POSTING GRADES IN BANNER (updated for Spring 2022)

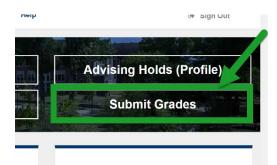
1. Go to utc.edu and click on the Tools drop down menu, then choose MyMocsNet on the top of the list.

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2. On the MyMocsNet page, click on the Faculty tab.



3. On the faculty page, click on the Submit Grades button.



4. On the grades page, click on either the Midterm Grades tab or the Final grades tab, whichever is relevant.

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aculty Grade E	ntry • Midter	m Grades	
Midterm Grades	Final Grades	Gradebook	
My Courses			
Grading Status	Subject		\$ Course
Not Started			
Not Started			
Not Started			
Completed			

5. If you are entering grades manually, click on the Not Started button under Grading Status for the course for which you want to enter grades. Your student list will appear. Enter the letter grade for each student in the midterm grade or final grade column. For final grades, if a student earns an F, a last date of attendance is required.

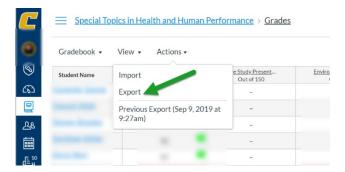
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My Courses				(iii) Search
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Not Started				
Records Found: 42				K C Patr 1 915
Enter Grades (Read Only)		*	• •	(iii) Search
Full Name	C ID	Midterm Grade	C Last Attend Date	Hours Attende

UPLOADING GRADES IN AN EXCEL FILE

6. If you are uploading grades, first click on the Not Started button for the course. Then, click on the gear and select to export the template. The template will have a grade column for you to populate.

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culty Grade Entry				About	
Midterm Grades F	inal Grades Gradebook			Keyboard shortcuts	
My Courses				Export Template	-
Grading Status	Subject	Course 🗘 Section	Title	Import	N
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Records Found: 42				K C MP 1 C	975 >
Enter Grades (Read O	nly)	*	• •	(iii) Search	
Full Name	C ID	Midterm Grade	2 Last Attend Date	Hours Atter	ndod

7. Enter or copy and paste letter grades into the Export Template for each student. If you wish to download grades from Canvas to copy into the spreadsheet, go to your gradebook in Canvas, navigate to Actions and select to export grades. Copy the grades from the Canvas worksheet into the Banner export template.



8. To import the Banner export spreadsheet, click on Import.

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Faculty Grade	Entry 。 Midterm Grades				Language Setting	
Faculty Grade Entr	у				About	
Midterm Grades	Final Grades Gradebook				Keyboard shortcuts	
My Courses					Export Template	
Grading Status	Subject	Course	Section	C Title	Import	N.
Not Started						
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Records Found: 42					K K Page 1	of 5 X Per P
				•		
Enter Grades (Re	ead Only)				(iii) Search	
Full Name	≎ ID	Midterm Gr.	ade	Last Attend I	Date 🗘 Hours Atte	nded

9. Select the file for import (export template) and upload. Check grades to make sure the correct grade was imported for each student.

Import			Cancel
1 Select 2 Preview	3 Map 4 Validate 5 Finish	1	
Select a File for	Import		
You may import a fi	e with faculty grade entry o	data.	
Browse	Upload		
Supported file types: Excel S	preadsheet (.xls), Microsoft Excel Oper	n XML Spreadsheet (.xlsx)	
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