



Faculty Guide to Mid-Term Grade Submission

1. Access the following URL for Banner Web via DrexelOne
<http://one.drexel.edu/>
2. This will take you to **DrexelOne**



The screenshot shows a login window titled "Login to DrexelOne". It contains two input fields: "User-ID:" and "Password:". Below the "Password:" field are two buttons: "Login" and "Cancel".

Login using your Drexel University Username and Password.

- Your DrexelOne **username** is the same as your Drexel Computer Account. Usually this is your initials followed by two or three digits (for example, abc12).
- Your DrexelOne **password** is your e-mail password.

If you have not picked up your Drexel computer account(s), go to the Computer Accounts Management Systems pages at <https://coreapp1.drexel.edu/cams/>. You will receive the information you need for your DrexelOne access, as well as other Drexel account related information. After you have activated your account, please return to <http://one.drexel.edu/> to log in to DrexelOne.

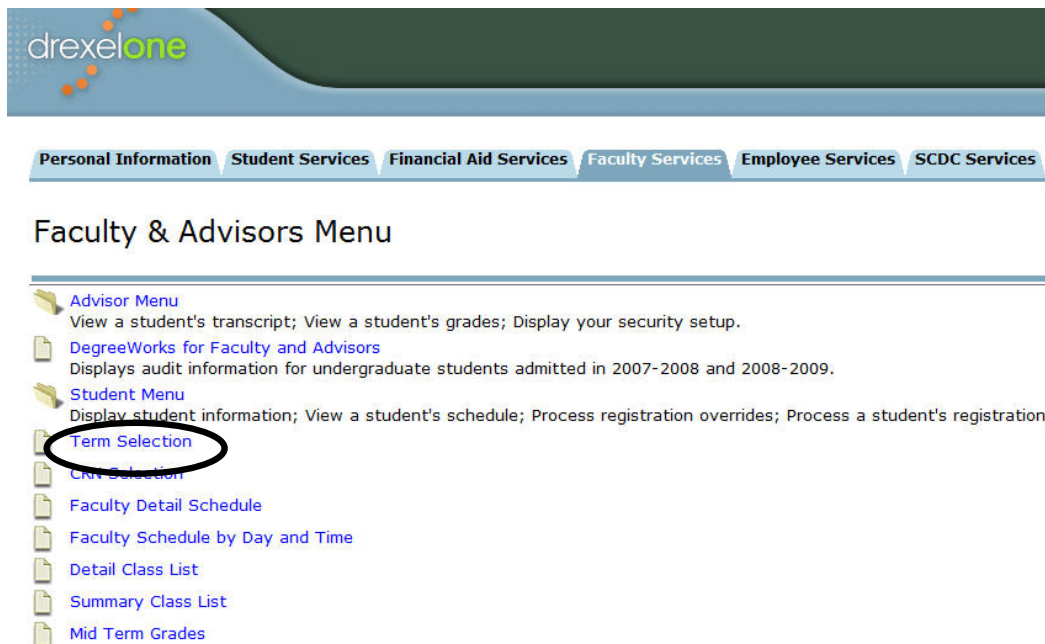
3. Once you are logged in you will see the following page. Click on the Faculty Tab.



4. Under the Course Administration channel click on More BannerWeb Faculty Services.



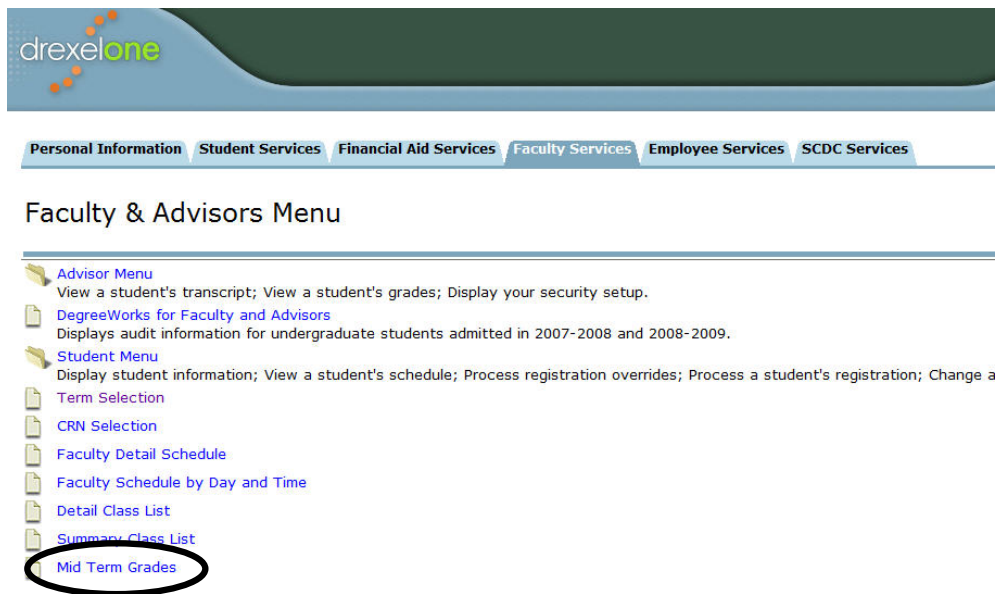
5. Once in the Faculty & Advisors Menu you'll see a series of menus. Click on Term Selection.



6. Next you'll be asked to select the term from the pull down menu. Select the appropriate term. In this case it would be Fall Quarter 08-09.

The screenshot shows the 'SCT WWW Information System' page with the sub-header 'Select Term'. Below the header is an information icon and the text: 'Select the Term for processing then press the Submit Term button.' A note follows: 'Note: You are now able to select a Quarter or Semester (e.g., Fall Quarter or Fall Semester). Please make the appropriate selection.' Below the note is a label 'Select a Term:' followed by a dropdown menu. The dropdown menu is open, showing 'Fall Quarter 08-09' as the selected option. At the bottom of the form is a 'Submit' button.

7. You will then be returned to the main Faculty Services where you should select Mid Term Grades.



8. You will then see a list of all the courses for which you are the Primary Instructor. Now select the CRN (Course Reference Number) for the course(s) for which you will be submitting mid term grades and then select the submit button.

The screenshot shows the DrexelOne web interface for the SCT WWW Information System. At the top is the DrexelOne logo. Below it is a navigation bar with tabs: Personal Information, Student Services, Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The Faculty Services tab is selected. Below the navigation bar is the heading "SCT WWW Information System" and "Select CRN". Below this heading is a message: "Please enter the CRN you wish to access, or select a different term from the menu." Below the message is a label "CRN:" followed by a dropdown menu showing "Fundamentals of Mathematics - 11412". Below the dropdown menu is a "Submit" button.

9. You will now be on the Faculty Mid-Term grade worksheet. Please read all of the information at the top of the page before posting and submitting mid term grades.

[Personal Information](#) | [Student Services](#) | [Financial Aid Services](#) | [Faculty Services](#) | [Employee Services](#) | [SCDC Services](#)

SCT WWW Information System

Faculty Mid-Term Grade Worksheet

- Enter midterm grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information
[Fundamentals of Mathematics - MATH 100 001](#)
CRN: 11412
Students Registered: 24

10. Once you select the student for whom you are ready to submit a grade, in the grade column click the drop down menu shown below. Please note that you are only required to submit grades of a C or lower. If the student has achieved a grade better than a C you are not required to submit the grade for the course. We are attempting to identify those students who are at risk so the grade of C or lower will be useful in this process/outreach.

[BANNERWEB](#)
Dr. S. Spielberg
 Fall Quarter (Oct 21, 2006)

SCT WWW Information System

Faculty Mid-Term Grade Worksheet

- Enter midterm grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information
[Expository Writing and Reading - ENGL 101 002](#)
CRN: 11686
Students Registered: 17

Please submit the grades often. There is a 20 minute time limit starting at 09:20 Oct 21, 2006 for this page.


Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Belloq, Rene		3.000	Block Registered Jul 20, 2006	None		1	19
2	Jones, Indiana		3.000	Registered for Course Aug 23, 2006	None		1	30
3	Ravenwood, Marian		3.000	Block Registered Jul 20, 2006	None		1	10
4	Salomone, Joseph		3.000	Registered for Course Aug 23, 2006	None		1	31

The valid grades for mid terms are on the +/- standard grading scale. Select the appropriate earned grade for each student.

11. Once all of the grades are entered, scroll down to the end of the list and click the Submit button.



 Please submit grades often. There is a 20 minute time limit on this page.

[Return to Previous](#)

[\[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List \]](#)

RELEASE: 7.3

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Congratulations! You have successfully submitted mid-term grades for your course(s). If you have any questions regarding what grading options are valid or need any help related to the mid-term grade submission process please contact the Office of the University Registrar by emailing UC-Academic-Records@drexel.edu.