**Procedures to post final grades online:**

-- Log in to Banner Self-Service.

-- Click the Faculty Services tab.

-- Click the Final Grades link.

-- Select a term (**Spring 2012**) and click the Submit button.

-- Choose your course (Select CRN) and click the Submit button.

-- From the pull-down menu, select the earned grade for the student.

-- For those students earning a grade of F, I, or U, a last date of attendance (MM/DD/YYYY) is required before submission will be accepted. If you omit the last date of attendance, Banner will present an error message on the same line as the student’s grade entry, “Last date of attendance required for this grade.”

-- Grading for Non-Attendance. Students on your roster who have **NEVER**attended class should be graded with an FNA or UNA as appropriate. This grade type does not require a last date of attendance as it is assumed that no attendance occurred by definition of the grade assigned. The FNA grade is used in place of an F for classes using standard A to F grading, and the UNA grade is used in place of the U for S/U graded courses. Again, the FNA and UNA grades imply that the student **NEVER**attended your class.

NOTE:  When SUBMIT[ting] I grades, you will be presented with the Incomplete Final Grades form to review prior to final submission.  This page identifies students on your class list with a final grade of I, the extension date and the resulting grade of F if the course work is not completed by that date.  Once verified, click SUBMIT.

-- You are NOT required to enter anything in the "Attend Hours" column.

 -- Click SUBMIT after grading all students.

-- You have THIRTY MINUTES in this screen. Save periodically throughout your posting of grades. It is recommended that you calculate your final grades BEFORE accessing this screen.

**NOTES:**

For Standard letter grade classes - you will select from A, B, C, D, F, FNA (F - NEVER ATTENDED), or I.

For Satisfactory/Unsatisfactory letter grade classes - you will select from I, S, U, or UNA (U - NEVER ATTENDED).

The FNA and UNA grades were created as a way to work around posting an F or U grade since last dates of attendance are required for F, I, and U. You will not post a Last Attend[ance] Date for either an FNA or UNA grade as it will be understood that the student failed and no attendance was ever documented.

The Last Attend[ance] Date entered for the F, I, and U grades must be in MM/DD/YYYY format.

**In the case of shared (team-taught) courses, only the primary instructor is able to grade any given course.**

Every time you click the Submit button, your 30-minute time limit restarts. You do not have only 30 minutes from signing on before you are kicked off, but you must restart your 30-minute final grade clock by at least clicking the Submit button within the 30-minute window, otherwise what was entered will not be saved. If you have the maximum 25 on a submission sheet, feel free to submit grades after 10, 15, or all 25 are entered, or whatever works best for you as you see how the system works. Again, it is suggested that you have your grades calculated before beginning the entry process.

You can log back in and change grades until grades have been rolled. After the grades have been rolled, you will not be able to change them online. In this case, you should submit the appropriate grade change form. Grades will typically be rolled between 4-4.30pm daily on weekdays starting today.

W and AU grades should already have been rolled and therefore are unable to be changed in the grading process.

If you have any questions regarding these instructions, please contact the Records Department.