Grade Questions and Answers

- **Who is allowed to submit or enter final grades?**

Final grades must be entered or submitted online via myPurdue Faculty Self Service or Blackboard by the instructor of record for that course.

- **How do you know that you're an instructor of record?**

Log into myPurdue and go to the faculty tab. If you have access to course lists, you will see your course offerings. If all do not appear, select the more link under your visible courses.
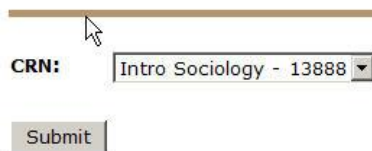
- **What if I make a mistake or need to change a student's final grade after I have submitted it?**

Grades can be resubmitted through myPurdue or Blackboard as often as you need up to the deadline. Corrections after that will require a form 350.

- **I keep getting the same final grade roster when I click Final Grade entry.**

Scroll to the bottom of your final grade page and look for the link called "CRN Selection". Click on it and a drop down for all the courses you are faculty of record will display. Click on the arrow for a full list. Select your next CRN then hit Submit.

Select a CRN

CRN: Intro Sociology - 13888 ▾

Submit

- **When can students see grades in Banner?**

Students will be able to view grades after they have been rolled to academic history. That process should be complete by 8:00 a.m. the morning after grade entry deadline.

- **Can grades be printed?**

To print a copy of grades for your records, click on the "download course roster" from your final grade page.

- **How can grades be viewed after grades have been rolled to history?**

Faculty may view their grade rosters again after the deadline has passed and all end of term processing has completed in myPurdue. Typically by 8:00 a.m. the following day. Grade reports are available using Cognos – Public Folders-Validate-Grades thru the schedule deputy in each department for faculty.

- **What if I have a Pass or No-Pass class?**

A grade of Pass (P) or No-Pass (N) may be used if the course was originally set up with that grading criteria. If you are assigning an incomplete grade for a Pass or No-Pass class the grade of **PI** should be given. If you are pushing grades from Blackboard, the letter grade you push will automatically convert to a P or N based on the rules in university regulations.

- **How do I handle regular incomplete grades?**

Incomplete grades are assigned when a student has attended class, but has not completed work and has been allowed time to do so. As before, a Registrar Form 60 must completed for each student with an Incomplete or (I) grade submitted..

Incompletes are not to be used for students who never attended class and are still on the class roster. Failure to complete the class or turn in passing coursework is noted as an (F).

- **What steps do I take to enter grades when I receive this message: "ORA-06502: PL/SQL: numeric or value error: invalid LOB locator specified: ORA-22275"**

By clicking on 'Banner Self-Service' in the Banner Self-Service channel (Home tab), the faculty member will see the 'Faculty Services' menu. Clicking on that and then 'Final Grades', the instructor will be directed to select a term and then they will select a CRN (from a list of those CRN's for which they are designated as an instructor). After entering and submitting grades, they may select another CRN for grade entry by clicking 'CRN Selection' from the menu options in the footer of the Final Grades entry page.

- **I cannot see all of my course listings in the Faculty Grade Assignment area.**

To display all course listings, click on the "more" button, which is located below the last course displayed on screen.

- **How do I know if I should assign an "F" grade or an "FN" grade?**

   A grade of F (Failing) is awarded to students who complete the course and participate in activities through the end of the term but fail to achieve the course objectives. **A grade of FN (Failing/Non-authorized Incomplete)** is awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the term. The FN grade is to be used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. Note that once the FN grade is entered the instructor is **required** to indicate the date the student last participated in course activity at an academically related activity, i.e., the last date the student completed an exam, quiz, assignment, paper, project, or attended class (if attendance was taken).