

Entering Final Grades

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades

1. From the Faculty and Advisor menu, select **Term Selection**. Select appropriate term from the drop down menu and submit. This will return you to the Faculty and Advisor menu.
2. Select **CRN Selection**. Select the appropriate CRN and submit. This will return you to the Faculty and Advisor menu.
3. Select Final Grades and the **Final Grades** screen will appear. It will show a listing of students who enrolled in the selected class you are teaching for the selected term. This enrollment data is up-to-date to the moment the list was requested. Simply scroll down the page to see all of your students.

IMPORTANT

The order for this process must be done in these steps beginning at the **Faculty and Advisor menu**. If you begin by selecting Final Grades from the Faculty and Advisor menu you may not receive the expected results.

NOTE: If you are not teaching a class that appears on your list, or one you are teaching is missing, contact your Department Chair/Coordinator or Division Office.

Final Grades Spring 2006
Feb 02, 2006 12:02 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Principles Of Arithmetic - MAT 045 003
CRN: 04732
Students Registered: 15

Please submit the grades often. There is a 20 minute time limit starting at 12:02 pm on Feb 02, 2006 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			.000	In Person Registration Nov 28, 2005	None	N			2
2			.000	Web Registration Nov 16, 2005	None	N			4
3			.000	Administrative Drop/Delete Nov 14, 2005	Not Gradable	N			2
4			.000	In Person Registration Nov 23, 2005	None	N			2
5			.000	Administrative Drop/Delete Nov 29, 2005	Not Gradable	N			2
6			.000	Web Registration Nov 30, 2005	None	N			2
7			.000	Administrative Drop/Delete Nov 18, 2005	Not Gradable	N			1

Submit Reset

- All students enrolled in the course, even those who enrolled and dropped or withdrew from the course will appear on the Final Grade Roster. Students who have dropped the class display **Not Gradable** in the grade field.
- To assign a final grade to each student, select the arrow on the pull down box in the **Grade** field for each student. Only the values eligible to be awarded for this course will appear in the pull down menu. Highlight the appropriate grade and click on it. The selected grade will appear in the grade box.

<i>Final Grades</i>						
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1			3.000	In Person Registration Nov 28, 2005	None	N
2			3.000	Web Registration Nov 16, 2005	F P	N
3			0.000	Administrative	Not	N

Grade Selection Box

Grade Roll Indicator

- When you are finished entering grades, click on the button. **Grades will not be saved until they have been submitted.**

Please submit grades often.
For security purposes there is a 15 minutes time limit set for this screen.
Clicking the Submit button restarts the time limit.

- Submitted grades can be changed by the faculty member up to the date on which grades are rolled to academic history. The indicator for "Rolled Grades" appears in the **Rolled** column. **N** indicates that grades have not been rolled and **Y** indicates grades have been rolled. Once grades are rolled, any changes must be submitted to Registration and Records via the grade change form. Grades will be rolled on a regular basis during the term for short courses and at the end of the term. The dates for grade rolling will be communicated.
- Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.