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.

   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: 91123
   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

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Attended Date</th>
<th>Attendance Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rice, Jerry</td>
<td>99999999</td>
<td>15.000</td>
<td><strong>Registered</strong></td>
<td>N</td>
<td>May 12, 2015</td>
<td>20</td>
<td>0-999.99</td>
</tr>
<tr>
<td>2</td>
<td>Montana, Joe</td>
<td>99999999</td>
<td>15.000</td>
<td><strong>Registered</strong></td>
<td>N</td>
<td>May 12, 2015</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Taylor, John</td>
<td>99999999</td>
<td>15.000</td>
<td><strong>Registered</strong></td>
<td>N</td>
<td>May 12, 2015</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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.

Incomplete Final Grades

The system will automatically populate a grade of "F" after the extension date displayed below (Incomplete Deadline). Prior to the extension deadline you will need to email registrar@skidmore.edu with a final grade.

**Course Information**
Approved Study Away (Transfer) - GN 000 AIR
CHN: 91133
Students Registered: 61

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

⚠️ The extension date default is Jan 29, 2015. The extension date may have constraints according to level.

### Incomplete Final Grades

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Grade Roll</th>
<th>Incomplete Final Grade</th>
<th>Extension Date</th>
<th>Extension Date Constraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joe, Jerry</td>
<td>999999999</td>
<td>I</td>
<td>N</td>
<td>01/29/2016</td>
<td></td>
</tr>
</tbody>
</table>

⚠️ Please submit the grades often. There is a 90 minute time limit starting at 10:12 am on Jan 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.

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 Advancing 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.