

Faculty Services: Final Grade Entry

Steps

1. Login to Banner Student System (Student System Login found on Registrar's webpage).
2. Select **Faculty and Advisors**.
3. Select **Final Grades**.
4. **Select the appropriate Term**, click on the drop down arrow and select a term.
5. Click **Submit**.
6. **Choose the CRN (course)**, click on the drop down arrow and select the course you wish to grade
7. Click **Submit**.
8. Grade form displays

The message 'Please submit the grades often.....' is displayed reminding you that you have a 90 minute time limit to enter grades. If you have not saved within that time all grades entered will be lost. This is setup for security reason

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Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Final Grades

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

Course Information

Approved Study Away(Transfer) - GN 000 ABR

CRN: 91133

Students Registered: 61

Please submit the grades often. There is a 90 minute time limit starting at 09:55 am on Jun 19, 2015 for this page.

Record Sets: [1 - 50](#) [51 - 61](#)

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	Rice, Jerry	99999999	15.000	**Registered** May 12, 2015	None ▾	N	<input type="text"/>	<input type="text"/>	20	
2	Montana, Joe	99999999	15.000	**Registered** May 12, 2015	None ▾	N	<input type="text"/>	<input type="text"/>	34	
3	Taylor, John		15.000	**Registered** May 12, 2015	None ▾	N	<input type="text"/>	<input type="text"/>	5	

9. Select the drop down arrow in the Grade column next to the student you wish to grade. If a grade of 'I' is entered for any student once you click Submit an 'Incomplete Final Grades' form displays. It is

informational only. Click Submit, it will bring you back to the 'Final Grade' page.

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Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Incomplete Final Grades

The system will automatically populate a grade of 'IF' after the Extension Date displayed below (Incomplete Deadline). Prior to the extension deadline you will need to email register@skidmore.edu with a final grade.

Course Information
[Approved Study Away\(Transfer\) - GN 000 ABR](#)
CRN: 91133
Students Registered: 61


⚠ Please submit the grades often. There is a 90 minute time limit starting at 10:12 am on Jun 19, 2015 for this page.
⚠ The extension date default is Jan 29, 2016. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete	Final	Grade	Extension Date	Extension Date	Constraints
								MM/DD/YYYY		
1	Rice, Jerry	999999999	I	N	IF			01/29/2016		


⚠ Please submit the grades often. There is a 90 minute time limit starting at 10:12 am on Jun 19, 2015 for this page.
RELEASE: 8.7

Hint: After you submit, to select another course scroll down to the bottom of the page and select the **CRN Selection** link.



[Term Selection](#) ▪ [CRN Selection](#) ▪ [Class List](#) ▪ [Faculty Detail Schedule](#) ▪ [Mid Term Grades](#) ▪ [Incomplete Grades Summary](#) ▪
[Student Menu](#) ▪ [Summary Class List](#)

Upon submission you will see the following message on the page -

 The changes you made were saved successfully.

Please Note: Unfortunately, Banner does not list Class Year in the grade submission form. If you are only grading seniors at this time, I would suggest printing your class lists from the [Advising and Student Records Portal](#) to use as a reference when entering senior grades. You can sort your Class List by clicking on the Class Year column header.