ENTERING MID-TERM GRADES IN SSB BANNER

1. Login to Banner with your Banner ID and PIN (Password).

2. From the main menu, click on the Faculty/Staff Services tab **or** select Faculty and Staff from the menu.

Personal Information   Student   Financial Aid   Faculty/Staff Services

Search [　　　　　　　] [Go]   ACCESSIBILITY

Main Menu

Welcome, Gail A. Gauda, to Banner at Buffalo State! Last web access on Mar 13, 2017 at 03:

Personal Information
Change your PIN; View social security number change information; View Address(es).

Student
Register, Plan your Schedule with Schedule Planner, View your Academic Records and Student Accounts information

Financial Aid
Financial Aid

Faculty and Staff
Enter Grades and Registration Overrides, View Class Lists and Student Information

3. Click on Mid-Term Grades.

Faculty/Staff Services

Student Information Menu
Select Term
Select CRN (Course Reference Number)
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait list
Summary Wait List
Midterm Grades
Final Grades

4. Select appropriate term. Click Submit.

Personal Information **Student** **Financial Aid** **Faculty/Staff Services**
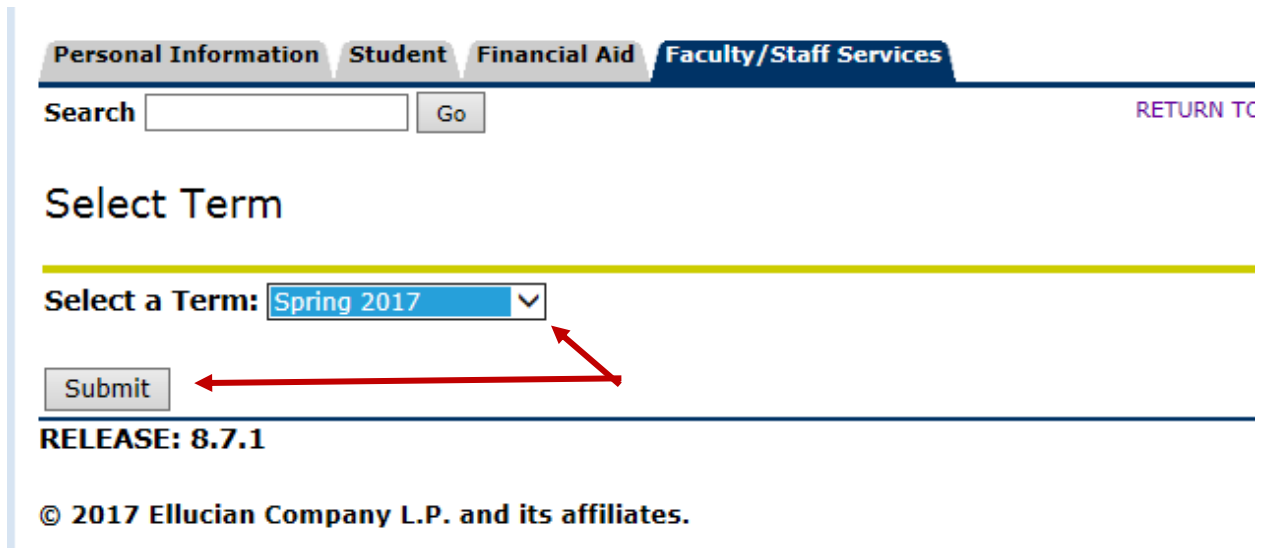
Search [   ] [Go]   RETURN TO

Select Term
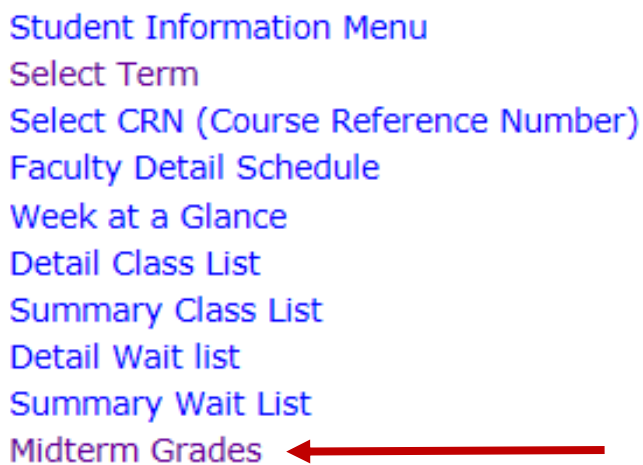
Select a Term: Spring 2017 [▼]

[Submit]

RELEASE: 8.7.1

© 2017 Ellucian Company L.P. and its affiliates.

5. Select Mid-Term Grades.

Faculty/Staff Services

Student Information Menu
Select Term
Select CRN (Course Reference Number)
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait list
Summary Wait List
Midterm Grades

6. Use the Drop Down menu to select the course you wish to grade. Click submit.

Personal Information   **Student**   **Financial Aid**   **Faculty/Staff Services**

Search [_____] [Go]

Select a CRN

CRN: [WORLD MUSIC CULTURES - 1105 - 0 Midterm/0 Final grades for 13 Students ∨]

[Submit]

[Enter CRN Directly]

RELEASE: 8.7.1S

7. Use the Grade Drop Down to enter mid-term grade.

In addition to assigning an estimated midterm grade, faculty members can mark how regularly a student has attended a course by entering one of the following options in the "Attended Hours field":
>   0 (never attended)
>   1 (sporadic, unsatisfactory attendance)
>   2 (consistent satisfactory attendance)

Course Information
WORLD MUSIC CULTURES - MUS 208 01
CRN: 1105
Students Registered: 13
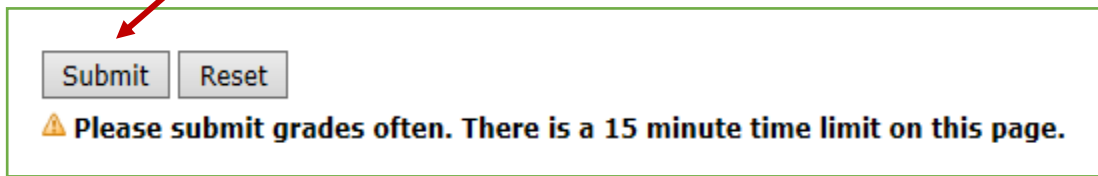**Students Graded:**   0

⚠ Please submit the grades often. There is a 15 minute time limit starting at 10:12 am on Mar 21, 2017 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	**Web Registered** Nov 08, 2016	None ∨			3	⊠
2			3.000	**Web Registered** Nov 15, 2016	None ∨			7	⊠
3			3.000	**Web Registered** Nov 04, 2016	None ∨			2	⊠

Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
3.000	**Web Registered** Nov 08, 2016	B- ∨		2	3
3.000	**Web Registered** Nov 15, 2016	C ∨		0	7

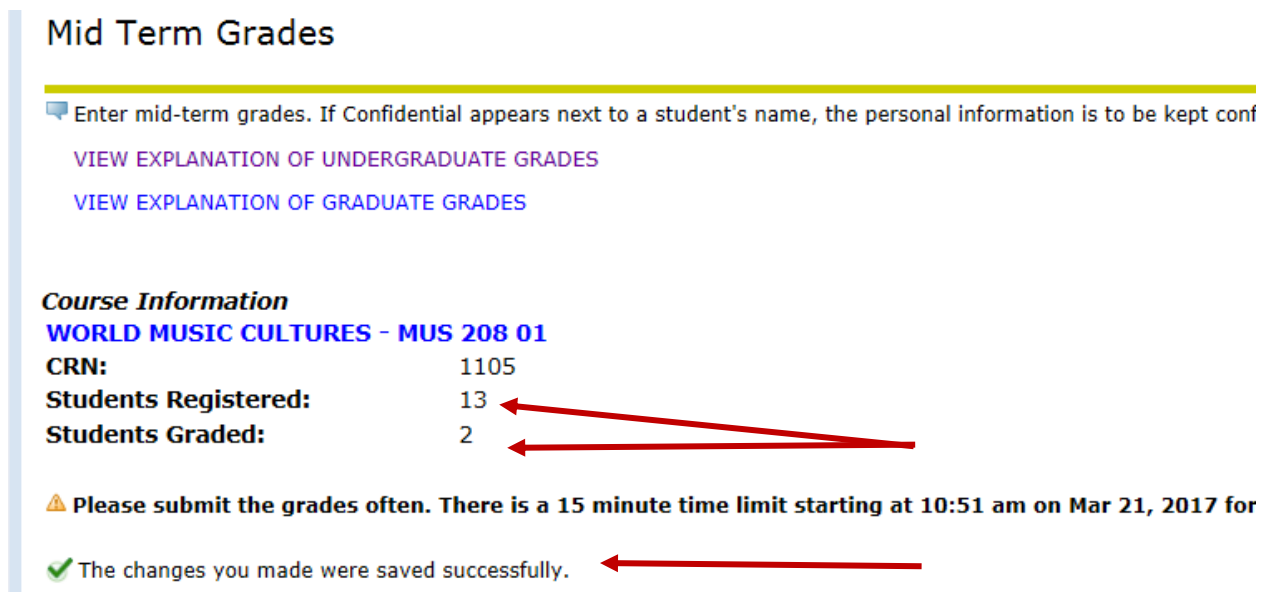8. **CLICK ON SUBMIT TO SAVE YOUR WORK OFTEN**

Submit   Reset

⚠ **Please submit grades often. There is a 15 minute time limit on this page.**

9. You can come back and change grades anytime that the mid-term grading window is open.

10. **IF YOU HAVE A LARGE CLASS AND THE GRADE ROSTER IS ON MORE THAN ONE PAGE, MAKE SURE YOU SAVE EVERY PAGE BEFORE GOING TO THE NEXT ONE. CLICK SUBMIT AT THE END OF EACH PAGE.**

11. Once you submit your grades, you will get a message telling you how many grades were submitted and how many students on the roster have grades. You will also get a message stating the changes you just entered were successfully saved.

Mid Term Grades

💬 Enter mid-term grades. If Confidential appears next to a student's name, the personal information is to be kept conf

VIEW EXPLANATION OF UNDERGRADUATE GRADES

VIEW EXPLANATION OF GRADUATE GRADES

Course Information
WORLD MUSIC CULTURES - MUS 208 01
CRN: 1105
Students Registered: 13
Students Graded: 2

⚠ **Please submit the grades often. There is a 15 minute time limit starting at 10:51 am on Mar 21, 2017 for**

✔ The changes you made were saved successfully.

NOTE: Any difference between the number of grades assigned and the number of students should be the number of students who withdrew from the course. Students who withdraw are counted in the number of grades assigned.

12. Once all grades are successfully submitted/saved, always go back into your roster to check that each student has your intended grade posted next to their name.

IMPORTANT NOTES:

- If you attempt to enter grades prior to the Mid-Term Grade Window opening, you will get the error message:

"The Mid-Term Grade Worksheet is unavailable."

Mid Term Grades   Mar

❶ The Mid-Term Grade Worksheet is unavailable.   ⬅

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List]

RELEASE: 8.7.1S

- An Incomplete "I" grade should not be entered during mid-term grading. Entry of an incomplete "I" grade is reserved for final grading.

- A "Last Date of Attendance" should not be entered during mid-term grading. Entry of a "Last Date of Attendance" is reserved for final grading

Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Nur
3.000	**Web Registered** Nov 08, 2016	B-		2	3
3.000	**Web Registered** Nov 15, 2016	C		0	7
3.000	**Web Registered** Nov 04, 2016	None			2

- Mid-term grades are useful for all registered students as these grades are helpful for campus-wide academic intervention and retention