Banner XE
Faculty Grade Entry
Accessing Faculty Grade Entry

The following browsers are recommended for use with SAIL:

- (Windows) IE 9.0, IE 10.0, or IE 11.0;
- (Mac) Safari - version 5.1 or higher;
- (all platforms) Firefox - any version
1. Go to OU home page: www.oakland.edu
2. Click on MYSAIL
3. Log in with your NetID
4. Click on Faculty Services Tab
5. Click on the Final Grades link
Selecting a Course
1. Click on the Final Grades tab under the Select a Course section
2. Click on the Course for grading
3. Review information in the Course Details tab on the right

There are 2 status indicator bars for each course: grading status and rolled. If the grading status bar is green, the grading for that course is 100% complete. Any grades rolled cannot be edited.

SAVE often and do not proceed to next page without first saving or your grades will not record.
• Student names are linked to ID card office photos

• Photos will appear if student has an ID card
Entering Final Grades

IMPORTANT: SAVE frequently to ensure grades are recorded. The Save button must be clicked on each page (do not proceed to the next page without saving) or grades will not record.

The Reset button resets all entries made from the last Save.

NOTE: If the application has been inactive for 60 minutes, the session will time out for security reasons. A notification bar will first appear then, if not responded to, the application will close and any changes not saved will be lost.

GRADES ROLL NIGHTLY – do not enter temporary grades.
1. Select a student from the Enter Grades section below the course list
2. Review information in the Student Details tab on the right

Change the number of records displayed by clicking on the Per Page dropdown. If more than 100, click right arrow to move to next page.

SAVE often and do not proceed to next page without first saving or your grades will not record.
3. Enter a grade for the selected student

3. Enter final grade.

If Final Grade is 0.0, Last Attend Date is required.
For any 0.0 grades, last attendance date is required.

If student never attended: enter 0 in Hours Attended field and first day of term in the Last Attend Date field.

If attendance is unknown: use date of last exam/assignment submitted and leave Hours Attended field blank.

If student completed course and earned a 0.0: enter the last day of the course in the Last Attend Date field.
INCOMPLETE (I) GRADES

“I” grades require additional information:

- Incomplete Final Grade
- Extension Date

The Incomplete Final Grade is what the student has currently earned if no further work is submitted (factoring in all missed exams/assignments).

The Extension Date defaults to one year at which time the Incomplete Final Grade will roll to history. Any grade changes needed after this date require a grade change form.
FOR INCOMPLETE (I) GRADES

After an “I” grade is entered, a new tab is created. Go to the Incomplete Grades tab. In this section, the Incomplete Final Grade needs to be entered.

Once an ‘I’ Grade is entered, an Incomplete Grades button is created next to the Roster.

Be sure to enter the Incomplete Final Grade.

The Extension Date defaults to the last day of the term of the following year; however, it can be changed to another date within the one-year range.
Tools – Import/Export
(optional method)

If using this method, the use of a secured University computer is required.

More information on security and encryption can be found here: http://wwwp.oakland.edu/uts/common-good-core-resources/securityinfo/
1. Click on the course to be exported
2. Click the Tools button
3. Select the Export Grade Template
4. Click Export
5. Save As
6. Open Excel file, Enter Grades and Save
7. Go back to the Tools button and click Import
8. Upload the Excel File
9. Click Next
10. Click Import
11. Click Finished

Check that the grading status indicator bar in the Course Section is green to ensure all grades were imported.