**Business**

**Requirements**

**for**

**eGrade**

**Blackboard to Banner**

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| **A. Requestor Information** | |
| **Requestor Name** | Administration – eGrades from BB to Banner |
| **Area Name** | **Academic Services** |
| **Request Date** | **2-1-2012** |
| **Summary** | Allow Instructors to input their grades into eGrade application and for it to utilize web services to call a Banner process to input/update course grades for the current term. Using USF BB eGrade project as a model to build the FAU eGrade project. |
| **Submitted by** | MAD and AS teams of OIT |

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| **B. Business Requirements** |
| **Background:** Currently, Banner grading is done by the Faculty via the Banner SSB web pages. Faculty and administration would like to allow the entering of grades in Blackboard instead of the Banner SSB interface. Received the USF BB eGrade project that allows grading from Blackboard to be inputted into Banner via web service calls. FAU will use their processes once modifying to FAU policies and procedures.  **Assumptions:**   * Look at using the Banner delivered API for processing Grades if possible. * Loading grades for the current active term. * Grade changes for grades already rolled to academic history, will still use the paper process. * Grades are currently rolled nightly into academic history, and once rolled are not eligible to be changed electronically. * Using Open University field (hours attended) for the Grade reason codes for F, U and I grades. * Currently not using or recording last date of attendance. * College of Medicine is using Blackboard Grade scale that allows them to input their numeric grades. These are translated to alpha grades and are manually inputted into Banner INB form by the COM Registrar’s office.  Not using the Banner SSB option since their grade types are different, and they do not use Mid-Term grades. * Phase one will handle all the grading of Undergraduate and Graduate level courses both for Mid-Term and Final Grades. College of Medicine grading will be excluded during phase one.   **Use these components from USF used to create FAU’s package:**   * kws\_egrade.p\_egrade\_entry\_db package (FAU developed)   + This package replaces the USF received procedure   (wp\_bb\_grade\_entry\_db )  **FAU Current Grading process and workflow:**   * Course may have a substitution grade, where a student selects the type of grade (P or F) P/F, S/U or Audit, however the instructor does not see this.  The instructor will enter a grade.  Before it is rolled to history, it will see if there is a substitution grade, it will then substitute it with the grade mode selected by student (P) as an example and that will be the grade rolled to history. * Grades are rolled nightly at 10pm daily (is that 7 days?) Grades are rolled on Sunday at 9:59pm and as we get closer to end of term, then we process grades nightly.  Once rolled, no updates can be done via SSB.  Has to use paper process.  This process runs about 45 mins (rolling of grades to history), then repeats (run the repeat process), then fees (run calculate GPA) – about 5 hour process (can take up to this amount of time at end of term). * Grades are marked as gradable (SSASECT) and that allows them to be graded via the web (SSB or eGrade). * At end of term, Registrar will turn off grading (via SOATERM, uncheck Faculty Final Grade, Mid Term Grade), so no grades can be entered via SSB. * Mid term grades are not rolled into history but Banner keeps in Temp table, and can only be entered during the designated window (1 week – MON-FRI). * SOBPTRM will have the information on those course that are eligible to be graded however, once rolled to academic history in Banner, not allowed to be change via the web. * Current and Past terms will have the grades checked on when they are available to be graded. It will only be turned on or off by the Registrar’s office during the Mid-term grading time (1 week), and then turned off during the Term end processes. Final Grades rolled to academic history will have the Final Term grading available turned on even after the Term is over so that the grades are visible in Banner SSB.   **BB eGrade web interface requirements:**   * Need to handle presenting the additional data fields required by Faculty when inputting a grade types of “F”, “U”:   + Input grade reason code (1 character code) with description. * Need to handle presenting the additional data fields required by Faculty when inputting a grade types of “I” :   + Input missing incomplete requirement (STVGCMT value) with the missing requirement description displayed.   + Input incomplete extension date for incomplete.   + Default Incomplete Expected date to 1-year from End of Term date     - Invalid date – use default.     - Date submitted is greater than 1-year, set to default.     - Date submitted is less than 1-year, keep that date. * Need to handle if Term is no longer in grading mode (date is past the current term’s end date) should prevent instructor to attempt to grade. * Need to use the new GTVSDAX group to exclude COM students/courses for this eGrade process. Final Grade option is on for the COM courses even though not currently using the web interface today. * Pilot for College of Science only (Spring 2012 term)   **Banner setup:**   * Create a new GTVSDAX group (BB egrade) to allow or exclude a particular group from using the BB eGrade process.   + Pilot group (1) – include only College of Science group.   + Pilot group (2) – Include all but College of Medicine group. * Use the Banner Grade API process to process the grade insertion. * Need to handle the various grade requirements for additional information based on the grade value. (F, I, U).   **eGrade setup:**   * Need to handle “W”, “WM”, “F” type grades, SHRGRDE for valid grades. * Check for Pass/Fail or S/U only courses * Withdrawn / Fiscal cancellation show as a “0’ with a slash through it, as they are students who the Blackboard course has been set to unavailable. * Need to develop an In-Person/Online Training program   **Informational:**   * Grades roll every Sunday until Grading week befins, then it is nightly. * Short courses exist, even outside of the Summer term. * Mid-Term grading is only done in Fall and Spring terms, no Summer terms.   **Error handling**   * Use various error codes to reflect any exceptions on inputting a grade. * The followings are the return codes. Some of the pre API errors overlap with Banner API errors, you usually will get the pre API error. You get the Banner API error when Banner API is more restrictive.  All errors are being logged in our log table--swregrd. * -- Return codes: * -- Pre Banner API error     *-- 0: Grade successfully recorded*  *-- 1: Grade not valid or NULL*  *-- 2: Unknown Generic Error*  *-- 4: Instructor PIDM not valid for Section-ID*  *-- 5: Student PIDM not valid for Section-ID*  *-- 6: Section-ID not valid*  *-- 8: Section-ID not unique*  *-- 9: No update needed*  *--10: Auto Grades cannot update*  *--11: College not eligible for Egrade*  *--12: Registration Level Is Not Gradable (UG,GR)*  *--13: Registration Status is Not Gradable*  *--14: Grading Disabled (mid-term or Final grading)*  *--15: Grade already rolled to history*  *--16: Invalid Mid Term Grade Flag*    *-- Banner API error*  *-- 20: Unknown Banner API error*  *-- 21: Section does not exist*  *-- 22: Section is not gradable*  *-- 23: Learner enrollment does not exist*  *-- 24: Learner enrollment is not gradable*  *-- 25: Instructor not assigned to section*  *-- 26: Grade not valid for section*  *-- 27: Grade already rolled to history*  *-- 28: Gradable components exist; generate midterm grade through component marks*  *-- 29: Gradable components exist; generate final grade through component marks*  *-- 30: Learner course enrollment does not exist*  *-- Post Banner API error*  *-- 40: Error in updating reason code*  *-- 41: Error in updating incomplete grade*  *-- 42: Missing reason code for F/U grade*  *-- 43: Invalid reason code for F/U grade*  Data requirements are defined in the spreadsheet (see appendix) |
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| **C. Participants** | |
| **Name** | **Role** |
| Rhian Resnick | MAD team |
| Frank Rodriguez | MAD team |
| Barbara Kenney | AS team |
| Jean Yuan | AS team |
| David Correa | AS team |
| Harry DeMik | Registrar team |
| Jeff Hendricks | Registrar team |

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| **D. User Acceptance** | | | |
| **Name** | **Title** | **Approval Signature** | **Date** |
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| **E. Change Log** | | | | | |
|  | **Section**  **Changed** | **Add**  **Delete**  **Revise** | **Description** | **Contact**  **Name** | **Date** |
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| **F. Technical Requirements** | | |
| 1 | BBeGrade\_Information\_Banner\_BB\_V2 – Data requirements for Banner |  |

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| **G. List of Deliverables** | | |
| **Name** | | **Appendix** |
| 1 | BBeGrade\_Information\_Banner\_BB\_V2 – Data requirements for Banner |  |
| 2 | Workflow of the BBeGrade Process |  |

**Appendices**

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| **1.00 Test criteria** | **Appendix** |
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| **1.50 Detailed Specifications** | **Appendix** |
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| **2.00 Report changes** | **Appendix** |
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| **2.50 Official Text** | **Appendix** |
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