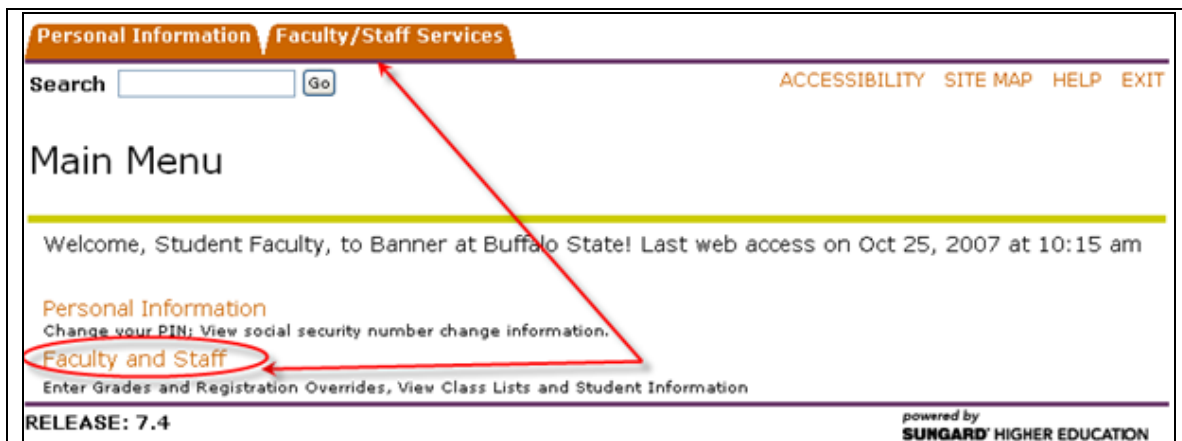
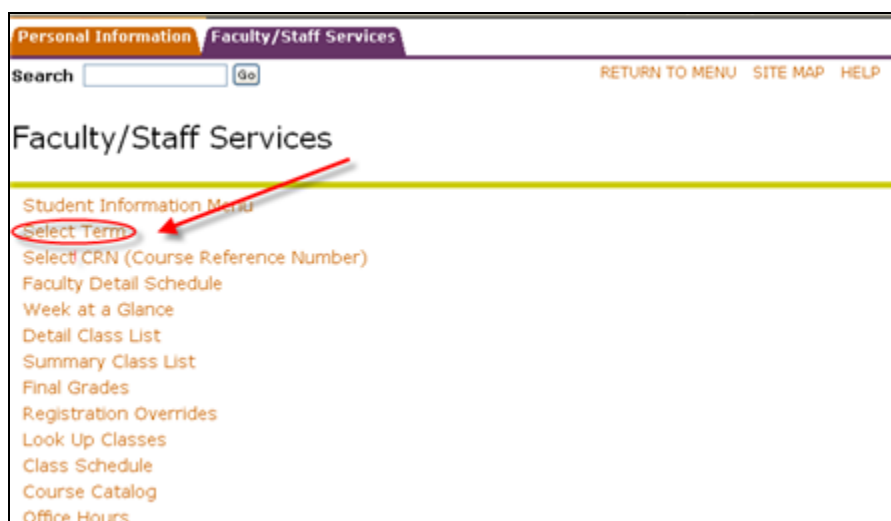


## ENTERING FINAL GRADES IN BANNER

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.



3. Click on Select Term.



4. Select appropriate term. Click Submit.

Personal Information **Faculty/Staff Services**

Search

Select Term

---

Select a Term:

5. Select Final Grades.

Personal Information **Faculty/Staff Services**

Search

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

**Final Grades**

Registration Overrides

Look Up Classes

Class Schedule

Course Catalog

Office Hours

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

Personal Information Faculty/Staff Services

Search  Go RET

## Select a CRN

---

CRN:

7. If the Grading Window is open, your selected Grade Roster will appear.

**IMPORTANT NOTES:**

- If you attempt to enter grades prior to the Grade Window opening, you will get the error message:  
**"The Final Grade Worksheet is unavailable."**
- For E, F, U, I & N grades, you have to enter the Last Date of Attendance in the column provided. If you do assign one of these grades and enter the Last Date of Attendance, you will get the following message when you submit your grades: *"Student has not withdrawn from the class"*. Please ignore this message. Your grades have been saved.
- Only the appropriate grades for the course will appear in the drop down menu.
- **CLICK ON SUBMIT TO SAVE YOUR WORK OFTEN. YOU WILL BE LOGGED OFF AFTER 60 MINUTES.**
- You can come back and change grades anytime that the grading window is open.

- 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.

Personal Information Faculty/Staff Services

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Final Grades B00560032 Student Faculty  
Fall 2007 Semester  
Oct 25, 2007 01:52 pm

**Message regarding the need to enter last attendance date for certain grades.**

**1** Enter your final grades below. For E, F, U, N and I grades enter last date of class contact. You need not enter hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
**COMPUTER FUND - CIS 101 14**  
 CRN: 2356  
 Course Start/End Date: 08/27/2007 to 12/13/2007  
 Students Registered: 1  
 Students Graded: 0

**Warning:** Please submit the grades often. There is a 60 minute time limit starting at 01:52 pm on Oct 25, 2007 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student, Stephen	B000 000	3.000	**Web Registered** May 18, 2007	None	N	<input type="text"/>	<input type="text"/>	3

**Column to enter last attendance date if needed.**

Submit Reset

8. Select the desired grade for each student from the drop down menu. Use the SUBMIT button at the bottom of the page to submit the grades. Please do this often so that you do not get timed out before you save your grades.

Enter your final grades below. For E, F, U, N and I grades enter last date of class contact. You need not enter hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

COMPUTER FUND - CIS 101 14  
 CRN: 2356  
 Course Start/End Date: 08/27/2007 to 12/13/2007  
 Students Registered: 1  
 Students Graded: 1

Grade Drop Down Menu    Enter Last Attendance Date if needed.    Ignore this column.

Please submit the grades often. There is a 60 minute time limit starting at 02:27 pm on Oct 26, 2007 for this page.

Submit Button.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Sandy	B000000	3.000	**Web Registered** May 18, 2007	C	N			3

Submit    Reset

Please submit the grades often. There is a 60 minute time limit starting at 02:27 pm on Oct 26, 2007 for this page.

9. 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.

**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 not counted in the number of grades assigned.**

Final Grades

800560032 Student Facult  
 Fall 2007 Semeste  
 Oct 29, 2007 08:45 ar

Enter your final grades below. For E, F, U, N and I grades enter last date of class contact. You need not enter hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

COMPUTER FUND - CIS 101 14  
 CRN: 2356  
 Course Start/End Date: 08/27/2007 to 12/13/2007  
 Students Registered: 1  
 Students Graded: 1

Message telling you how many students were graded.

Please submit the grades often. There is a 60 minute time limit starting at 08:45 am on Oct 29, 2007 for this page.

1 Grade(s) assigned: 1 of 1 students on this page have been graded

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Sandy	B000000	3.000	**Web Registered** May 18, 2007	A-	N			3

10. If you wish to print the grades, click on the Faculty/Staff Services tab. Click on Summary Class List and select the class that you just graded. Print by clicking on the printer icon or by using Print on the File menu.
11. Exit Banner when you are finished.