Self-Service Banner 9 How To: <u>Final Grade Entry for Faculty (2 ways!)</u>

This guide provides step-by-step instructions for faculty on accessing the final grade portal and how to enter final grades. Faculty will also see what it looks like when the Registrar has posted grades to the student's academic record. If you have any questions (or feedback) on this training document, please email registrar@sunyacc.edu.

This guide provides step-by-step instructions for faculty to access and review course and class list information.

If you ever have any questions about how to navigate Banner, you can contact:
● Registrar - registrar@sunyacc.edu
● Help Desk - help@sunyacc.edu

1. Go to https://www.sunyacc.edu/faculty-staff and select the **Self-Service Banner 9 link**
2. Enter your network ID and password (Not your 500 Number and pin)
3. This will take you to the following menu:
4. Click on "**Class List**" or **"Grade Entry – Midterm and Final"**
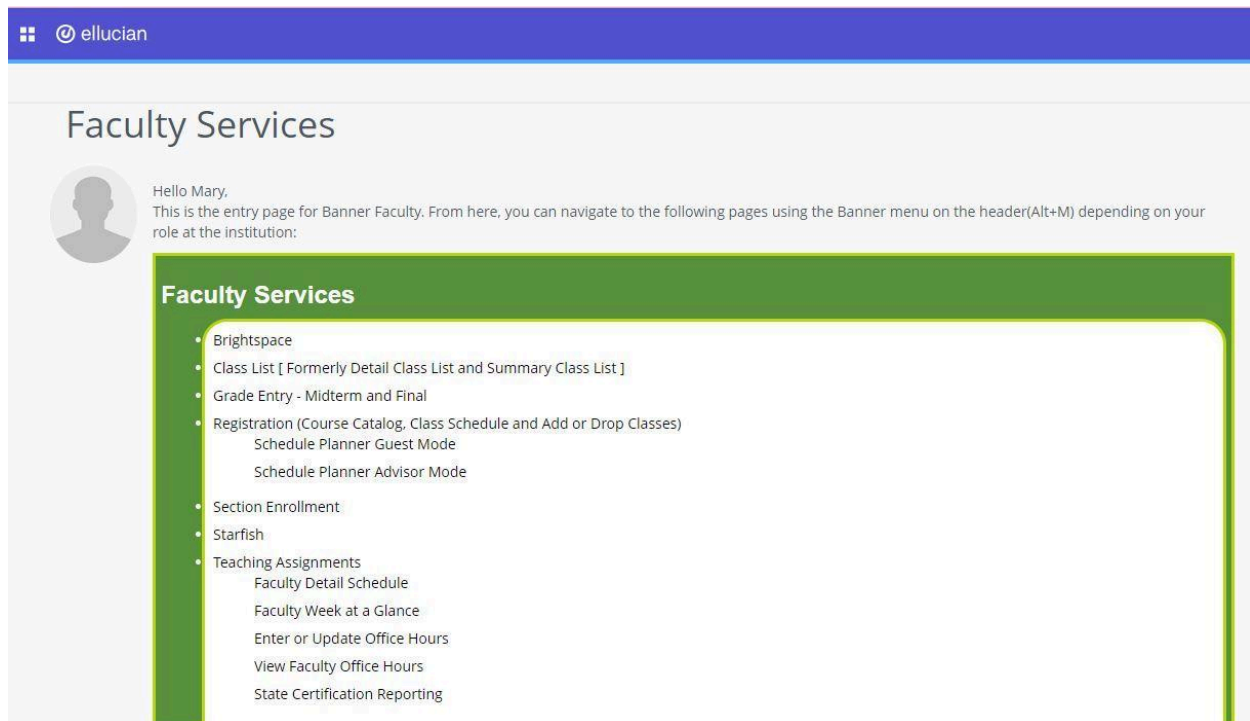
5. <u>**Option 1: Class List**</u>
   a. Select a Term then click to the left of the Subject/Course Section information to open the Class List

Subject	↕	Course Title	↕	CRN	↕
ANT 101, AN4	Click here	Cultural Anthropology		50001	

    b.

    c. NOTE, clicking on the blue hyperlink text will bring up course/class details, NOT the class list.

    d. The image below shows an example Class List.

    e. **What information is on the Class List?**

Faculty & Advisors • CRN Listing • Class List

Class List   **1**   ⬏ Export   🖨 Print

Spring 2024 - 202320   ANT 101 | 50001 ▾

Course Information   **Enrollment Counts**

Cultural Anthropology - ANT 101 AN4

	Maximum	Actual	Remaining
CRN: 50001 Enrollment	25	24	1
Duration: 01/22/2024 - 05/09/2024 Wait List	0	0	0
Status: Active Cross List	0	0	0

Class List   Wait List   **3**   Summary View ▾

Summary Class List   ✉   (m) ▾   Search (Alt+Y) 🔍

4   **2**

☐		Student Name ⌃	ID ↕	Registration Status ↕	Level ↕	Credit Hours ↕	Midterm ↕	Final ↕	Class ↕
☐	👤			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Freshman
☐	👤			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Freshman
☐	👤			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Sophomore

    f. The list can be exported to an Excel spreadsheet or printed (if necessary).

    g. Midterm and Final grades can be entered from this page.

    h. The Student view can be changed from Summary to Detail to show additional information (major, etc) about the registered students.

    i. The student name can be selected to go to the Student Profile for additional information on the students enrolled in your class. Information about the Student Profile is available in an additional How To document for students.

    j. Once a grade is rolled, you will need to complete the Grade Change form with all necessary approvals in order to change a student's grade. If a grade is changed, the updated grade will not display on this Final Grades list. It will appear on the student's transcript. This list will always maintain the history of the original grade entered.

6. **Option 2: Grade Entry – Midterm and Final**

    a. This will bring you to the **Final Grade Entry** page. You will see your list of courses. This will show you all of the courses in history that you have taught.

        i. You can click on "**Term**" to sort the course listing at the top of the list.

        ii. You can also use the "**Search**" box on the right to enter the term or the CRN you are looking for. If you enter the CRN and you have taught via that same CRN in past semesters, you will see multiple listings.

b. Note that the **Grading Status** column will show Not Started, In Progress, and Completed. This is a helpful way to quickly see the status of your grading progress.

c. Click on the class you want to enter grades for. This will open the list of registered students that are in your course.

d. You should now enter the Final grades by using the **drop-down menu of grading options** and then **Save** when you are done entering grades.
   i. You may enter a partial roster and come back to complete it. If you do not press save you will lose all of your changes.
   ii. You can also click **Reset** to remove all of the grades you have entered.
   iii. You *do not* need to enter Last Attend Date. You will see a Last Attend Date for students that were unofficially withdrawn.
   iv. You will see X and W grades for students that were either unofficially or officially withdrawn from your course. Reminder, you will not be able to change X or W grades.
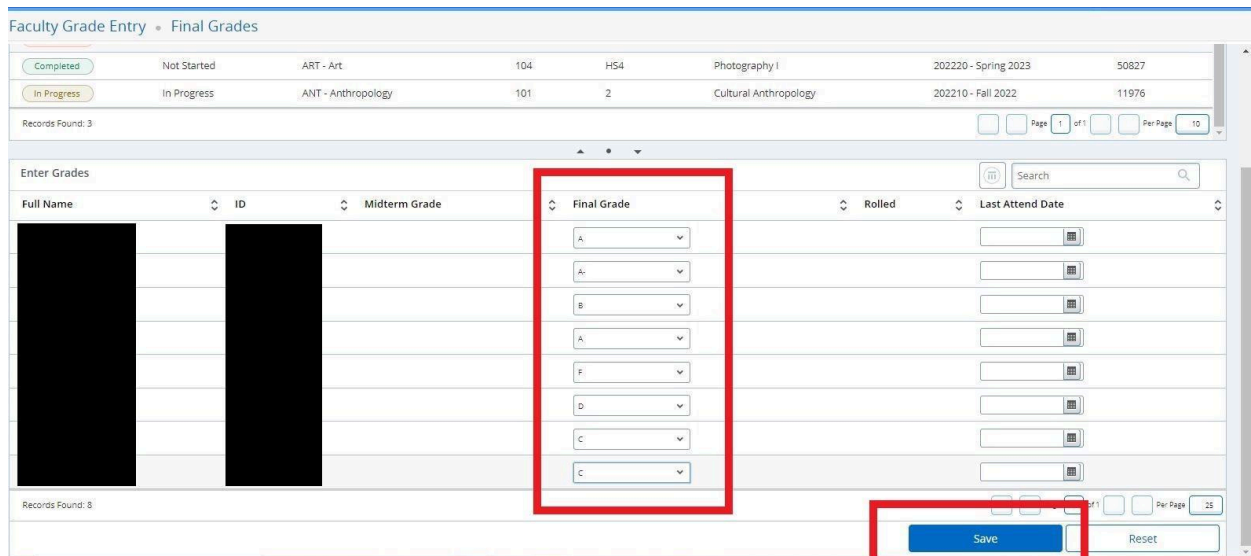
e. When grades have been saved successfully, you will see a **green banner pop up in the right corner** and the Grading Status will change to Completed.
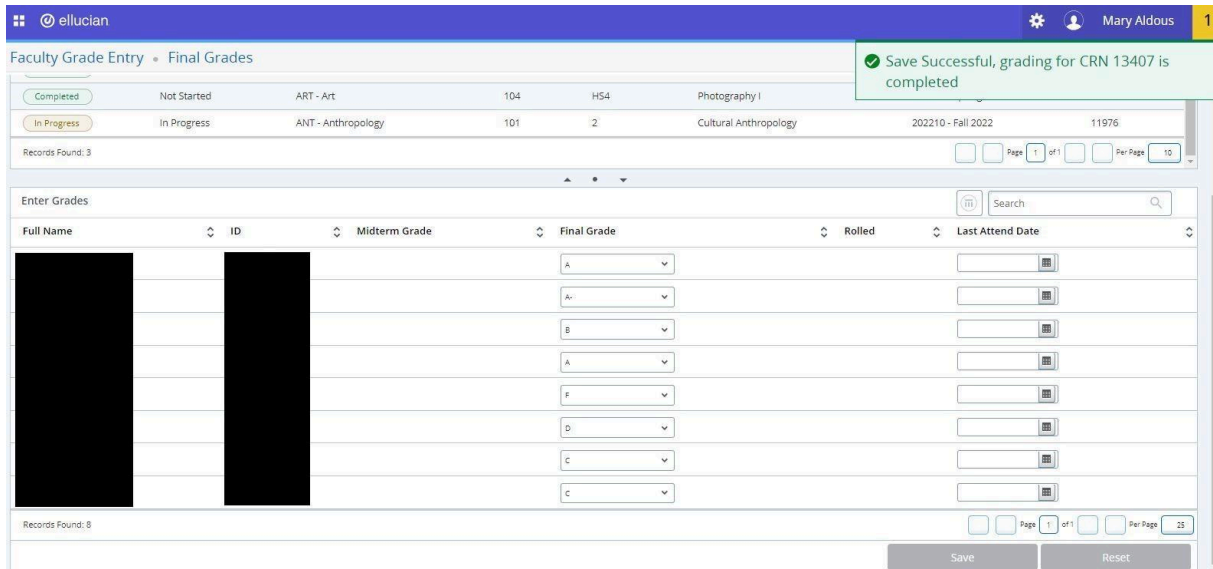
f. When grades for your class have been rolled to the student's academic history, you will see the **Rolled status next to the Grading Status column** be updated to **Completed** and you will see **green check marks in the Rolled column** on the grading list.

g. Once a grade is rolled, you will need to complete the Grade Change form with all necessary approvals in order to change a student's grade. If a grade is changed, the updated grade will not display on this Final Grades list. It will appear on the student's transcript. This list will always maintain the history of the original grade entered.

If you have any questions or concerns, please reach out to registrar@sunyacc.edu for assistance.

NOTE: Additional links and information will be added to this document as sections are moved to SSB-9.