

## **Step by Step Guide to Banner Grading for New PACE Instructors**

Grading is turned on for CE at all times since our courses begin and end on various dates throughout the term. Grading is available 24 hours a day. For SAIL access, Internet Explorer 7 or 8 works best or you may use Mozilla 3.5. For Mac users, Safari 2.0 is recommended.

**Step 1:** Access the OU Home Page at [www.oakland.edu](http://www.oakland.edu)

**Step 2:** Click on SAIL (Student and Information Link) located in the upper right corner.

**Step 3:** Click on Faculty and Staff.

**Step 4:** Click on Login to Secure Area.

**Step 5:** Enter either your Grizzly ID and PIN or NetID (Email) and Password

- If PIN is disabled, call PACE Office at (248) 370-3177.
- If PIN is expired, enter the old PIN, then enter a new six-digit number (no Letters), then re-enter new PIN and click on Login

**Step 6:** Select Faculty Services icon, and then click on Term Selection icon

**Step 7:** Select term to be graded from drop-down list of active terms, click on Submit Term

**Step 8:** Click on CRN Selection

- Select Title and CRN (Course Reference Number) for course to be graded (from drop-down list if you teach more than one section)
- Click Submit CRN

**Step 9:** Scroll down to click on Final Grades option to go to first page of students then begin study-by-student grade entry, submitting entered grades after completing each page

- Scroll down to see student list
- In Grade column, click on drop-down arrow to see valid grades for that section

- To select final grade, scroll to, highlight and click on desired grade, then click grade field for next student until that page is completed.
- Hint: To move quickly through the grade list, skip to the first grade listed of any grade type (4, 3, 2, 1, 0) by pressing the number key on the keyboard for the first digit of the grade desired, then press the down arrow to highlight and click the specific grade desired
- DO NOT TYPE IN GRADES. A grade typed in as 2.3 will default to the last digit typed resulting in an unintended grade of 3.0
- “W” grades appear on a grade roster should not be changed or overwritten
- “W” grades may not be assigned by instructors
- Enter all grades on one page, review and make necessary changes. Do not move to next page before submitting those on the completed page as follows . . .
- To finally record grades on each page, click on Submit Grades
- If class has more than 25 students, Records 1-25, 26-50, etc. will appear in both top and bottom of the page
- To move to the next page of students, after entering grades for Records 1-25, click on Submit Grades, then click on the next group of numbered records (e.g. 26-50)

**Step 10:** After completing one course of entry and submission of grades page by page, go to the bottom of the screen to select the next course to be graded (if applicable) using CRN selection

**Step 11:** Final Step – When all courses have been graded, click EXIT button in upper right corner of the screen, then IMMEDIATELY exit your web browser for security purposes.

**Please call PACE at 248-370-3177 if you have questions.**