

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](#)

- 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.

The screenshot shows the 'Enter Grades' interface. At the top, there is a navigation bar with 'Lyndsey Oliver-Farewell', 'Sign Out', and 'Notifications'. Below this is a 'Select a Course' section with tabs for 'Midterm Grades' and 'Final Grades'. A table lists courses, with 'Anthropology (ANT) 118 T1 Forensic Anthropology Fall 2014' selected. To the right, 'Course Details' for 'Anthropology 118, Section T1' are shown, including 'Forensic Anthropology', 'Course Reference Number: 63582', and a yellow warning box stating '5 Grades Remaining'. Below this, 'Student Details' for 'Richie Cunningham' are displayed, including 'Registration Status: * Registered *', 'Credits: 3', and a photo. The main 'Enter Grades' table has columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', 'Last Attend Date', and 'Hours Attended'. The table lists five students: Cunningham, Richie; Fonzarelli, Aurthur; Malph, Ralph; Piccalo, Jenny; and Weber, Potsie. A 'Reset' and 'Save' button are at the bottom.

- 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.**

The screenshot shows a notification box in the top right corner. It contains a red error icon and the text: 'A last attend date is required for grade.' An arrow points to the 'Notifications' icon in the top right of the interface.

- 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.

The screenshot shows the 'Enter Grades' interface with the 'Incomplete Grades' tab selected. The table has columns for 'Full Name', 'ID', 'Grade', 'Incom... Final Grade', 'Rolled', 'Extension Date', and 'Extension Date Constraints'. One entry is shown for 'Cunningham, Richie' with ID '123X12345', Grade 'IP', Incom... Final Grade 'F', Extension Date '04/01/2015', and Extension Date Constraints 'On or before...'. The page shows 'Page 1 of 1' and 'Records found: 1'.

- 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.
- 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.

The screenshot shows a web application interface for grade entry. At the top right, a notification bar displays a green checkmark and the text "Save Successful". Below this, a "Select a Course" section shows a table with columns for "G.S.", "R.", "Subject", "Course", "S.", "Title", "Term", and "C.". The selected course is "Anthropology (ANT)" with ID 118, Section T1, titled "Forensic Anthropology", in the "Fall 2014 (201...)" term. Below the course selection is the "Enter Grades" section, which has a "Roster" tab selected. The roster table has columns for "Full Name", "ID", "Midterm Grade", "Final Grade", "Rolled", "Last Attend Date", and "Hours Attended". The row for "Fonzarelli, Aurthur" (ID 123X12346) is highlighted in green and has a green checkmark in the "Full Name" column. Other students listed are Malph, Ralph; Piccalo, Jenny; and Weber, Potsie. At the bottom right, a "Student Details" panel for Aurthur Fonzarelli shows his registration status as "Registered *", 3 credits, and a photo. Navigation buttons for "Reset" and "Save" are at the bottom.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Coppleham, Richie	123X12345		IP			
Fonzarelli, Aurthur	123X12346		A			
Malph, Ralph	123X12348		A			
Piccalo, Jenny	123X12349		A			
Weber, Potsie	123X12347		A			