

Introduction

This quick reference guide contains step by step instructions on how to:

1. Enter a component grade (Continuous Assessment, Project, Practical, Final Exam) using Electronic Gradebook (EGB) in Self Service Banner.

Step by Step Instructions

1. **Open Self Service Banner.** The link to Self Service Banner is <https://ssb.ancheim.ie/ait/>

(link also available on the new AIT Webpage under Quick Links – “Banner-Gradebook

2. Select ‘Enter Secure Area’

[Enter Secure Area](#) ← Click here

Login here to access Web For Faculty/Student.

[Apply for Admission](#)

Enter a new application or return to complete an application.

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Survey to answer.

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3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Enter Login ID and Pin provided and then click **Login**.

Login

Forgot PIN?

4. Select ‘Faculty Services’



Faculty Services

Enter Grades and Registration Overrides,

[Return to Homepage](#)

Click here

5. Select ‘Enhanced Electronic Gradebook’

[Term Selection](#)

[CRN \(Subject\) Selection](#)

[Programme Selection](#)

Programme Selection for use in Electronic Grade

[Enter Final Grades](#)

[Programme Catalogue](#)

[Enhanced Electronic Gradebook](#)

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Click here

Step by Step Instructions – How to enter a Component Grade using EGB

6. Select 'Electronic Gradebook by Component - Assessment'

Electronic Gradebook Menu

- Electronic Gradebook by Component - Assessment
- Electronic GradeBook Term Selection
- Electronic GradeBook CRN Selection

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Click here

7. Select a Term

Electronic Gradebook - Term Selection

Full Academic Year 2015-16 (201500) ▼

Submit

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Select a Term from the drop down list and Click Submit

8. Select a CRN

Electronic Gradebook - CRN Selection

Order the list by CRN Order the list by Module I

ACCT06038 - 87498 - MANAGEMENT ACC 182 PT - FT Spring/

Submit

[List of all th

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Select a CRN from the drop down list and Click Submit

9. Select 'Assessment' for the component grade to be entered.

Components

Description	Weight	Grade Scale
CA - Continuous Assessment - View - Assessment	50/100	NUMERIC I
EXAM - Final Exam - View - Assessment	50/100	NUMERIC I

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Select 'Assessment' to enter component grades or 'View' to see grades already entered.

10. Enter the component grade out of 100% for each student as required. When finished, click 'Submit'.

Warning: There's a 30 minute inactivity timeout in EGB, so if you haven't used EGB in 30 minutes, you will be disconnected from the system and any unsaved data will be lost, so click 'Submit' often.

Record Number	Student ID	Student Name	Status	Mark	Out of
1	S00166068		Temporary Registration	67	100

Submit

Reset

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Enter grade out of 100% and then Click Submit

11. If the CRN is shared across different student groups, each group can be filtered by selecting the specific group from the 'Selected CRN Programs' drop down list at the top of the page.

Selected CRN Programs

% - SELECT ALL PROGRAMMES ▼

Select Student Group from the drop down list.

Step by Step Instructions – How to enter a Component Grade using EGB

12. If the number of students displayed on the page is too many, you can change this by selecting ‘**Change Number of Displayed Records**’.

1(Commins)-21(Tur Merono) [Change Number of displayed records](#)

Reducing the number of records displayed will re-group the students based on their surname. Each group can then be individually selected.

13. The Final Cut Off Date

Staff are required to enter component grades by this date. This cut off date is decided upon based on the Banner ‘Roll to History’ schedule for each exam session.

Final Cut Off
Feb 03, 2017

14. Once the grades are entered for a particular component, you can navigate back to the Component List page, to enter the next set of component grades.

Select ‘**Component List**’.

Composite View

[Component List](#)

Component View

Click here to return to the Component List page

15. When the all component grades are entered for a student on a CRN, EGB will automatically calculate the final grade for the student on that CRN. Final Grades can be viewed by selecting ‘**Composite View**’.

[Composite View](#)


Component List

Component View

Click here to view Composite Grades/Final Grades

16. The Composite Grades page

Composite Grades

 Please note that the final grade can be empty if a mark is missing for a component or subcomponent.

Record Number	Student ID	Student Name	Registration Status	Roll Date	Final Grade	Final Percentage			Final Reason	Final Activity Date	Comment
						Final	CA (50%)	CA (15%)			
1	S00128021		Registered	Not Rolloled	58	57.85			Calculated EGB	Oct 19, 2016	

Date when Final Grade rolled to Academic History

Final Percentage and Final Grades calculated by EGB

17. NOTE to STAFF

If all components grades are **not** entered for a student on a CRN, then no Final Grade gets calculated by EGB and **nothing** will roll to Academic History, even though the student will be listed on the Composite Grades page.

Once the ‘Final Cut Off’ date for grade entry has passed, the calculated grade in the “Final Grade” field will get rolled to Academic History for the student in Banner and the above page will show the date rolled against the grade. You will not be able to change grades that have been rolled. Any further changes to grades will need to be done by School Administrators.