1. Log into your Genesis account and click on Banner Self-Service

Self Service

Access your Banner information and services - registration, grades, class lists and other information:

Banner Self-Service

2. Click on Faculty Services
3. Select Final Grades from the menu

Faculty Services

Course SLO Assessment Resources

Term Selection
Faculty Schedule by Day and Time
Faculty Detail Schedule
Detail Class List
Summary Class List
Final Grades
Office Hours
Computer Lab Referral Checklist
This feature is only available during the Final Grading period.
Athlete Monitoring Program
Faculty Grade Summary
Faculty No Show Reporting

4. Select the class you intend to grade from your list of classes. The class list will appear below. There are many new elements now available. Course details will appear in the pane to the right indicating the number of grades remaining to be entered. In the lower pane on the right you will see student details including a photo if available.

5. Enter all grades on the grading worksheet and click save. When awarding an F grade, you must include a last attend date. Please refer to your grading email for additional information regarding last attend dates.

**Pay close attention to any error messages you may receive in the grading process. Error messages now appear in the top right corner under notifications. If any errors exist, only the grades entered without error will be saved. All grade entries containing errors will need to be fixed and re-saved.

6. If you award an **IP grade** you will be prompted to provide an extension date. If the student completes the IP as outlined in your IP contract and you would like to update the grade, submit a grade change form to the Records Office.

A default extension date will be provided. You can enter a shorter deadline date.

Enter Grades

		Roster	**Incomplete Grades**					

Full Name		ID		Grade		Incom... Final Grade		Rolled		Extension Date		Extension Date Constraints	
Cunningham, Richie		123X12345		IP		F				04/01/2015		On or before...	

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7. If you have completed entering all grades, click save. If you have more grades to enter, click roster to toggle back to the grade entry form.
8. When a grade has been saved successfully you will receive a notification that the save was successful and a green checkmark will appear on the roster. If **all** grades have been submitted successfully you will also notice the grading status indicator will be green.