

# 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)



Morgan State University

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?

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

narration

### 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

#### Academic Grade Processing

- Learning Objectives
  - 1. Access faculty portal
  - 2. Process mid-term or final grades
  - 3. Submit grade changes with required documentation

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

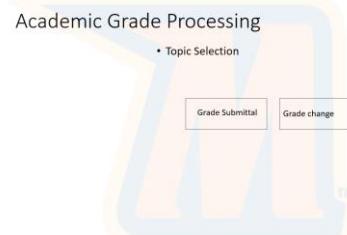
## Slide 4 – Topic Selection

### 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

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

<b>Media Notes</b>	
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	
<b>Media:</b>	
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
<b>Interaction:</b>	
Button return to topic selection slide	
<b>Branching:</b>	
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

<b>Media Notes</b>	
MSU graphic in background (80% transparent) or solid light color? Toolbar with controls (play/pause/advance/cc) Back button Next button	
<b>Media:</b>	
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	
<b>Interaction:</b>	
return button to proceed to Banner assessment main menu	
<b>Branching:</b>	
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

<b>Media Notes</b>	
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	
<b>Media:</b>	
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
<b>Interaction:</b>	
<b>Branching:</b>	
Next:	Slide 19
Prev:	N/A