Commencing Gradebook Mark Entry

1. **Check Component Setup**

Components and sub-components of Sections from last Academic Year were copied for the current Term in April, along with the CRNs.

Before you start entering marks, you **must** create components and/or make changes in SHAGCOM if:

- You have new courses for this Academic Year or,
- You have changed the component/marking structure

Please also note that if you made changes to SHAGCOM components for the previous Academic Year *after* the Section Roll, these will NOT have been rolled into the current record. Hence it is always advisable to check the SHAGCOM components for a Section before you enter the marks for it in Gradebook.

Use the Infoview report '**Component_Set-up_Completed_in_SHAGCOM**' (in the 'Assessment and Exam Boards' folder in the Departmental Administration' Public folder) to check that the components for each section of your Subject Code(s) and Term are set up correctly.

If any component details are incorrect for the current Term in SHAGCOM you must amend them before entering any marks. Refer to **Update Tutorial 51 – Creating and Amending Components** to do this. Make sure the correct Term code is selected in the Key Block. It is often easier to delete all the components and start from scratch.

Please note that it is important that all marks are entered as component marks, not as final grades (even if there is only one component). This is a requirement for our returns to HESA and enables better tracking of marks. You may still use the Self Service Banner final grade entry to override the marks calculated by Banner (e.g. to record an Incomplete).

2. **Check Instructor records are up to date**

Courses or Sections that are new for the current Term may not have had Instructors (i.e. administrators or academics who can enter marks for a section) assigned to them, or you may need to add or change Instructors.

An Instructor is assigned to a section in SSASECT. Enter the CRN and Term into the Key Block, then Block Down. From the 'Options' Menu, select 'Assigned Instructors':
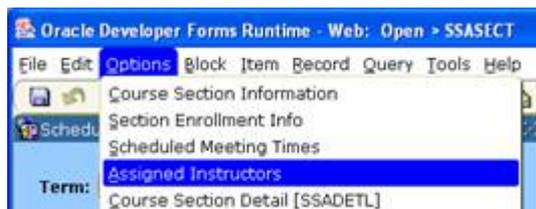
You will then be able to assign members of staff to the section, by entering their Banner ID in the relevant field, or tabbing to the name field and entering their full name in the format "Surname, Firstname", e.g. Venables, Nick – then pressing Return. One person (only) needs to be designated as the Primary Instructor by ticking the check box – this has no real

significance but it is required. Once you have entered all the staff who need to enter marks for this section, click the Save icon.

If you have a large number of sections to assign staff to, please contact BannerSupport@rhul.ac.uk providing a list of the CRNs (not Course Codes!) and which staff need to be assigned. They will then assign them and contact you when complete.

3. **Training**

There will be new staff who will need training in Gradebook Mark Entry, and others who would appreciate refresher training. Please refer to e-mails sent out with dates of training sessions for details - Gradebook Mark Entry is open to administrative and academic staff, so please pass this on to any academic staff who need to enter marks.

Staff can book using the booking links on the Training Schedule page, which is http://www.rhul.ac.uk/registry/banner/Training_Schedule.html

If you are unable to attend these sessions, please contact BannerSupport@rhul.ac.uk to make alternative arrangements. Please also contact us if you would like a refresher in setting up components, or you have any related questions.

4. **Advise 'Instructors' that mark entry can commence**

Once the above steps have been taken please advise your 'Instructors' that mark entry can begin. Please advise them about the policy to enter marks as components (even where only 1 component exists) and not as Final Grades.