

HOW TO CHANGE A STUDENT'S GRADE(S) IN BANNER SIS
Term Course Maintenance Form (SHAINST)
Section Dependent Course Maintenance (SHATCKS)

General:

The intent of this form is to capture and maintain the institutional course work on a term-by-term basis. It is automatically called from the Term Course Maintenance Form (SHAINST) and can also be accessed directly. To ensure recalculation of the GPA the form should be entered via SHAINST or SHACRSE. This form can be used for various purposes, however this particular document is concerned only with the process of changing a student's grade.

Typical Users of this form:

- ❖ ARR
- ❖ Faculty Offices

Check List:

Before you proceed, you must have the following information:

- The student's 9-digit McGill ID number
- The term code number
- The Course Reference Number

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the **auto-hint line** and should be consulted if you are experiencing any problems.

Access the "Section Dependent Course Maintenance Form" (SHATCKS) from the Term Course Maintenance Form

- ❖ Enter the student's ID number
- ❖ Enter the term code
- ❖ Press F4 to access the Section Dependent Course Maintenance Form (SHATCKS) or click on [Course Maintenance](#) in the Navigation frame.

Numbers correspond to screenshot captured on right.

The screenshot shows the Banner2000 - TRNG interface. The window title is "Banner2000 - TRNG" and the application title is "Term Course Maintenance Form SHAINST 4.3.3 (TRNG)". The interface includes a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. A navigation pane on the left lists several options: Term Header Information, Cohort Information, Stored GPA By Term Calculation, Detailed Student Information, Course Maintenance (highlighted), Grade Mailer Status Info, Appointments and Contacts, and System Data Summary. The main area contains a form with the following fields and options:

- ID: (Callout 1)
- Term: (Callout 2)
- Term Header section with "Data Added by:" and "Pre-Catalog Entry" checkboxes.
- Record Status: (Callout 3) and Date:
- EOT Academic Standing: and Date:
- Dean's List Status: and Date:
- Special Exam Credit:
- Withdrawal Reason:
- Transfer Institution:
- Options: Duplicate Mailer Request, Date:
- Original Grade Mailer Date Sent:
- Revised/Duplicate Grade Mailer Date Sent:

At the bottom of the window, it says "ID Number; press LIST for name/ID search." and "Record: 1/1".

The student's information would default in automatically. See adjacent Screen shot.

Key actions are 1, 2, 3, 5, 6, 7, 8, Save and Exit

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
✓	1.	ID			Required field. 9-digit Identification number. You will have already entered the students McGill ID in SHAINST. It will default in from there and cannot be changed.	
✓	2.	Term			Required field. Term code. You will have already entered the term code in SHAINST. It will default in from there and cannot be changed.	

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			Proceed to the Next Block by either clicking on the next block icon on the toolbar or pressing Ctrl + Page down on your keyboard. 			
✓	3.	CRN	Locate the correct CRN by using the up or down arrow keys when in the Course Detail Block.	Course Detail Information is displayed for the CRN.	Course Reference Number. Display only.	Flashlight accesses the Schedule Section Query Form (SSASECQ) .
✓			Proceed to the {Next Block}			
Course Detail Block - Provides detailed information about the course						
	4.	Seq			Sequence number. System generated when the grade change is saved.	
✓	5.	Grd	The existing grade cannot be deleted. Use the down arrow to get to a blank entry. Enter the student's change of grade on a blank line.		Required field. Grade.	Flashlight accesses the Grade Code Maintenance Form (SHAGRDE) and displays all grades associated with the level of the course.
✓	6.	Mode	<i>Normally you will enter the same grade mode that already appears on the course. (to be expanded at a later date)</i>		Required field. Grading mode associated with the grade of the course.	Flashlight accesses Grading Mode Codes: Grade Code Maintenance Form (SHAGRDE) - only the grading information for the highlighted grade is displayed. <i>Section Query:</i> Academic History Section Query Form

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						(SHOSECT) - displays information about the course section displayed in the Course Detail Block <i>Catalog Query:</i> Academic History Catalog Query Form (SHQSUBJ) - displays information about the course in the course catalogue.
✓	7.	Hours	Enter the same hours for the course as already indicated in the hours field.		Required field.	Flashlight accesses <i>Section Query:</i> Academic History Section Query Form (SHOSECT) - displays information about the course section displayed in the Course Detail Block <i>Catalog Query:</i> Academic History Catalog Query Form (SHQSUBJ) - displays information about the course in the course catalogue.
✓	8.	Change	Double click on the field and choose a grade change code from the picklist.		Change code.. Required for any change to be saved.	
	9.	Reason			Change reason. System generated when a grade code is entered.	
	10.	Extension Date			Incomplete extension date. This field can be used to record an extension date for an incomplete grade. The	

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					field is informational only.	
	11.	User			Username of the person who made the changes. System generated.	
	12.	Grade Date			System generated with date of change.	
✓			Save your changes by pressing F10 or clicking on the save icon.	The sequence number will be displayed, when the form is exited and then re-entered. The highest sequence number (last grade entered) will appear at the top of the list with other grades in descending order of sequence number. The grade with the highest sequence number (last grade entered and saved) will appear on transcripts and other Banner forms and, depending on the grade, will be calculated in the GPA.		
✓			To enter grades for a new Course Reference Number (CRN) ensure that changes are saved , and use the  rollback button to return you to the CRN field, locate the correct CRN by using the down or up arrow keys.			
✓			IMPORTANT: Exit this form by clicking on the	After exiting the form you will be able to view the		

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			exit icon on the toolbar or pressing Ctrl + Q on your keyboard. This action causes the student's GPA to be recalculated.	recalculated GPA and any changes in earned hours in SHAINST.		

Levels Block: Indicates the level to which the course is applied