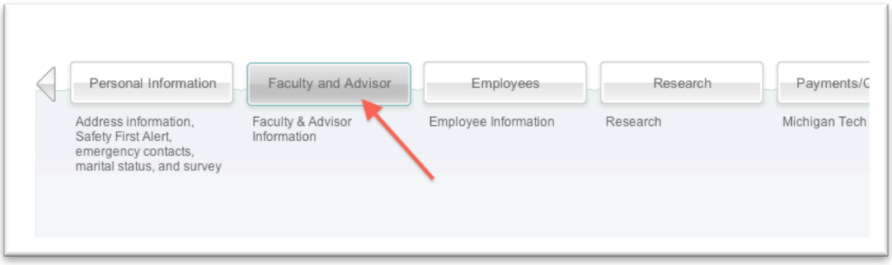
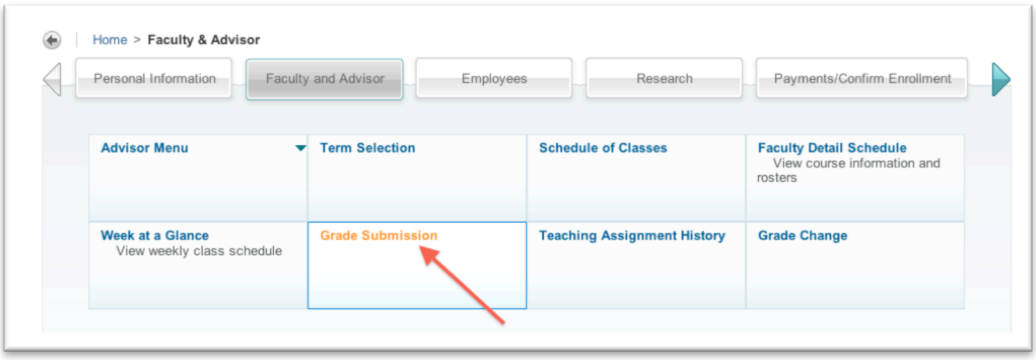
Submitting Grades via Banner Self Service

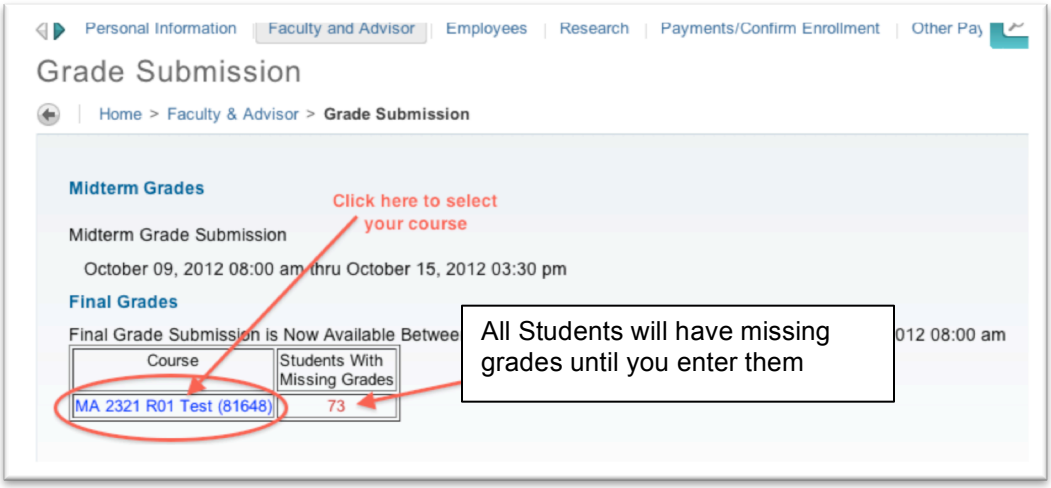
1. Go to banweb.mtu.edu in any web browser. Log in with your normal ISO userid and password.
2. Click on the “Faculty and Advisor” graphic link.



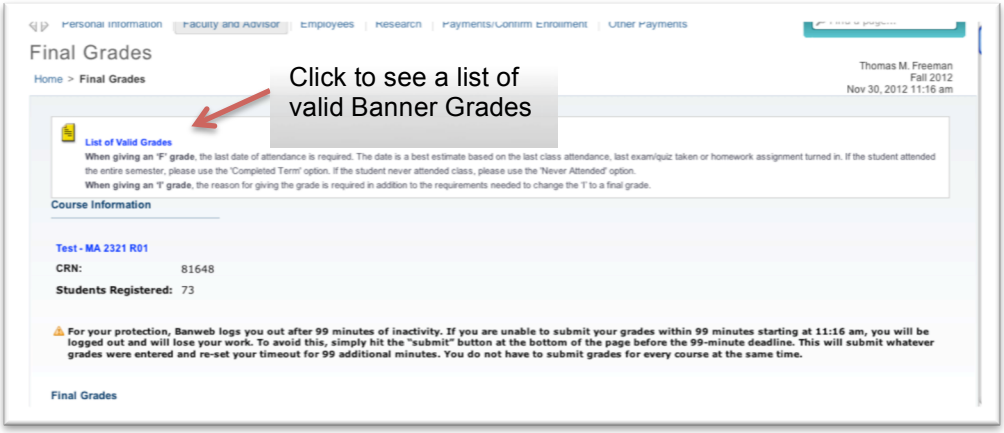
3. Click on the “Grade Submission” link.



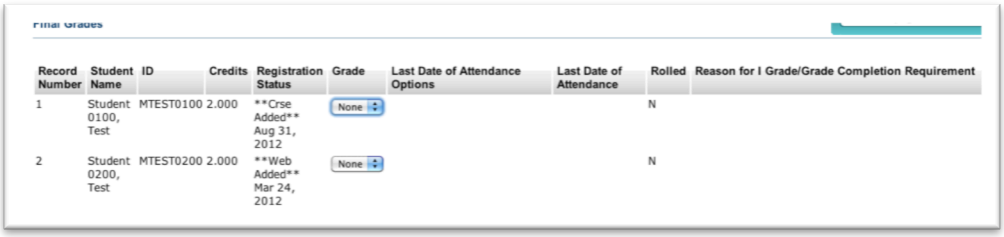
4. Click on the course or section that you plan to submit grades for.



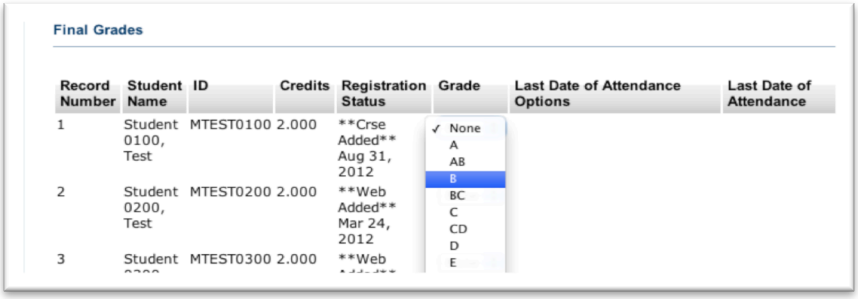
5. This will take you to the top of the Final Grades screen for the course you selected.



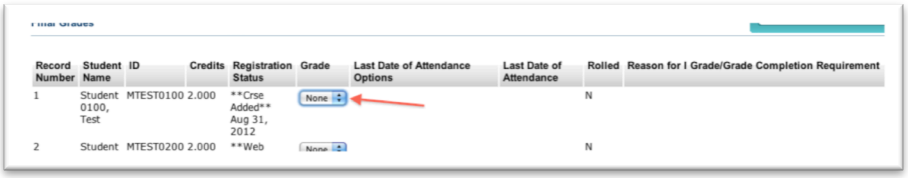
Scroll down to reach the grade entry area of Final Grades screen



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



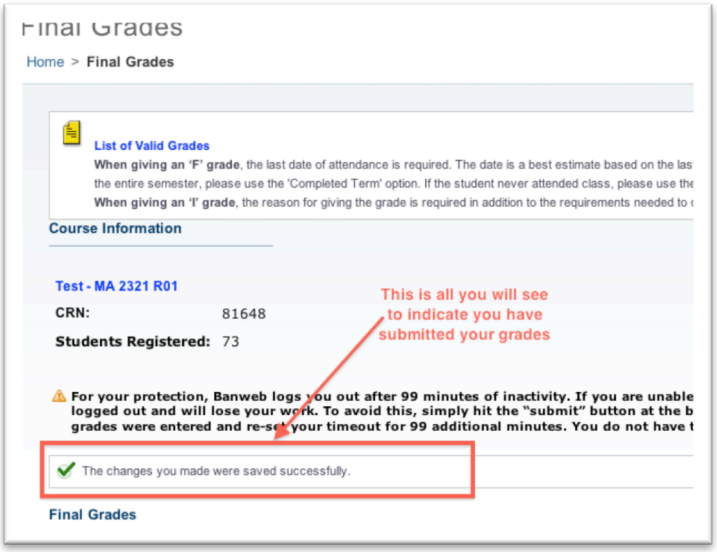
   b. Make sure the correct grade cell is highlighted with the mouse or tab key, and type in a valid grade.



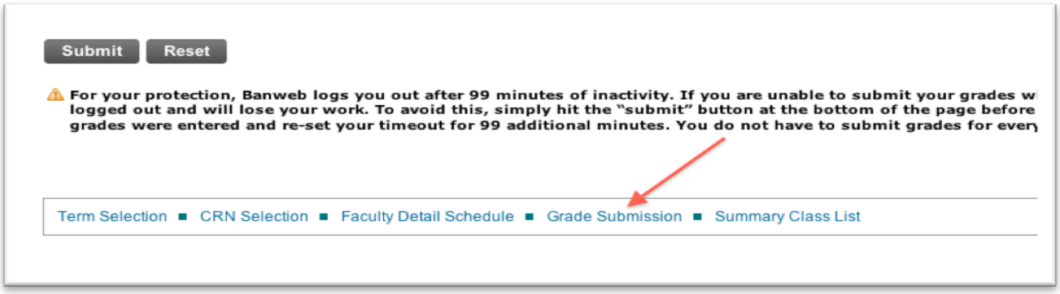
Go to Entering 'I' and 'F' grades, page 4.

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.”



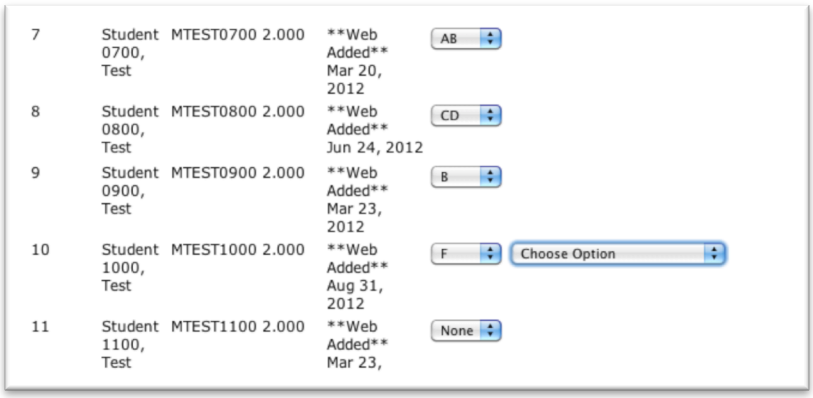
10. Scroll to the bottom of the page and click on the “**Grade Submission**” link to return to your list of courses, and repeat Steps 4-8 for all your courses. Or come back later and repeat Steps1-8.



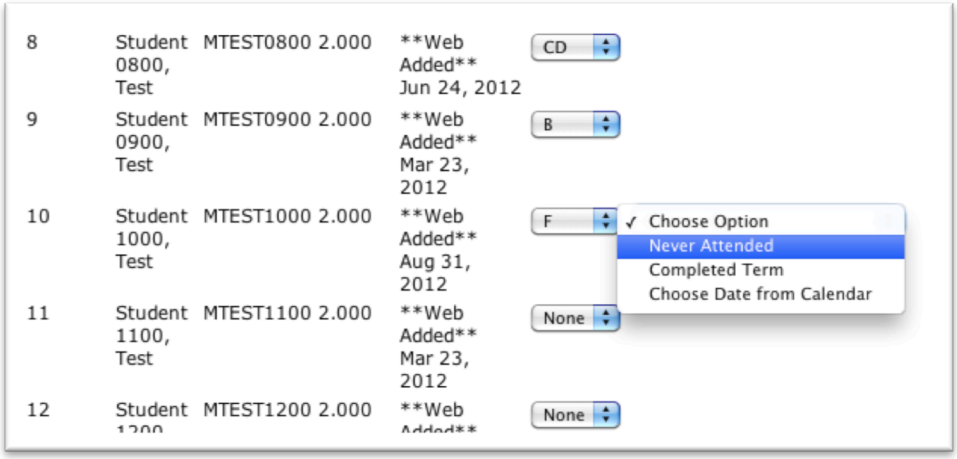
Go to: Viewing, Saving, and Printing submitted grades in Banner Self Service, page 6.

Entering 'I' and 'F' grades

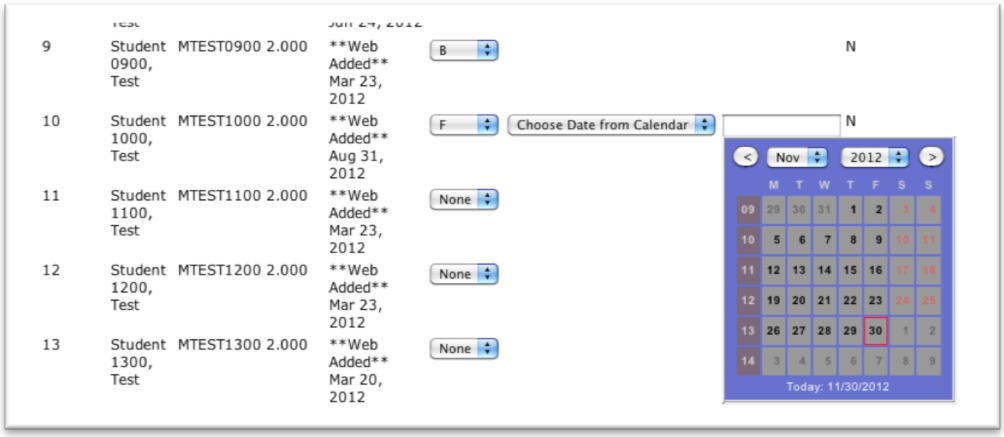
1. Follow steps 6a or 6b above to enter an 'I' or an 'F'.
2. The "Choose Option" menu will then appear to the right. Click the "Choose Option" menu arrows to launch the drop-down menu.



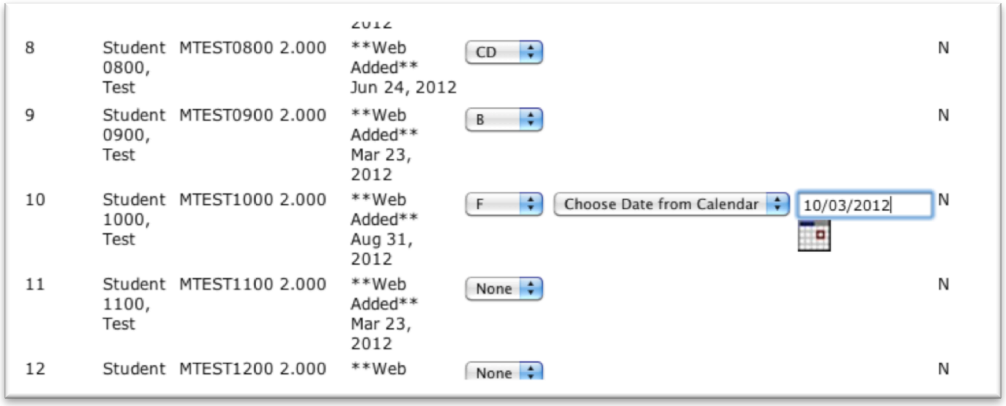
3. From the menu, choose "Never Attended," "Completed Term," or "Choose Date from Calendar."



4. If you select "Choose Date from Calendar," a calendar will open from which you can click on a date.



Once you do, a date will be entered into a text box.

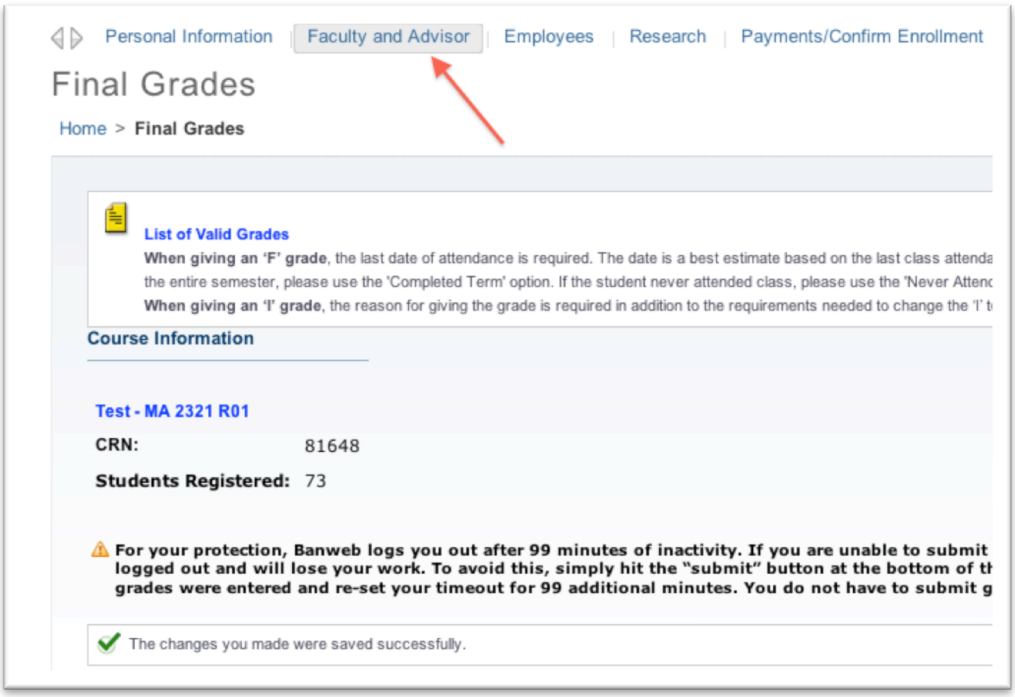


			2012				
8	Student 0800, Test	MTEST0800 2.000	**Web Added** Jun 24, 2012	CD			N
9	Student 0900, Test	MTEST0900 2.000	**Web Added** Mar 23, 2012	B			N
10	Student 1000, Test	MTEST1000 2.000	**Web Added** Aug 31, 2012	F	Choose Date from Calendar	10/03/2012	N
11	Student 1100, Test	MTEST1100 2.000	**Web Added** Mar 23, 2012	None			N
12	Student	MTEST1200 2.000	**Web	None			N

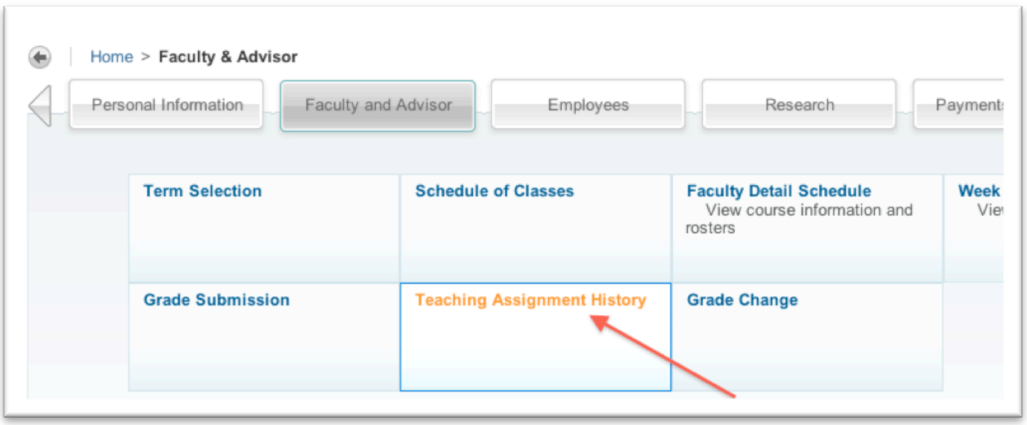
5. Continue entering grades as described in steps 6a, 6b, and 7 (page 2).

Viewing, Saving, and Printing submitted grades in Banner Self Service

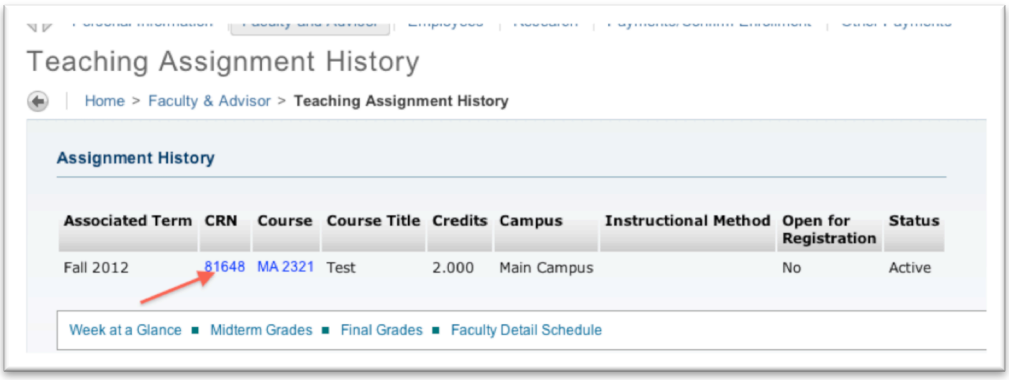
1. Scroll up to the top of the Final Grades screen and Click on the “Faculty and Advisor” tab.



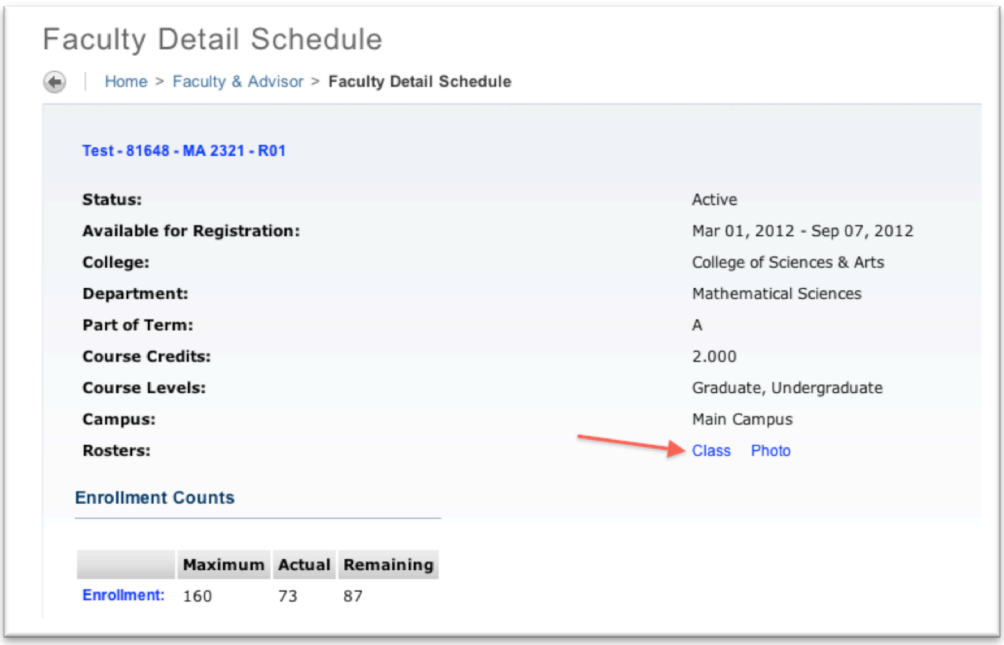
2. Click on the “Teaching and Assignment History” link from the main Faculty and Advisor screen.



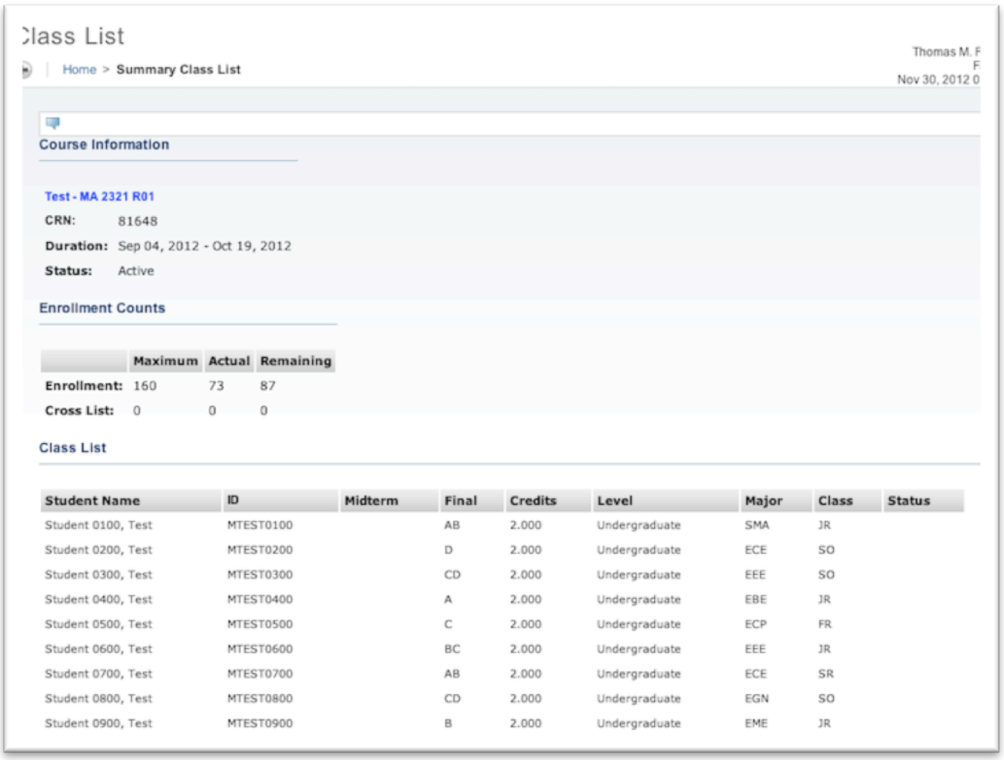
3. Click on the CRN (not the course name) for the course you would like to view.



4. Click on "**Class**" from the middle of the screen in the column on the right.



5. This will take you to the Class List screen. You will likely need to scroll down to see the grades for all your students.



Class List

Home > Summary Class List

Thomas M. F
F
Nov 30, 2012 0

Course Information

Test - MA 2321 R01

CRN: 81648

Duration: Sep 04, 2012 - Oct 19, 2012

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	160	73	87
Cross List:	0	0	0

Class List

Student Name	ID	Midterm	Final	Credits	Level	Major	Class	Status
Student 0100, Test	MTEST0100		AB	2.000	Undergraduate	SMA	JR	
Student 0200, Test	MTEST0200		D	2.000	Undergraduate	ECE	SO	
Student 0300, Test	MTEST0300		CD	2.000	Undergraduate	EEE	SO	
Student 0400, Test	MTEST0400		A	2.000	Undergraduate	EBE	JR	
Student 0500, Test	MTEST0500		C	2.000	Undergraduate	ECP	FR	
Student 0600, Test	MTEST0600		BC	2.000	Undergraduate	EEE	JR	
Student 0700, Test	MTEST0700		AB	2.000	Undergraduate	ECE	SR	
Student 0800, Test	MTEST0800		CD	2.000	Undergraduate	EGN	SO	
Student 0900, Test	MTEST0900		B	2.000	Undergraduate	EME	JR	