

This guide will show you how to:

- Navigate Faculty Grade Entry
- Enter Grades
- Show remaining grades to be entered
- Export Template and Import Grades

How to Navigate Faculty Services Grade Entry

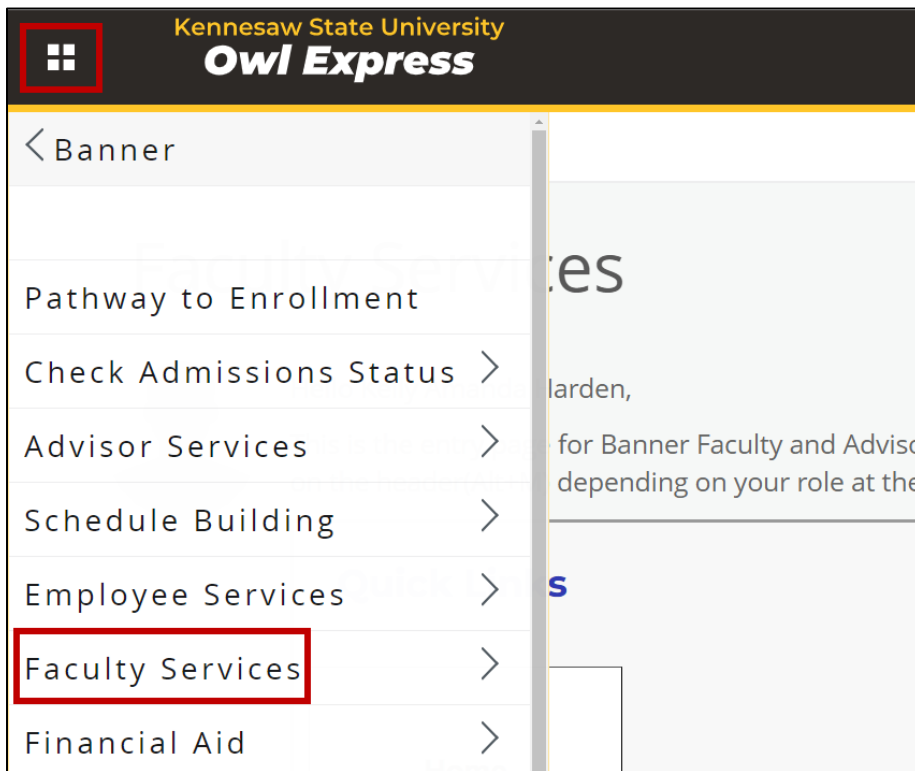
1. In Owl Express under the Faculty Services tab, click Grade Entry.

Faculty Services

Select Term
 Select CRN for Your Assigned Classes
 Course Substitution Portal
Grade Entry
 Grade Appeals
If off campus, vpn is required. For more information, access <https://uits.kennesaw.edu/vpn/index.php/>.
 Incomplete Extension Request Portal
If off campus, vpn is required. For more information, access [https://uits.kennesaw.edu/vpn/](https://uits.kennesaw.edu/vpn/Department Chair: decisions_grade_changes_department_chair_2023.pdf)
 Faculty: [decisions_grade_changes_faculty_2023.pdf](#)

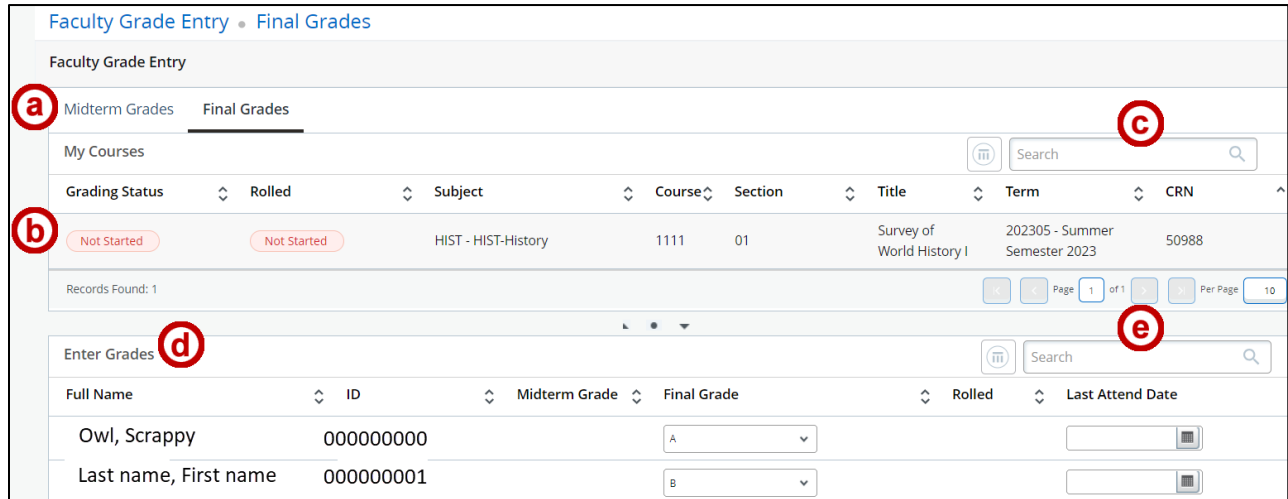
Grade Entry menu

Note: Click the Home button to access Faculty Services > Faculty dashboard.



Home button

2. The Faculty Grade Entry page will load.



The screenshot shows the Faculty Grade Entry interface. At the top, there are tabs for 'Midterm Grades' and 'Final Grades', with 'Final Grades' selected. Below this is a 'My Courses' section with a search bar. A table lists a course: 'HIST - HIST-History' (1111 01) with a status of 'Not Started'. Below the table is a pagination control showing 'Page 1 of 1' and 'Per Page 10'. The 'Enter Grades' section is below, with a search bar. A table lists students: 'Owl, Scrappy' (ID 000000000) and 'Last name, First name' (ID 000000001), both with grade dropdowns set to 'A' and 'B' respectively. Callouts a-e point to the 'Final Grades' tab, the 'My Courses' search bar, the 'My Courses' table, the 'Enter Grades' section, and the 'Enter Grades' search bar.

Faculty Grade Entry page overview


- a. Midterm Grades/Final Grades tabs
- b. My Courses: Displays your courses.
- c. My Courses search: Search for a course.
- d. Enter Grades: Displays your class list and includes the Final Grade/Last Attend Date fields.
- e. Enter Grades class list search: Search for a student ID number or name.



- U- Last date that they showed up/participated

Note: Last Date of Attendance is not needed for mid-term grade entry.

3. Select a Last Attend Date.

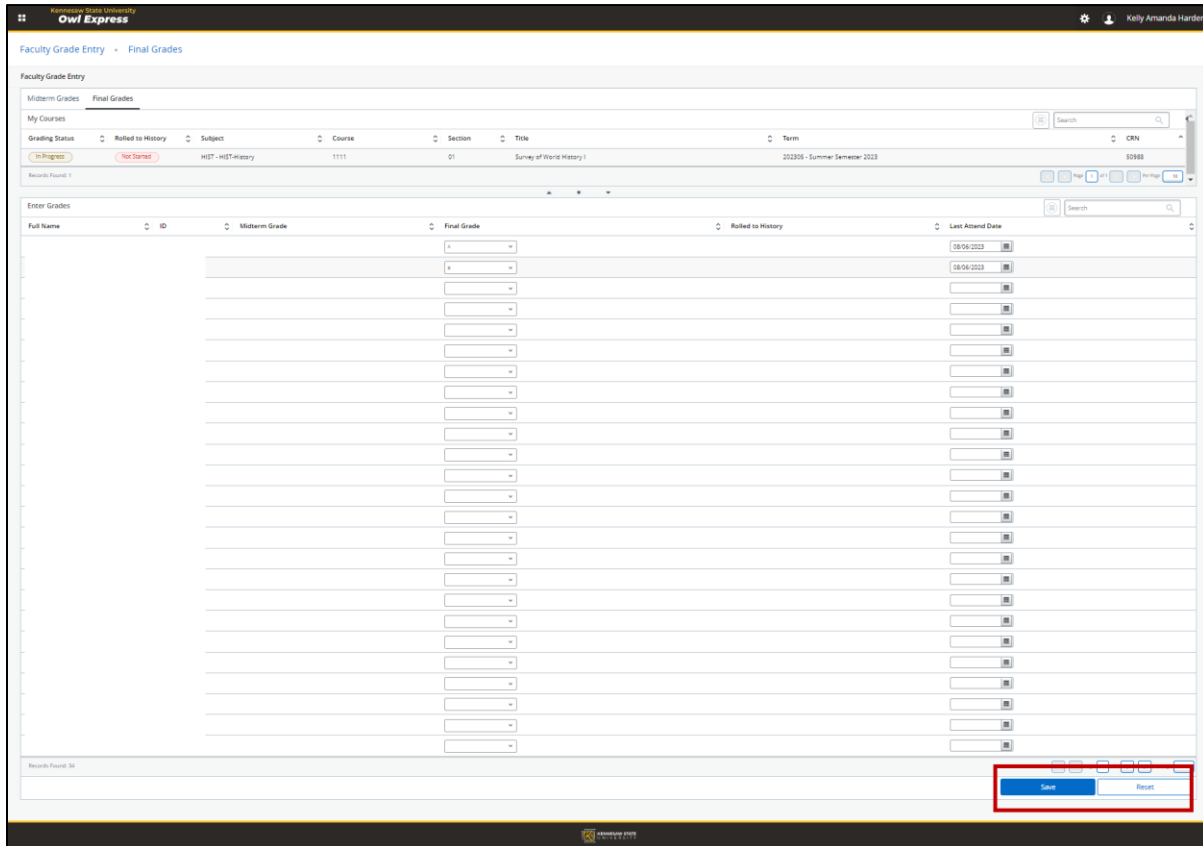
Note: A passing grade **does not require a Last Attend Date**. You will receive an error message if you click Save and did not add the Last Attend Date for a non-passing grade. Click on the error message to access the specific student(s) who need a Last Attend Date.

Enter Grades 

| Full Name | ID | Midterm Grade | Final Grade | Rolled to History | Last Attend Date |
|-----------|----|---------------|-------------|-------------------|---|
| | | | F | |  |
| | | | F | |  |

Select Last Attend Date

4. Click Save to save the grade entry or Reset to start over.



Click Save or Reset

Note: Each time you click Save, the grade is submitted. You can confirm the grade was submitted by looking at the note in the top right corner that reads *Save Successful*.

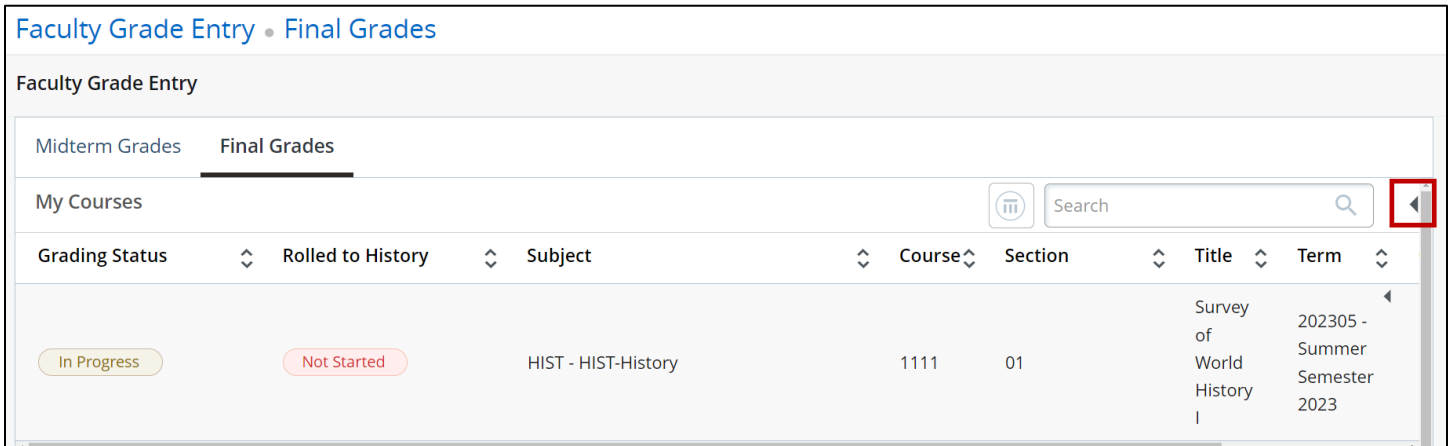
Note: You will **not receive a confirmation email after grade submission**.

Note: If a number populates next to your name after you submit grades, it indicates the number of records that do not have grade codes.

How to Show Remaining Grades to be Entered

1. Navigate to Faculty Grade Entry.
2. Click the arrow next to the Search bar.

Note: If you do not see the arrow, expand the size of your window or zoom out.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

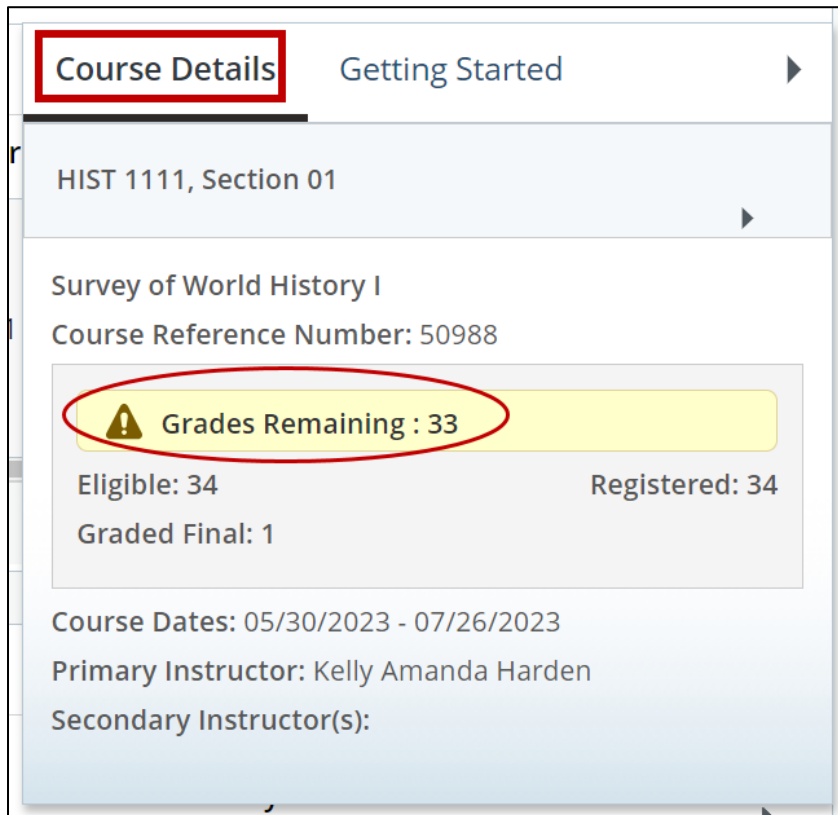
My Courses

Grading Status ▾ Rolled to History ▾ Subject ▾ Course ▾ Section ▾ Title ▾ Term ▾

| Grading Status | Rolled to History | Subject | Course | Section | Title | Term |
|----------------|-------------------|---------------------|--------|---------|---------------------------|-------------------------------|
| In Progress | Not Started | HIST - HIST-History | 1111 | 01 | Survey of World History I | 202305 - Summer Semester 2023 |

Arrow next to Search bar

3. A side panel will open. On the Course Details tab, locate the Grades Remaining.



Course Details Getting Started

HIST 1111, Section 01

Survey of World History I
Course Reference Number: 50988

Grades Remaining : 33

Eligible: 34 Registered: 34
Graded Final: 1

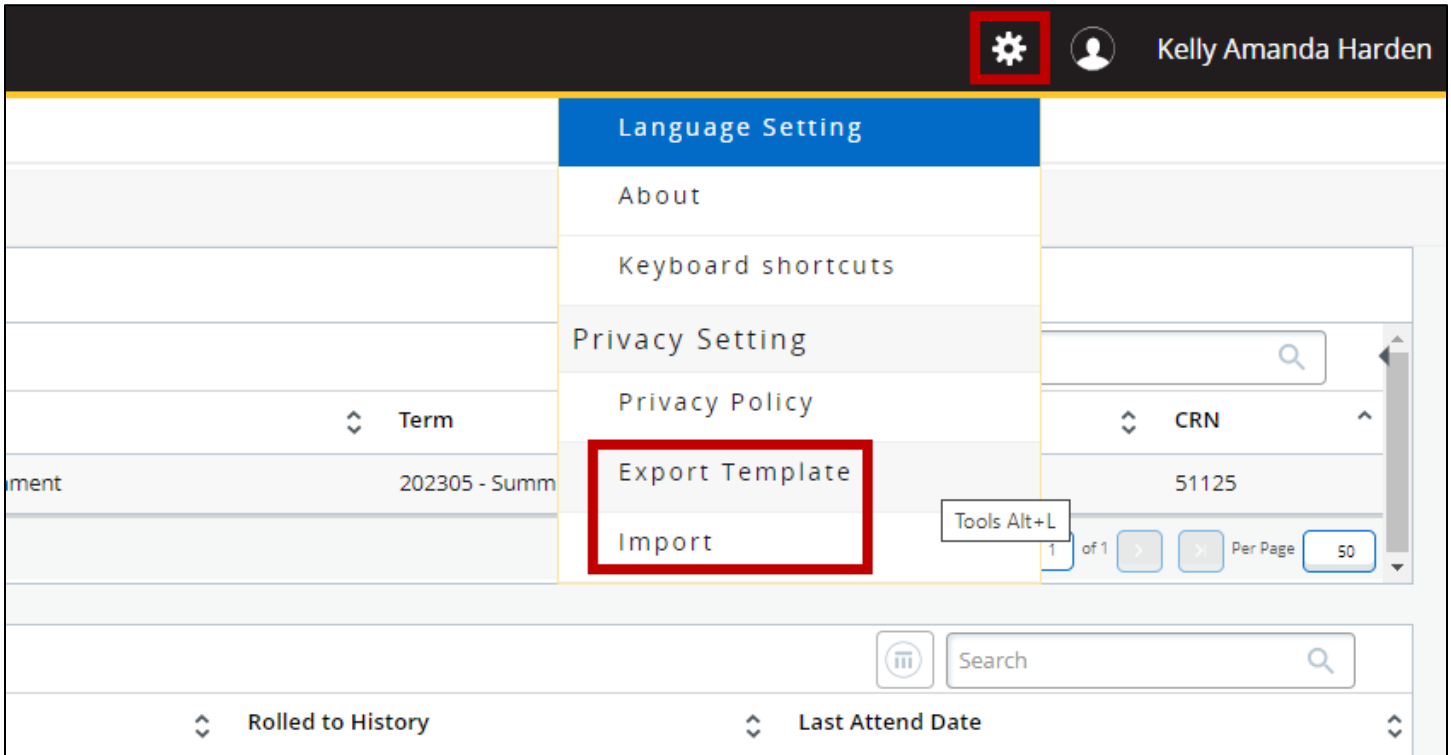
Course Dates: 05/30/2023 - 07/26/2023
Primary Instructor: Kelly Amanda Harden
Secondary Instructor(s):

Grades Remaining

How to Export Template and Import Grades

In SSB9, you can export a grade template, complete it, and import it back into Faculty Grade Entry.

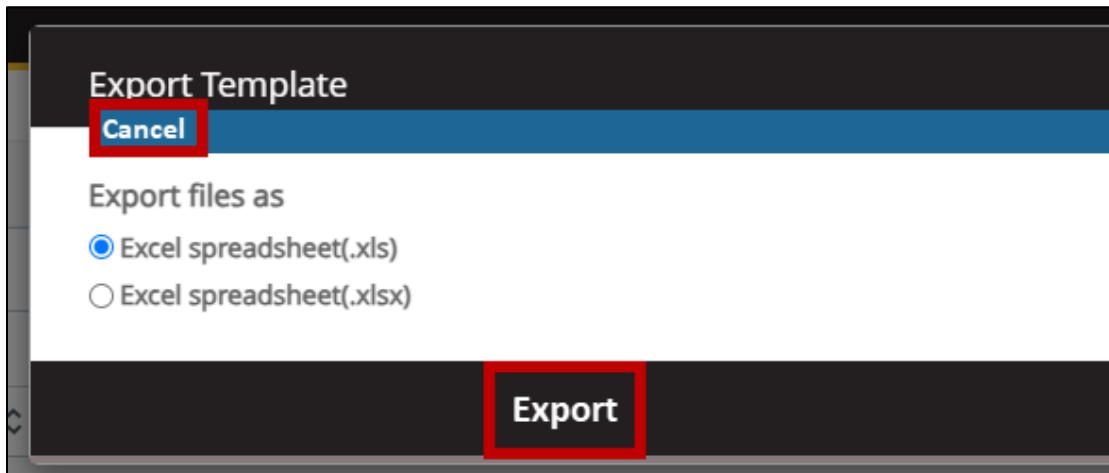
1. Navigate to Faculty Grade Entry.
2. Click the gear icon and locate the Export Template and Import links in the menu.



Gear icon

How to Export Template:

1. Click the gear icon and select Export Template.
2. The Export Template window will open. Select the type of file to export. Click Export.



Export Template window

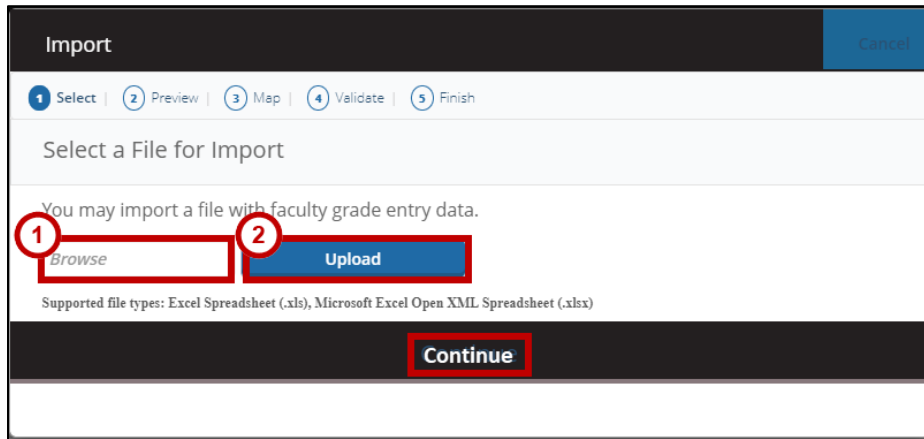
- The file will download to your PC. When you open it, you can enter the Final Grade and Last Attended Date into the spreadsheet.

| | A | B | C | D | E | F | G | H | I |
|----|-----------|-------|--------------|------------|-------------------|--------------|--------------------------|-------------|--------------------|
| 1 | Term Code | CRN | Full Name | Student ID | Rolled to History | Confidential | Course | Final Grade | Last Attended Date |
| 2 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science A | | |
| 3 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science B | | |
| 4 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science F | | 3/12/2024 |
| 5 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science C | | |
| 6 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science A | | |
| 7 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science B | | |
| 8 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science W | | 8/10/2024 |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |

Excel spreadsheet exported

How to Import grades from template:

- Click the gear icon and select Import. The Import window will open. Click Browse to select the file for import.



Import window

- Click Upload.
- Click Continue.
- The Preview File window will open. Review the Excel data and click Go Back or Continue.

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

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing. My Spreadsheet has headers.

| Row | Term Code | CRN | Full Name | Student ID | Rolled to History | Confidential | Course | Final Grade | Last Attended Date | Hou Atten |
|-----|-----------|-------|--------------|------------|-------------------|--------------|------------------------|-------------|--------------------|-----------|
| 1 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science | A | | |
| 2 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science | B | | |
| 3 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | POLS-Political Science | C | | |

Go Back Continue

Preview File

- The Map Data window will open. Read the instructions and verify that the data is mapped to the correct column. Click Continue.

Import Cancel

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

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance 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
 Hours Attended
 Incomplete Final Grade
 Extension Date
 Narrative Grade Comment

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

| Row | Term Code | CRN | Full Name | Student ID | Rolled to History | Confidential | Hou Atten |
|-----|-----------|-------|--------------|------------|-------------------|--------------|-----------|
| 1 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | PC Sc |
| 2 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | PC Sc |
| 3 | 202305 | 51125 | Owl, Scrappy | 000000000 | No | No | PC Sc |

Go Back Continue

Map Data window

- The Validate window will open. Read the instructions and download the validation report if errors exist. Click Continue.

Import
Cancel

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 5 records will be imported:
 → 2 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 to History | Confidential | Course | Final Grade | Last Attended Date | Hours Attended |
|-----|-----------|-------|-------------|------------|-------------------|--------------|------------------------|-------------|--------------------|----------------|
| 1 | 202305 | 51125 | Scrappy Owl | 000000000 | No | No | POLS-Political Science | A | | |
| 2 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | B | | |
| 3 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | F | 03/12/2024 | |
| 4 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | C | | |
| 5 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | A | | |
| 6 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | B | | |
| 7 | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | W | 08/10/2024 | |

Validation window

| | A | B | C | D | E | F | G | H | I | J | K | |
|----|---|-----------|-------|-------------|------------|-------------------|--------------|------------------------|-------------|--------------------|----------------|-------|
| 1 | Error. | Term Code | CRN | Full Name | Student ID | Rolled to History | Confidential | Course | Final Grade | Last Attended Date | Hours Attended | Incom |
| 2 | Records with No Errors | 202305 | 51125 | Scrappy Owl | 000000000 | No | No | POLS-Political Science | A | | | |
| 3 | Records with No Errors | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | B | | | |
| 4 | Last attendance date cannot be greater than the current date. | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | F | 03/12/2024 | | |
| 5 | Records with No Errors | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | C | | | |
| 6 | Records with No Errors | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | A | | | |
| 7 | Records with No Errors | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | B | | | |
| 8 | Last attendance date cannot be greater than the current date. | 202305 | 51125 | Scrappy Owl | | No | No | POLS-Political Science | W | 08/10/2024 | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |

Validation report with errors

7. The Finish window will open. Click Finish.

Import
Cancel

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

Import Complete

The import wizard is complete.

5 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.

Finish

Finish window

- The data will populate in the Enter Grades grid. The Grading Status will be marked as In Progress. Click Save to submit the grades. Once submitted, the Grading Status will be market as Completed.

Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses

| Grading Status | Rolled to History | Subject | Course | Section | Title | Term | CRN |
|--------------------|-------------------|-------------------------------|--------|---------|---------------------|-------------------------------|-------|
| In Progress | Not Started | POLS - POLS-Political Science | 1101 | W20 | American Government | 202305 - Summer Semester 2023 | 51125 |

Records Found: 1

Page 1 of 1 Per Page 50

Enter Grades

| Full Name | ID | Midterm Grade | Final Grade | Rolled to History | Last Attend Date |
|-------------|-----------|---------------|-------------|-------------------|------------------|
| Scrappy Owl | 000000000 | | A | | |
| Scrappy Owl | 000000000 | | B | | |
| Scrappy Owl | 000000000 | | F | | 08/31/2023 |
| Scrappy Owl | 000000000 | | C | | |
| Scrappy Owl | 000000000 | | A | | |
| Scrappy Owl | 000000000 | | B | | |
| Scrappy Owl | 000000000 | | W | | 08/31/2023 |

Records Found: 7

Page 1 of 1 Per Page 50

Save Reset

In progress/save

Kennesaw State University **Owl Express** Settings User Kelly Amanda Harden 1

Faculty Grade Entry • Final Grades

Faculty Grade Entry

✔ Save Successful, grading for CRN 51125 is completed

Midterm Grades **Final Grades**

My Courses

| Grading Status | Rolled to History | Subject | Course | Section | Title | Term | CRN |
|------------------|-------------------|-------------------------------|--------|---------|---------------------|-------------------------------|-------|
| Completed | Not Started | POLS - POLS-Political Science | 1101 | W20 | American Government | 202305 - Summer Semester 2023 | 51125 |

Records Found: 1

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Grading Status Completed/Save successful