Faculty Grade Entry

Pre-requisite:
Courses must be assigned in SIAASGN in Banner for the current Academic Term by the Department Administration Office to any staff member that is entering grades.

Logging in to Faculty Grade Entry

Faculty Grade Entry is accessed using the following link:
[Faculty Services Dashboard (dkit.ie)](#)

Login is done via **Single Sign On**. This is the sign on that you use to logon to your PC/Laptop, it opens Outlook etc.
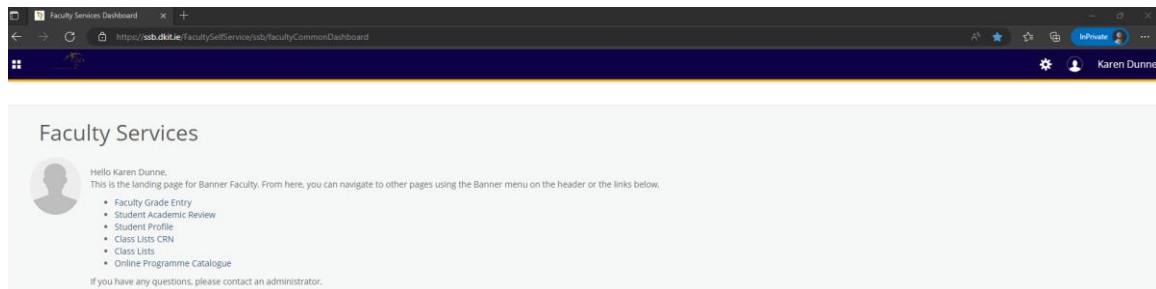
Logging in from the College
Once you are logged in to the Network you shouldn't have to type in any password, you may just need to confirm your account.
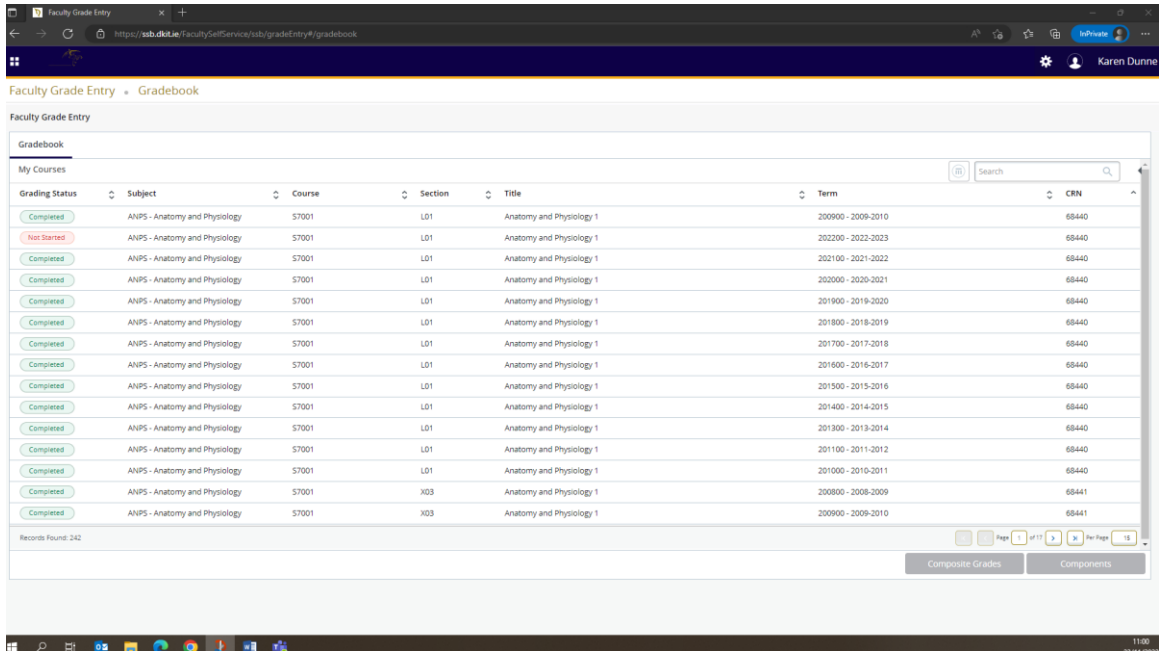
Logging in from Outside
Outside the college, log in using your network login (ie what you use to access your email etc).
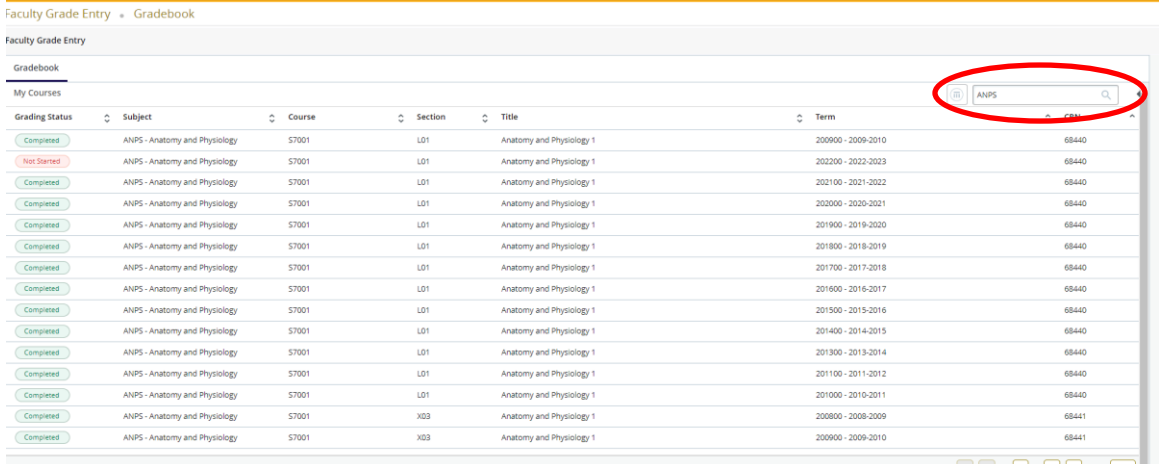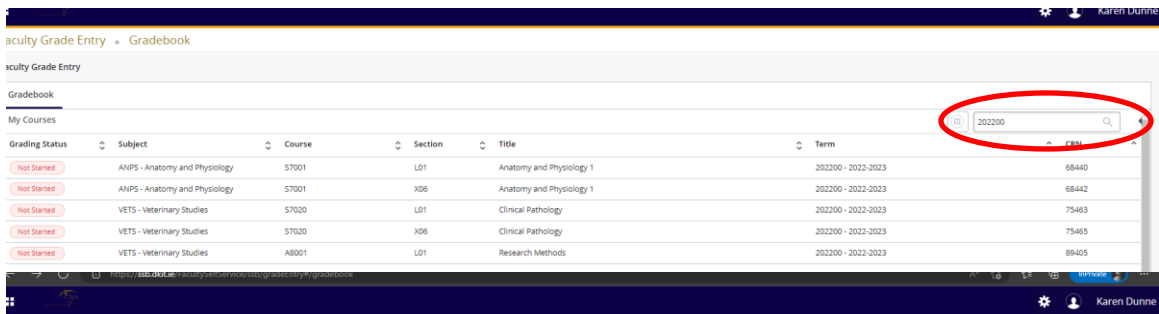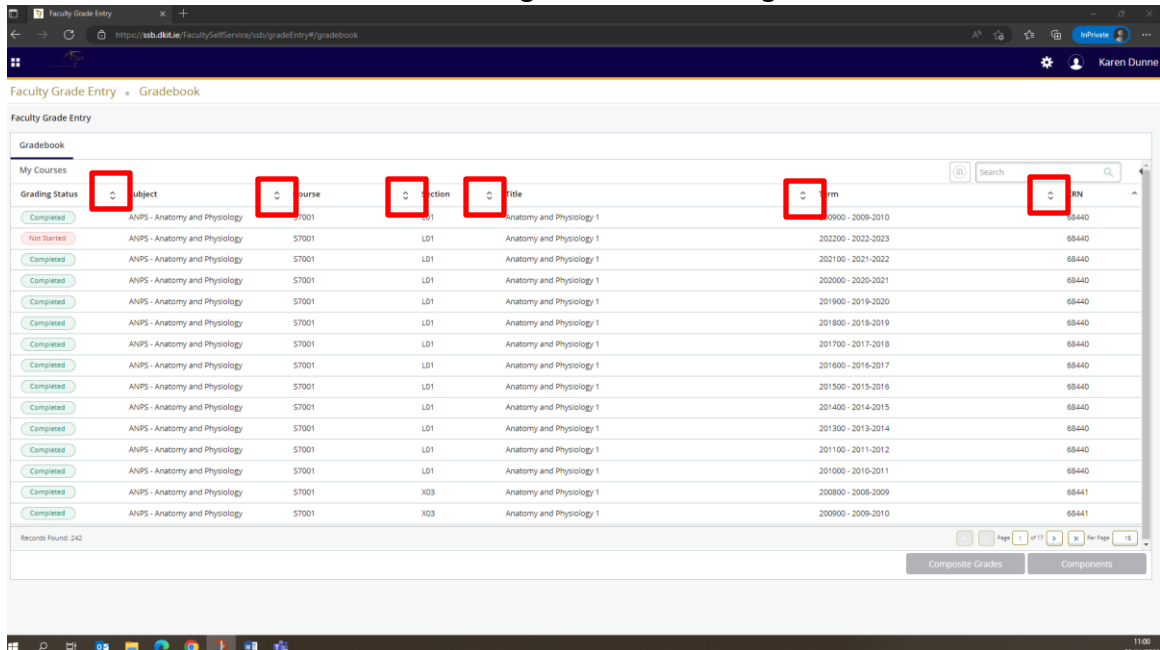
Landing page:

To Enter Grades

1. Click on **Faculty Grade Entry**
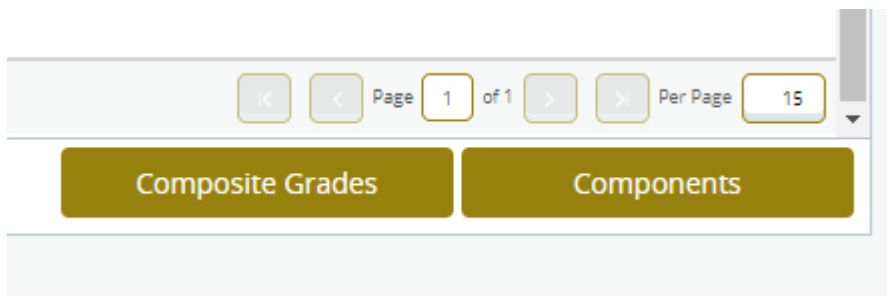2. This will bring up all modules that are attached to you from each Academic Year.

a. To just display the modules for a specific term, this can be typed into the search box on the top right. A search can also be done by Subject, Section, Title, CRN etc.
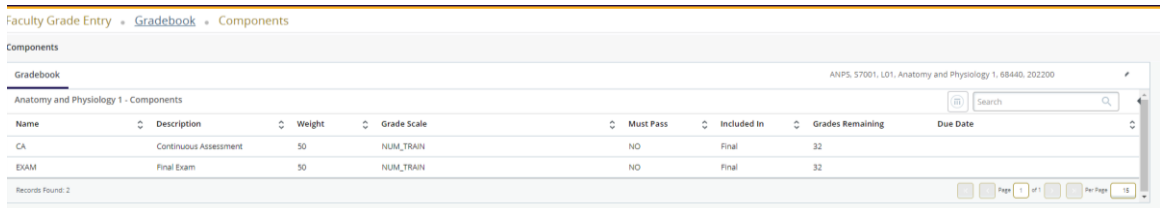
b. Alternatively, it is possible to sort by any column. This is done by clicking on the small arrows to the right of each heading.
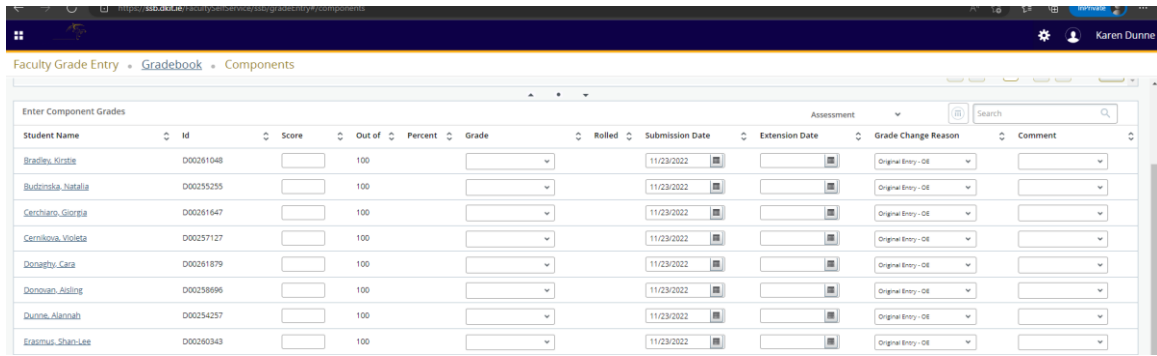

3. Click on the **Subject** that you want to enter grades for.
4. Click on the **Components** button on the bottom right. This will only be highlighted once you have selected a subject.
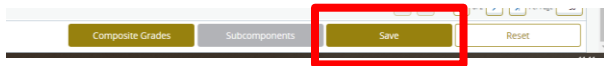

5. Choose the component *(eg CA, Final Exam etc)* to enter grades for by clicking on it, this will bring up the list of students on that component.

6. Enter the grades in the **Score** box.

7. If you hover the mouse over the student name, it will bring up their programme and email address.
8. When all the grades have been entered. Click **Save** at the bottom.
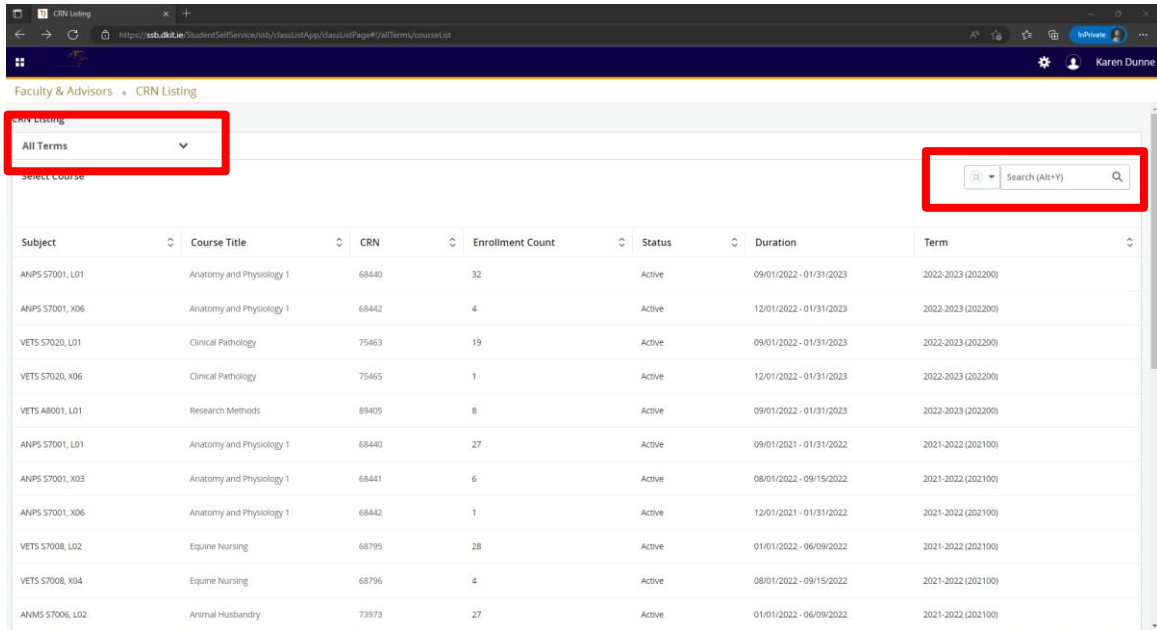

9. Repeat for remaining components.

To check the Exam Session, this can be done by searching or sorting by section:
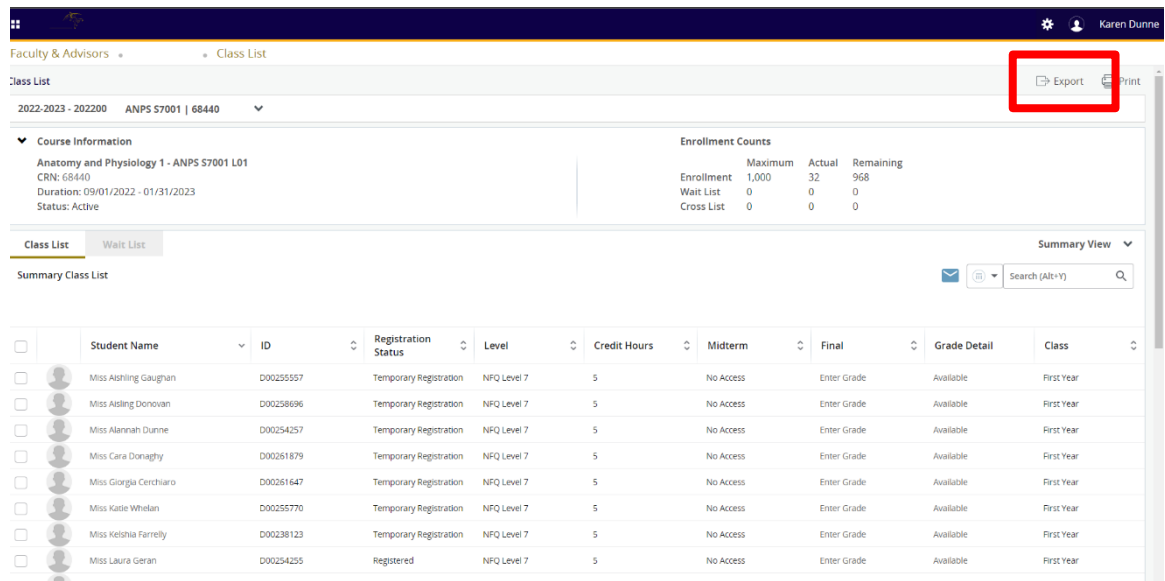
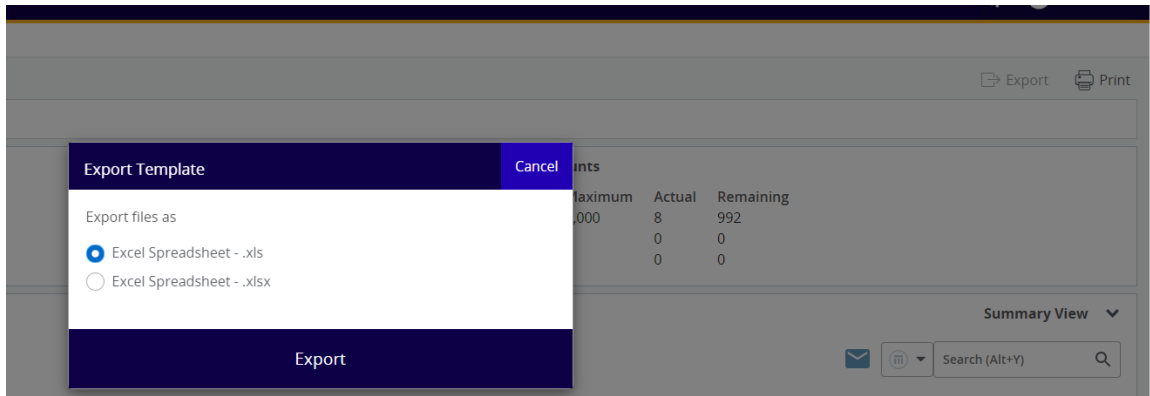| Section	Exam Session	Part of Term
L00	May (June)	1 (full year)
X02	Autumn REPEAT	AR (full year, Autumn repeat)
X01	May (June) REPEAT	RJ (full year, May repeat)
L01	January	WS (winter semester, January)
X03	Autumn REPEAT	RWA (repeat winter semester, Autumn)
X06	January REPEAT	RW (repeat winter semester, January)
L02	May (June)	SS (summer semester, May)
X04	Autumn REPEAT	RSA (summer semester, Autumn)
X05	May (June) REPEAT	RS (summer semester, May)

Viewing & Exporting Class List

1. On the Welcome Page click on **Class Lists CRN**.
2. This will list all modules from every term that has been assigned to you. You can select the Term from the drop down list. Or type in a Subject, CRN, Term etc in the Search box on the right
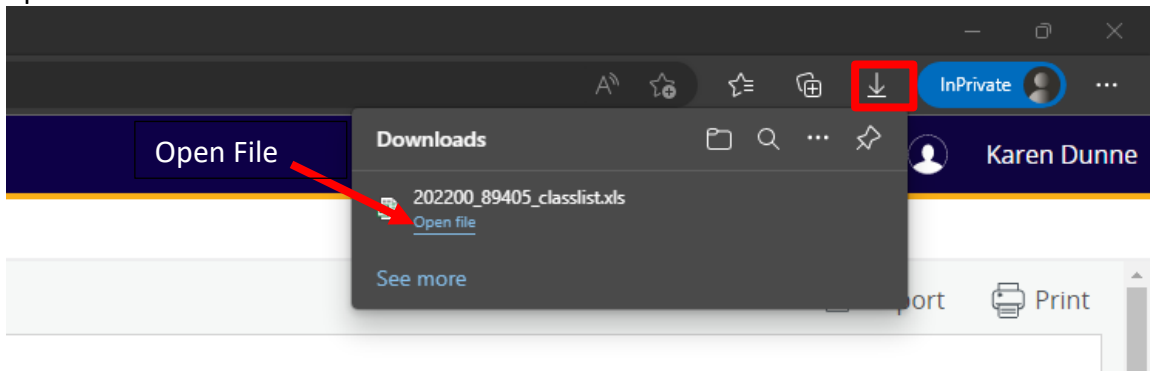
3. Once you've selected a module, it will bring up all students on that module, along with their grades etc. This can then be Exported to Excel by clicking on the **Export** button on the top right.

4. You are then given the option to choose what type of Excel file to export it as.

5. Once the Export is done, it will show in a small window at the upper right (or click on the down arrow pointing at a line). Click the **Open File** hyper link to open it in Excel.

6. Once open in Excel, you can then save the file. *Please note, in the example below there are no grades entered for the students. Once grades are entered, you will see them under the **Final** column. The **Midterm** column is not used and can be deleted*