Questions frequently asked by the faculty:

1) A student has asked me for an override. How do I do this?

You can produce unique override codes using the Create Registration Override Codes link in the Faculty Services menu in the Secure Area of Self-Service Banner. Select a term from the drop down list. The course list will populate with your assigned course offerings – including offerings where you are a co-instructor. Select the course for which you would like to create override codes and enter the number of codes you would like to create. Click the Create Override Codes button and the override codes will display with an option to Email to student. Click the Email envelope to open a Search window where you can enter the student’s Banner ID or use a name search function to find the student’s Email address. Enter the student’s first and last name, then click the Search button to execute the search. Select the radio button in the student row that matches your search criteria. Click the Send Email button to send the override code directly to the student. Once the student receives the Override Code, he or she can enter the code directly into Banner and register for the course. When a student uses a registration code, the student’s name will appear in the Used By column so you may track distribution and usage.

You can view a screencast or download a pdf with more details related to creating override codes at: [http://brown.edu/go/bannerhelp](http://brown.edu/go/bannerhelp) Remember, the override just gives the student permission to register; it does not automatically register the student for the course.

2) How do I submit my grades?

Midterm and final grades are input directly online in Banner. Log on to Self-Service Banner and select the link labeled Enter Grades from the Faculty Services menu. The Banner - Final Grade Entry page opens in a new tab in your browser. The grading will default to Midterm or Final as appropriate. Click the Grading Status bar of the course you wish to grade. The indicator changes color from gray (grading not started) to yellow (grading in progress) to green (grading complete) based on the number of students on the roster who have been graded to indicate progress. The student roster will display on the lower portion of your screen. You may use the drop down list to select a grade for the student. Only those grades applicable to the student’s grade option will display.

If you would like to indicate a Writing Deficiency for a student, you may do so from the application by using the drop down option or entering WDEF in the Writing Deficiency column.

When you have finished selecting grades, click the Submit button to record them. Grades can still be changed through this application until a checkmark appears in the Rolled column.
You may also enter grades by exporting/importing an Excel spreadsheet – one you have previously saved, or one you create through the grading application export process. For detailed information about using this option, please see the tutorial at: http://brown.edu/go/bannerhelp

Final grades roll to Academic History twice a day, typically at 7 pm and 8 am. After a grade is input, the instructor can change the grade online anytime before the grade has been rolled. Once grades are rolled, you must use the Change of Final Grade request form at: http://brown.edu/about/administration/registrar/facultystaff-resources/change-grade-request.

3) How do I assign an incomplete?

In exceptional circumstances, and with your consent, a course may be left incomplete. In such cases, you will input a grade of INC in Banner along with the rest of your final grades. You may also specify an extension date for the student’s completion of the course work. The extension may be for any length of time up to but no more than one year from the end of the semester in which the course was taken. Please note that this extension date is the date by which the Registrar’s Office must receive a grade; an earlier date should be established with the student by which he or she must actually complete the work. If you do not specify an earlier date, a grade of INC for Semester I should be made up by mid-semester of Semester II. Grades of INC for Semester II should be made up by the first day of classes for Semester I.

4) When I go to submit a grade, what do all of these grade choices mean?

For students who select the Standard ABC/NC grade option:
A = Grade of A
B = Grade of B
C = Grade of C
INC = Grade of Incomplete
NC = No Credit

For students who select the Satisfactory/NC grade option:
S = Grade of Satisfactory
S_DIST = Grade of S with high distinction
INC = Grade of Incomplete
NC = No Credit

For students who register as an Audit:
AUDIT = Successful completion of Audit (notation will be made on Transcript)
NC = Did not Complete Audit
For students registered in Non-credit, yet gradable courses (Thesis, prelims, etc.)
NON = Notation of course on transcript

5) I need to change a student’s final grade. How do I do this?

Grade changes whether in error or if submitted as an Incomplete must be done through the Registrar’s Office. Our office does not accept faxed or emailed grades from instructors, except in extraordinary circumstances. An instructor who needs to change a grade should do so by utilizing the Registrar’s Change of Final Grade request form found at: http://brown.edu/about/administration/registrar/facultystaff-resources/change-grade-request. The Registrar’s Office will make the change as soon as possible.

Grade changes are not reflected on the class roster viewable in Self-Service Banner. Your department administrator can run a report using the Cognos reporting tool that will show the class list and the updated grades.

6) How do I view my class list in Banner?

Class lists can be viewed in Banner Web. Log on to the secure area and click the Faculty and Advisors tab. Next, click the Summary class list. Select the term and choose the course and the class list will be displayed. Class lists in Banner are “real-time” and will reflect all registrations as of the moment the list was displayed.

7) How do I email my class list?

Banner allows you to email all of the students on your class list at one time. Log onto the secure area of Banner Web and click the Faculty and Advisors tab. Next, click the Summary class list, select the term, and choose the course you wish to email. Individual students can be sent an email via the envelope icon to the far right of the row. If you scroll to the bottom of the roster page(s), you will see an envelope icon labeled “Email class.” When you click the envelope, the course email address will populate the “To:” box in a new email message where you can compose your message.

Note that this action will happen in your “default” email client. If you have not set Brown Gmail as your default, please see the instructions to do so at: https://sites.google.com/a/brown.edu/google-migration-project-site/how-to/making-gmail-your-default-client

8) What does the WDEF mean on my grade roster?

The acronym WDEF on your grade roster indicates Writing Deficiency. If a student in your course has exhibited that they need work on their writing skills please change the NONE to WDEF so that the Office of the Dean of the College can contact the student in question and get them the appropriate resources that they may need to improve their writing skills.