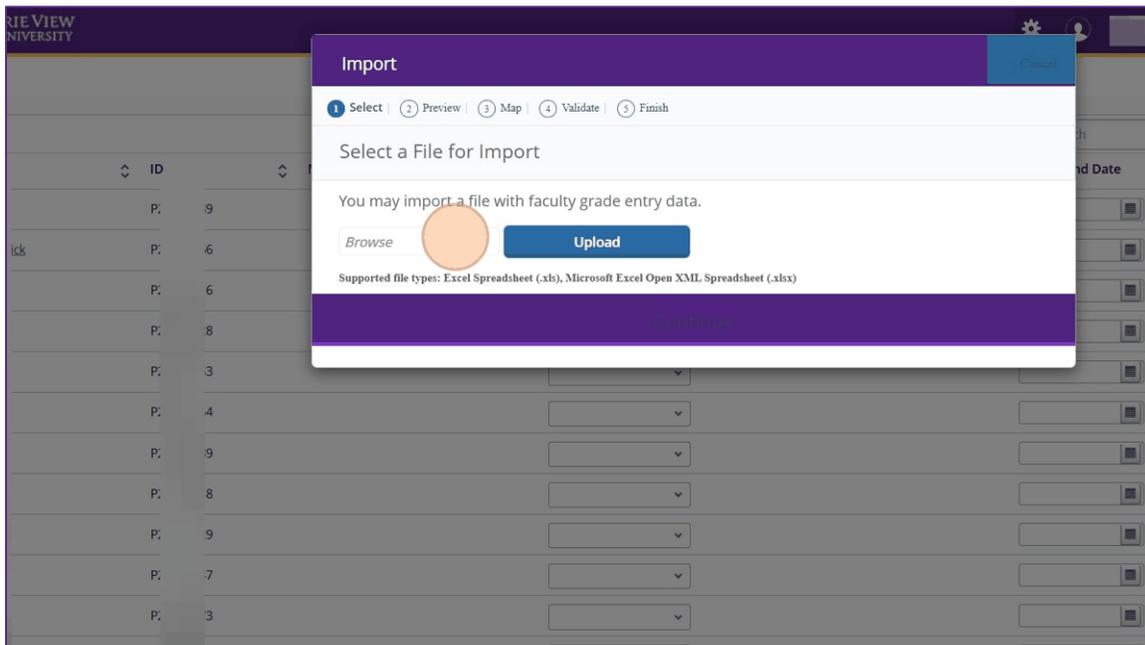




14. Click **Import**.

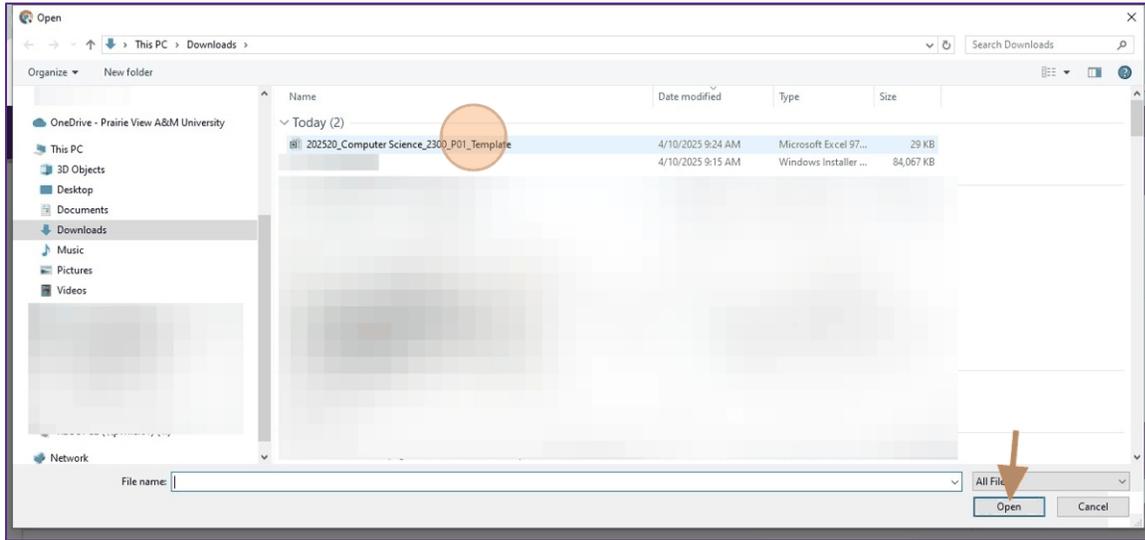


15. Click **Browse**.

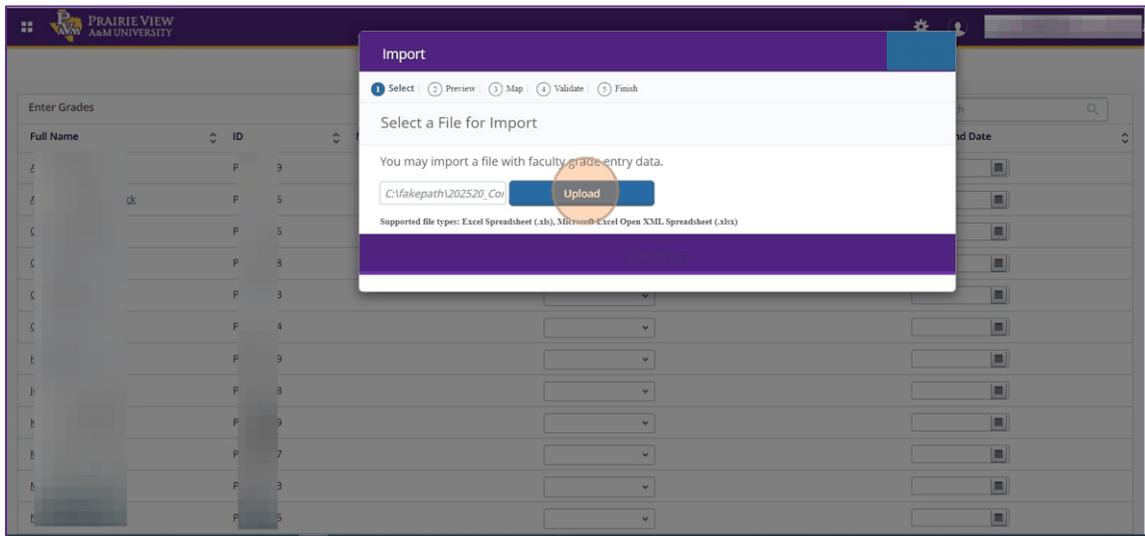




16. Find the template file and click **Open**.

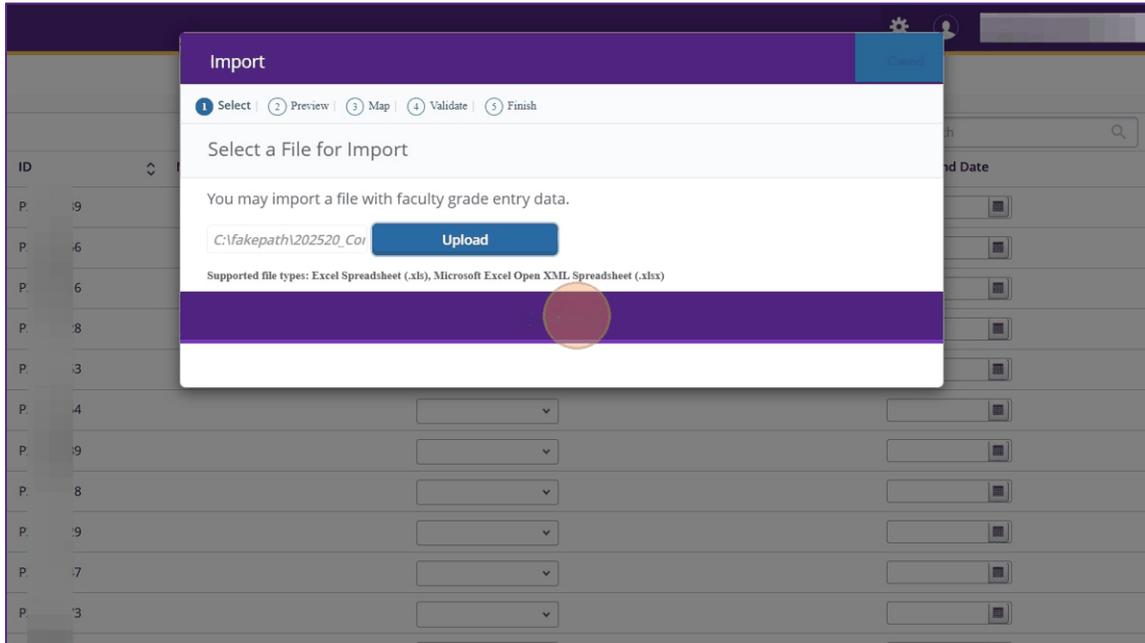


17. Click **Upload**.

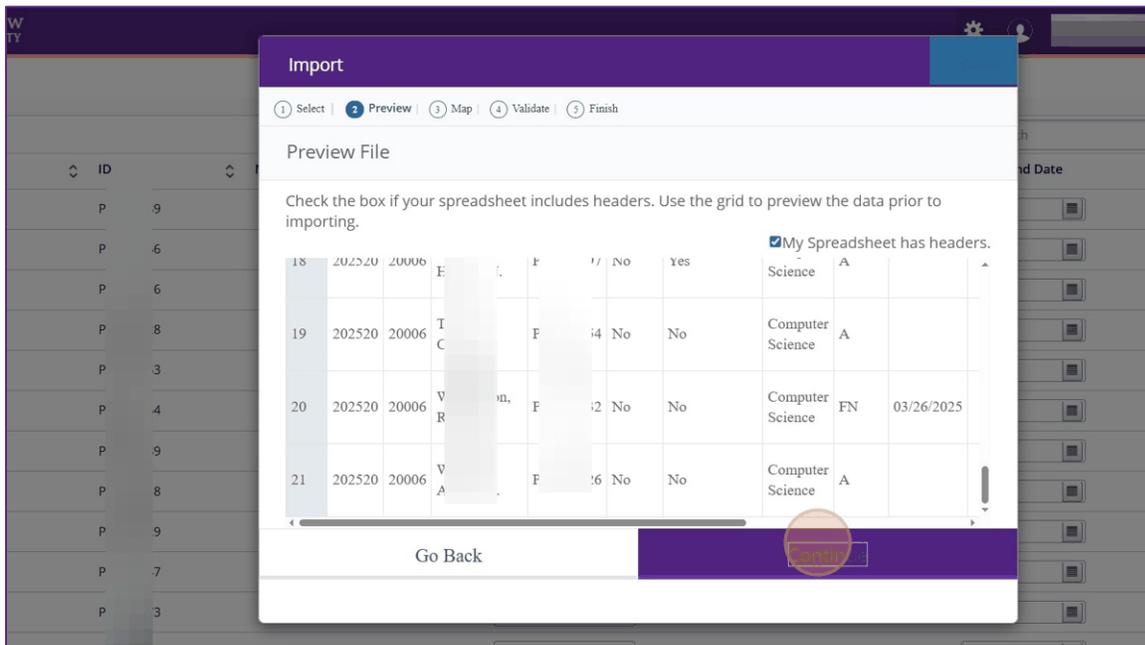




18. Click **Continue**.



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





20. Check the mapping of the fields. If you used the template you should not be required to make any adjustments. Click **Continue**.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Final Grade
 Last Attended Date Incomplete Final Grade Extension Date Narrative Grade Comment

Map Term Code* CRN* Other Student ID* Other Other Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential
1	202520	20006	A I a,	P 9	No	No
2	202520	20006	A A S	P 6	No	No
3	202520	20006	C T	P 6	No	Yes

Go Back

21. Validate the upload by clicking on **Download the validation report**.

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 21 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202520	20006	A I a,	P 9	No	No	Computer Science	A	
2	202520	20006	A A S	P 6	No	No	Computer Science	B	



22. Open the report.

Import

1 Select 2 Preview 3 Map 4 **Validate** 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 21 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202520	20006	J I	P 9	No	No	Computer Science	A	
2	202520	20006	J S	P 6	No	No	Computer Science	B	
3	202520	20006	J C	P 3	No	No	Computer Science	B	
4	202520	20006	J G	P 4	No	No	Computer Science	B	
5	202520	20006	J H	P 8	No	No	Computer Science	A	
6	202520	20006	J K	P 9	No	No	Computer Science	A	
7	202520	20006	J M	P 17	No	No	Computer Science	A	
8	202520	20006	J N	P 3	No	No	Computer Science	A	
9	202520	20006	J V	P 6	No	Yes	Computer Science	A	

Go Back

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.)

202520_Computer Science_2300_P01_Template_Validation_Report [Protected View] - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Account Tell me what you want to do.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202520	20006	A						
2	202520	20006	A						
3	202520	20006	A						
4	202520	20006	C						
5	202520	20006	C						
6	202520	20006	C						
7	202520	20006	G						
8	202520	20006	H						
9	202520	20006	J						
10	202520	20006	K						
11	202520	20006	M						
12	202520	20006	M						
13	202520	20006	N						
14	202520	20006	C						
15	202520	20006	R						
16	202520	20006	R						
17	202520	20006	R						
18	202520	20006	S			Yes	Computer Science	A	
19	202520	20006	T			No	Computer Science	A	
20	202520	20006	T			No	Computer Science	A	
21	202520	20006	V			No	Computer Science	FN	03/26/2025
22	202520	20006	V			No	Computer Science	A	

Import Results



24. Click **Continue**.

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 21 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	202520	20006		P 19	No	No	Computer Science	A	
2	202520	20006		P 16	No	No	Computer Science	B	
3	202520	20006		P 6	No	Yes	Computer	A	

Go Back

25. Click **Finish**.

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Import Complete

The import wizard is complete.

21 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.



26. The section you entered in grades for should now show as **Completed**. Verify the grades by clicking on the section.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Te
In Progress	Not Started	COMP - Computer Science	1300	Z01	Digital Communication	20
Completed	Not Started	COMP - Computer Science	1300	Z02	Digital Communication	20
Completed	Not Started	COMP - Computer Science	2300	P01	Intro to Web Desn & Multimedia	20
Not Started	Not Started	COMP - Computer Science	1336	P02	Computer Science I	20
Not Started	Not Started	COMP - Computer Science	1337	P02	Computer Science	20
Not Started	Not Started	COMP - Computer Science	1337	P01	Computer Science	20
Not Started	Not Started	MISY - Management Information Systems	1305	Z01	Business Computer Applications	20
Not Started	Not Started	MISY - Management Information Systems	1305	Z02	Business Computer Applications	20
Not Started	Not Started	PSYC - Psychology	2301	Z01	General Psychology	20

Records Found: 9

27. Scroll down to see the roster and grades.

Enter Grades

Not Started Not Started PSYC - Psychology 2301 Z01 General Psychology 202520 - Spring 2025 20397

Records Found: 9

Page 1 of 1 Per Page 10

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
[Redacted]	P 19		A		
[Redacted]	P 16		B		
[Redacted]	P 6		A		
[Redacted]	P 8		C		
[Redacted]	P 13		B		
[Redacted]	P 14		B		
[Redacted]	P 19		A		
[Redacted]	P 8		A		
[Redacted]	P 19		A		
[Redacted]	P 17		A		