


Submitting Grades via Banner Self Service

1. Go to banweb.mtu.edu in any web browser. Log in with your normal ISO userid and password.
2. Click on the “Faculty and Advisor” graphic link.
3. Click on the “Grade Submission” link.
4. Click on the course or section that you plan to submit grades for.
5. This will take you to the top of the Final Grades screen for the course you selected. Scroll down to reach the grade entry area of Final Grades screen
6. For each student, either:
 - a. Click the grade link menu arrows to launch a drop-down menu of valid grades, and use either the mouse or arrow keys to select the appropriate grade; or
 - b. Make sure the correct grade cell is highlighted with the mouse or tab key, and type in a valid grade.
7. You can advance to the next student rapidly by using the “tab” key.
8. Click the “submit” button at the bottom of the page to submit all entered grades to Banner.
9. After you click Submit, you’ll return to the top of the Final Grades screen, where you will see a  green check mark and the statement “The changes you made were saved successfully.”
10. Scroll to the bottom of the page and click on the “Grade Submission” link to return to your list of courses, and repeat Steps 4-8 for all your courses. Or come back later and repeat Steps 1-8.