

# FACULTY GRADE ENTRY

1. After logging into the upgraded version of SURFS , you will see the below screen. Select either “Ask Me Later” or “Continue.”

The screenshot shows a web browser window with two tabs: 'Academic Affairs - University of...' and 'Race and Ethnicity Survey'. The address bar shows the URL 'ban9ssbprod.umaryland.edu:8445/BannerExtensibility/ssb/survey/survey'. The page header includes the University of Maryland Baltimore logo and the user name 'Christina Horchar'. The main heading is 'Update Ethnicity and Race'. Below this, there are two sections: 'What is your ethnicity?' with two radio button options, and 'Select one or more races to indicate what you consider yourself to be.' with five columns of radio button options. At the bottom right, there are two buttons: 'Ask Me Later' and 'Continue'.

Academic Affairs - University of ... Race and Ethnicity Survey

ban9ssbprod.umaryland.edu:8445/BannerExtensibility/ssb/survey/survey

UNIVERSITY of MARYLAND BALTIMORE

Christina Horchar

Banner Self-Service • Ethnicity And Race

## Update Ethnicity and Race

**What is your ethnicity?**

Not Hispanic or Latino

Hispanic or Latino

**Select one or more races to indicate what you consider yourself to be.**

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> American Indian	<input type="checkbox"/> Chinese		<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> North African
<input type="checkbox"/> South/Central American Indian	<input type="checkbox"/> Filipino			<input type="checkbox"/> White
	<input type="checkbox"/> Indian or Pakistani			
	<input type="checkbox"/> Japanese			
	<input type="checkbox"/> Korean			
	<input type="checkbox"/> Other Asian			
	<input type="checkbox"/> Southeast Asian, Not Vietnamese			
	<input type="checkbox"/> Vietnamese			

Ask Me Later Continue

2. Select the “Faculty/Advisor” tab.

The screenshot shows a web browser window with the following details:

- Browser Tab:** Banner Self-Service
- Address Bar:** ban9ssbprod.umaryland.edu:8445/BannerExtensibility/customPage/page/HOMEPAGE
- Page Header:** UNIVERSITY of MARYLAND BALTIMORE logo on the left; settings gear, user profile icon, and name "Christina Horchar" on the right.
- Main Content:**
  - Section Header:** Welcome to SURFS!
  - Navigation Tabs:** "All Users" and "Faculty/Advisor" (highlighted in yellow).
  - Sub-section Header:** All Users
  - Service Cards:**
    - Personal Information:** View and update your biographical, demographic and contact information.
    - Legal Name, SSN, DOB:** Request to change personal information.
    - Preferred Name:** Request to add or change preferred name.

3. Select “Faculty Grade Entry”.

Banner Self-Service

ban9ssbprod.umaryland.edu:8445/BannerExtensibility/customPage/page/HOMEPAGE

UNIVERSITY of MARYLAND BALTIMORE

Christina Horchar

## Welcome to SURFS!

All Users Faculty/Advisor

### Faculty

**Faculty Grade Entry**  
Enter and update midterm, final, and incomplete grades.

**Detail Schedule**  
Faculty member's schedule for the selected term.

**Week at a Glance**  
All of your classes for the selected week are displayed, both traditional and open learning.

**Blackboard**

### Advisor

**Advisee Search**  
Search for advisees and view advisee student profiles.



5. Enter your grades using the drop-down box. Leave the “Last Attend Date” boxes blank.

Banner Self-Service x Faculty Grade Entry x +

ban9ssbprod.umaryland.edu:8444/FacultySelfService/ssb/GradeEntry#/final

UNIVERSITY of MARYLAND BALTIMORE Christina Horchar

### Faculty Grade Entry • Final Grades

Faculty Grade Entry

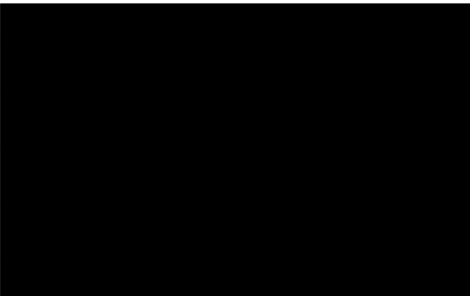
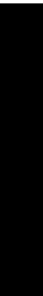
Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	FOUN - Foundations/Clinical Dentistry	511	01	DENTAL ANATOMY AND OCCLUSION	202209 - Fall 2022	93873

Records Found: 1 Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A		<input type="text"/>
			B		<input type="text"/>
			B		<input type="text"/>
					<input type="text"/>
					<input type="text"/>
					<input type="text"/>

6. Please select “SAVE” when you have finished entering and have reviewed your grades. **Notify the Office of Academic Affairs that your grading is complete.** Note: You may change grades in SURFS even after you have saved them, but *not* after they are rolled.
- a. If you have more than one course to grade, select the next course listed under Grading Status.

Banner Self-Service x Faculty Grade Entry x +

ban9ssbprod.umaryland.edu:8444/FacultySelfService/ssb/GradeEntry#/final

UNIVERSITY of MARYLAND BALTIMORE

Christina Horchar

Faculty Grade Entry • Final Grades

[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]
[Redacted]	[Dropdown]	[Grid Icon]

Records Found: 143

Page 1 of 6 Per Page 25

Save Reset

7. For information: Once you have saved your grades, the Grading Status will indicate “In Progress.” The Rolled column will indicate “Not Started” because all grades will be rolled by the campus Office of the Registrar upon request of the Dental School. After this occurs, both columns will say “Completed,” as shown in the second image below.

The screenshot shows the 'Faculty Grade Entry' page for 'Final Grades'. It features a table with the following columns: Grading Status, Subject, Course, Section, Title, Term, and CRN. The table contains one record for 'FOUN - Foundations/Clinical Dentistry' with a status of 'In Progress' and 'Not Started'. Below the table, there is a section for 'Enter Grades' with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The 'Final Grade' column has dropdown menus with 'A' and 'B' options.

My Courses

Grading Status

Completed

Completed