


Slide 1 Title Page – Morgan State University	
Media Notes	
Slide ends with swoosh sound (3 seconds)	
Toolbar with controls (play/pause/advance/cc)	
Media:	
Image- MSU title and symbol (title flash in and flash out)	<div><p>Morgan State University</p></div>
Audio narration: None	narration
Interaction:	
Continuous play	
Branching:	
Next:	Slide 2
Prev:	N/A

Slide 2 – Academic Grade Processing

Media Notes

Toolbar with controls (play/pause/advance/cc)

Audio narration begins with welcome and introduction

Media:

Asset character pointing toward learning objectives
MSU graphic in background (80% transparent)?
Back button
Next button



Are you a new faculty member and not sure how to submit grades? Did you miss the deadline to submit grades and the portal is now closed? Do you need to change a grade already posted to a students' academic history and not sure what documentation is required?

narration

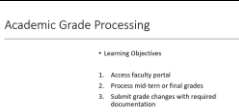
Welcome to Academic Grade Processing for faculty and approved staff at MSU.

Interaction:

None; continuous play

Branching:

Next:	Slide 2
Prev:	N/A

Slide 3 – Learning Objectives		
Media Notes		
Toolbar with controls (play/pause/advance/cc)		
Audio narration begins with learning objectives		
Media:		
Asset character pointing toward learning objectives MSU graphic in background (80% transparent)? Back button Next button		
At the completion of this course faculty or staff should be able to: Sign into Banner faculty services and locate midterm or final grades link; Select the term you wish to enter grades; Add the last date attended; Submit any grade with documentation after grades are submitted. You will have the opportunity to learn about key terminology for grade processing and documentation required. So lets get started!	narration.	
Learning Objectives: 1- Access faculty portal 2- Process mid-term or final grades 3- Submit grade changes with required documentation	Fade in each objective	
Interaction:		
None;		
Branching:		
Next:	Slide 3	
Prev:	N/A	

Slide 4 – Topic Selection

Media Notes

Asset character pointing toward topic selection
MSU graphic in background (80% transparent)?
Toolbar with controls (play/pause/advance/cc)
Back button
Next button

Media:

Shape button 1 for topic: Grade Submittal

Shape button 2 for topic: Grade change

Academic Grade Processing

• Topic Selection

Grade Submittal

Grade change

Choose the topic to begin

narration.mp3

Interaction:

Choose topic button

Branching:

Next: Slide 4

Prev: N/A

Slide 5 - Mid-term or final grades

Media Notes

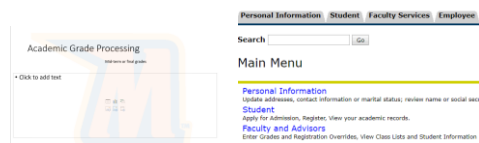
Asset character pointing toward topic
MSU graphic in background (80% transparent)? Or screenshot of Banner faculty portal
Toolbar with controls (play/pause/advance/cc)
Audio narration begins describing details.
Back button
Next button

Media:

Asset character pointing toward topic

Main bullet points on slide

Button to return to topic selection



1-No documentation needs to be submitted for mid-term or final grades
2-Once grades are submitted, they cannot be edited
3-Only final grades can be submitted for a grade change and,
4-Grades are processed or 'rolled' nightly to students' academic history

narration.mp3

Interaction:

Button return to topic selection slide

Branching:

Next: Slide 5

Prev: N/A

Slide 6 – Grade changes

Media Notes

Asset character pointing toward topic
MSU graphic in background (80% transparent)? Or screenshot of Banner faculty portal
Toolbar with controls (play/pause/advance/cc)
Audio narration begins describing details.
Back button
Next button

Media:

Asset character pointing toward topic

Main bullet points on slide

Button to return to topic selection

To change grades after being submitted, a grade change workflow is required. Only final grades can have a grade change workflow. Mid term grades does not require a grade change workflow. Documentation is required for changing a final grade. Documentation required for undergraduate students include: Syllabus with grading rubric, Calculation records, and grade books. Documentation for graduate students include syllabus with grading rubric, grade sheet and documented paper (I.e. dissertation or thesis.

narration.mp3

Interaction:

Button return to topic selection slide

Branching:

Next: Slide 6

Prev: N/A

Slide 7 Knowledge Check Activity for mid-term/final grades and grade changes

Media Notes

Asset character pointing toward topic
MSU graphic in background (80% transparent)?
Toolbar with controls (play/pause/advance/cc)
Audio narration begins describing details.
Back button
Next button

Media:

Asset character with callout shape
Button 1 for Mid-term/Final grades
Button 2 for Grade change

Let's test your knowledge. Click on the topic to complete the activity based on what you observed. You will have the opportunity to choose true or false. Good luck!

narration.mp3

Interaction:

Next button to proceed to knowledge check

Branching:

Next: Slide 7

Prev: N/A

Slide 8 Knowledge check for mid-term grades

Media Notes

MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Back button
Next button

Media:

True button with check mark

False button with check mark

Incorrect responses

No narration

Drag & drop T or F or T & F button section (adv and conditional actions)

Questions: 1) Documentation is required to submit final grades. 2) Final grades can be submitted for a grade change. 3) Grades are processed nightly.

Interaction:

T or F button selection; Button return to knowledge selection slide

Branching:

Next:	Slide 8
Prev:	N/A

Slide 9 Knowledge check for grade changes		
Media Notes		
Asset character pointing toward topic MSU graphic in background (80% transparent)? Toolbar with controls (play/pause/advance/cc) Audio narration begins describing details. Back button Next button		
Media:		
Asset character with callout shape Button 1 for Mid-term/Final grades Button 2 for Grade change Button 3 for completed knowledge check	Previously selected topic button will be checked	
Let’s test your knowledge. Click on the topic to complete the activity based on what you observed. You will have the opportunity to choose true or false. Good luck!	Narration repeated	
Interaction:		
Next button to proceed to knowledge check		
Branching:		
Next:	Slide 9	
Prev:	N/A	

Slide 10 Knowledge check for grade change

Media Notes

MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Back button
Next button

Media:

True button with check mark

False button with check mark

Incorrect responses

No narration

Drag & drop T or F or T & F button section (adv and conditional actions)

Questions: 1) Documentation is required for all grade changes. 2) Submitting a grade change for mid-term grades are required. 3) Grade changes can be done after all final grades are posted on the students' academic history

none

Interaction:

T or F button selection; Button return to results page for knowledge check

Branching:

Next: Slide 10

Prev: N/A

Slide 11 Knowledge check results & Banner simulation

Media Notes

Asset character with callout shape
MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Audio narration begins describing results and details
Back button
Next button

Media:

Asset character with callout shape
Button 1 for Mid-term/Final grades
Button 2 for Grade change

Great job! You completed knowledge checks for grade submittal and grade changes. Now its time to review in Banner how to submit mid-term or final grades. Here you will have an opportunity to see how to submit grades or to submit a grade change. For this simulation we will look at submitting mid-term grades. After the simulation, you will have an opportunity to practice. Click on the topic to continue.

narration.mp3

Interaction:

Next button to proceed to Banner simulation

Branching:

Next:	Slide 11
Prev:	N/A

Slide 12 Banner simulation for mid-term grades

Media Notes

Toolbar with controls (play/pause/advance/cc)

Back button

Next button

Media:

Edit mouse pointer for consistency

No narration

Banner demo of submitting mid-term grades

video

Interaction:

return button to proceed to Banner simulation main menu

Branching:

Next: Slide 12

Prev: N/A

Slide 13 - Banner simulation for grade changes

Media Notes

MSU graphic in background (80% transparent) or solid light color?

Media:

Asset character with callout shape
Button 1 for Mid-term/Final grades
Button 2 for Grade change
Button 3 for completed

Now it's time to review in Banner how to submit a grade change workflow. Here you will have an opportunity to see how to submit a grade change. After the simulation, you will have an opportunity to practice. Click on the topic to continue.

narration.mp3

Interaction:

Next button to proceed to Banner simulation

Branching:

Next:	Slide 13
Prev:	N/A

Slide 14 - Banner simulation for grade changes

Media Notes

Toolbar with controls (play/pause/advance/cc)

Back button

Next button

Media:

Edit mouse pointer for consistency

No narration

Banner demo of submitting grade change workflow

Interaction:

return button to proceed to Banner simulation main menu

Branching:

Next: Slide 14

Prev: N/A

Slide 15 - Banner simulation assessment for mid-term grades

Media Notes

MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Back button
Next button

Media:

Asset character with callout shape
Button 1 for Mid-term/Final grades
Button 2 for Grade change

Here is your opportunity to choose a topic to start with entering mid-term grades or submitting a grade change workflow. Click on a topic to begin.

Interaction:

Next button to proceed to Banner assessment

Branching:

Next:	Slide 2
Prev:	N/A

Slide 16 - Banner simulation assessment for mid-term grades

Media Notes

Toolbar with controls (play/pause/advance/cc)

Back button

Next button

Media:

Edit mouse pointer for consistency

No narration

Banner assessment of submitting mid-term grades

video

Interaction:

return button to proceed to Banner assessment main menu

Branching:

Next: Slide 16

Prev: N/A

Slide 17 - Banner simulation assessment for grade changes

Media Notes

MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Back button
Next button

Media:

Asset character with callout shape
Button 1 for Mid-term
Button 2 for Grade change
Button 3 for completed

Here is your opportunity to choose a topic to start with entering grade change workflow. Click on a topic to begin.

Repeated narration

Banner demo of submitting grade change workflow

Interaction:

return button to proceed to Banner assessment main menu

Branching:

Next:	Slide 17
Prev:	N/A

Slide 18 - Banner simulation for grade changes

Media Notes

Toolbar with controls (play/pause/advance/cc)

Back button

Next button

Media:

Edit mouse pointer for consistency

No narration

Banner demo of submitting grade change workflow

Interaction:

return button to proceed to Banner simulation main menu

Branching:

Next: Slide 18

Prev: N/A

Slide 19 - Banner assessment conclusion

Media Notes

Asset character with callout shape
MSU graphic in background (80% transparent) or solid light color?
Toolbar with controls (play/pause/advance/cc)
Audio narration begins describing results and details
Back button

Media:

Asset character with callout shape

Congratulations! This concludes Academic Grade processing. You are now prepared to enter mid-term or final grades or grade change workflows.

narration

Interaction:

Branching:

Next: Slide 19

Prev: N/A