

Instructions for Submitting Final Grades

Basic instructions for final grade entry (detailed instructions follow below)

For each of your classes:

- Enter final grades into Banner Web for each student
- For each student with “F”, enter the last date of attendance and the number of absences (count up to the reported date of last attendance). Enter 0 (zero) if a student has perfect attendance.
- Print your roster and verify the correct entries for each student

Remember: Grades are due in Banner within 24 hours of giving the final exam. Please meet the deadline so we may begin processing grades!

Detailed instructions for final grade entry

1. Enter the grades in Banner Web.

- Login to Banner Web using your ID (918#) and PIN (6-digit password)
- Faculty Services
- Instruction Menu
- Final Grades
- Select the term and CRN
- For each student, select the appropriate grade from the pull-down menu in the Grade column. Grades of “W” and “WF” will be displayed if the student has withdrawn from the class. These grades cannot be assigned on the web.
- For each student with “F”, enter the last regular class date of attendance in the column under *Last Attend Date* using the format MM/DD/YYYY. (Do not include final exam date as the last date of attendance).
- For each student with “F”, enter the number of absences in the column under *Attend Hours*, including a 0 (zero) for perfect attendance. Count absences up to your reported last date of attendance.
- You must enter the grades for all of your students before you click the submit button. (If you have more than 25 students in your class, you must also enter the grades of those students listed on page 2 before you hit the submit button.)
- **YOU MUST CLICK THE SUBMIT BUTTON TO ENSURE YOUR FINAL GRADES ARE SAVED.** Be sure you enter grades for all students.
- From the print button on your browser, print the final grade roster for review in step 2 (below). This step is very important to ensure you do not miss any students.
- Select another CRN
- Continue until final grades are submitted for each of your CRN's

2. Verify that you entered the correct grade for each student.

- For each CRN, review your submissions (final grade, date of last attendance and number of absences) and correct as needed. You may return to “Final Grades” to make corrections as long as web grade entry is still available. If you make changes, print and verify again.
- Follow your division’s requirements for submission of the printed grade sheet. Do not submit your printed grade sheets to Enrollment Services.

Remember: Grades are due in Banner within 24 hours of giving the final exam. Please meet the final deadline on the calendar!