

Final Grade Entry into Banner

How to Access:

- Sign into the **MyCampus Portal**
- Click on **'Banner Information System'** on the left hand menu
- Select **'Faculty, Advisors and Coordinators'**
- Choose **'Final Grades'**

Process:

- **Select the current term from the drop down menu and click 'submit'**
 - The courses assigned to you will be listed (if not correct please contact the Academic School or Regional Campus)
- **Select the course you are entering grade for and click 'submit'**
 - You will now see all students registered in that class
- **Enter the final grade in the grade column**
 - This is a drop down menu (note: hitting the first number of a grade will bring you to that number – ex. Hitting '7' on your keyboard will bring you to the 70's)
 - Final grades for an entire class do not have to be entered at the same time. You can individually enter grades and come back later to grade the rest.
 - Submit grades often by clicking the 'submit' button below the list of student names
 - If you have made an error in the grade you submitted, you can go in and change the grade and resubmit. You can only change the grade on the same day as originally entered (with the exception of the grade due date where grades are due at 4:00pm and will be final at this time). If changes are required the following day a grade change form will have to be submitted to your Dean.
 - Please note if you leave a grade blank past the due date for any reason it can still be entered. Only grades that are submitted are final.
 - Lists of incomplete grades past the grade due date may be sent to the Coordinator/Dean for follow up.

If you encounter difficulties or have questions, please contact the Help Desk.

Please refer to the Academic Calendar for grade entry deadlines.