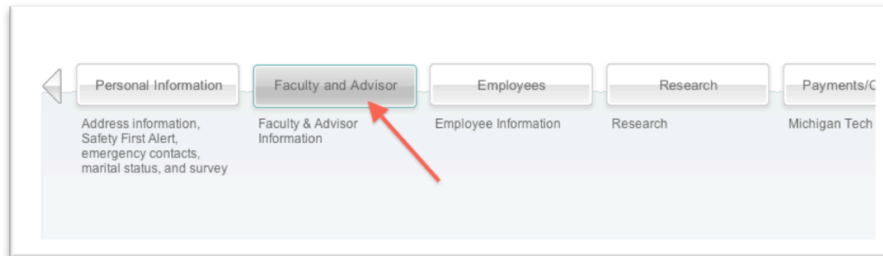
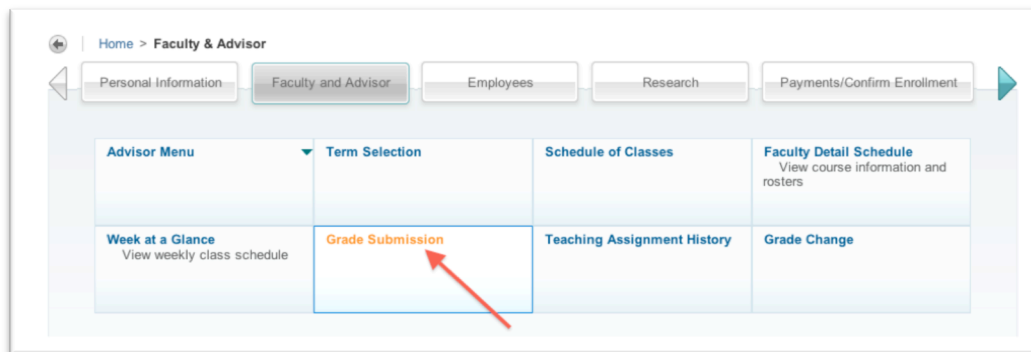


Submitting Grades via Banner Self Service

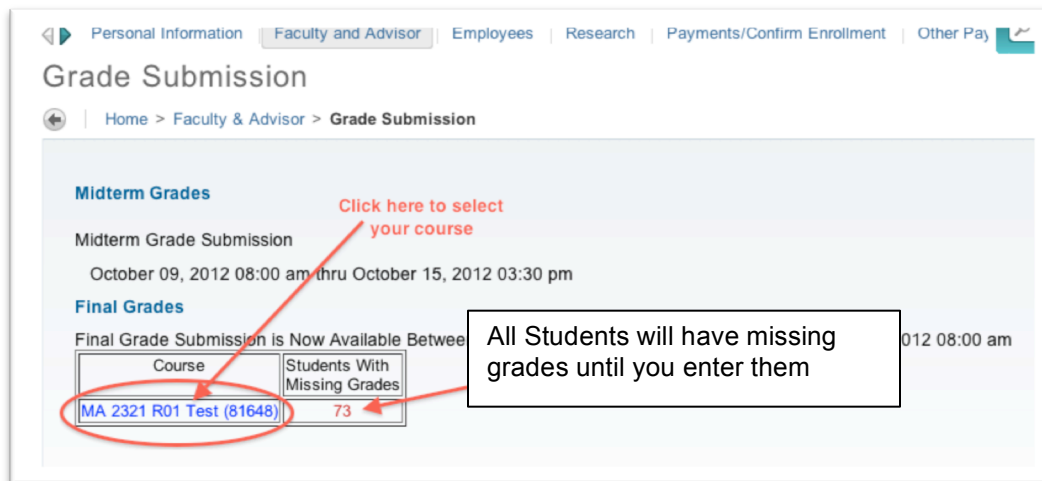
1. Go to banweb.mtu.edu in any web browser. Log in with your normal ISO userid and password.
2. Click on the “Faculty and Advisor” graphic link.



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.

Final Grades

Home > Final Grades

Click to see a list of valid Banner Grades

[List of Valid Grades](#)

When giving an 'F' grade, the last date of attendance is required. The date is a best estimate based on the last class attendance, last exam/quiz taken or homework assignment turned in. If the student attended the entire semester, please use the 'Completed Term' option. If the student never attended class, please use the 'Never Attended' option.

When giving an 'I' grade, the reason for giving the grade is required in addition to the requirements needed to change the 'I' to a final grade.

Course Information

Test - MA 2321 R01

CRN: 81648

Students Registered: 73

For your protection, Banner logs you out after 99 minutes of inactivity. If you are unable to submit your grades within 99 minutes starting at 11:16 am, you will be logged out and will lose your work. To avoid this, simply hit the "submit" button at the bottom of the page before the 99-minute deadline. This will submit whatever grades were entered and re-set your timeout for 99 additional minutes. You do not have to submit grades for every course at the same time.

Final Grades

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

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Date of Attendance Options	Last Date of Attendance	Rolled	Reason for I Grade/Grade Completion Requirement
1	Student 0100, Test	MTEST0100	2.000	**Crse Added** Aug 31, 2012	None			N	
2	Student 0200, Test	MTEST0200	2.000	**Web Added** Mar 24, 2012	None			N	

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

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Date of Attendance Options	Last Date of Attendance
1	Student 0100, Test	MTEST0100	2.000	**Crse Added** Aug 31, 2012	None A AB B		
2	Student 0200, Test	MTEST0200	2.000	**Web Added** Mar 24, 2012	BC C CD D E		
3	Student 0300, Test	MTEST0300	2.000	**Web Added** Mar 24, 2012			

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

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Date of Attendance Options	Last Date of Attendance	Rolled	Reason for I Grade/Grade Completion Requirement
1	Student 0100, Test	MTEST0100	2.000	**Crse Added** Aug 31, 2012	None			N	
2	Student 0200, Test	MTEST0200	2.000	**Web Added** Mar 24, 2012	None			N	

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.

The screenshot shows a table with student information. The first row is for student 73, MTEST7300 2.000, Added** Aug 27, 2012, with a dropdown menu set to 'AB'. The second row is for student 74, MTEST7400 0.000, Dropped/ W GR* Sep 21, 2012, with a dropdown menu set to 'W'. At the bottom of the table, there are two buttons: 'Submit' and 'Reset'. A red arrow points to the 'Submit' button, which is also circled in red.

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.”

The screenshot shows the 'Final Grades' screen. At the top, there is a 'Home > Final Grades' breadcrumb. Below it, there is a 'List of Valid Grades' section with instructions on how to give an 'F' grade and an 'I' grade. Under 'Course Information', it shows 'Test - MA 2321 R01', 'CRN: 81648', and 'Students Registered: 73'. A red arrow points to a green check mark and the message 'The changes you made were saved successfully.' which is highlighted with a red box. Another red arrow points to a warning message about logging out after 99 minutes of inactivity.

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.

The screenshot shows the bottom of the page with a navigation bar. The navigation bar contains several links: 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', 'Grade Submission', and 'Summary Class List'. A red arrow points to the 'Grade Submission' link, which is highlighted with a red box.

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.

7	Student MTEST0700 2.000 0700, Test	**Web Added** Mar 20, 2012	AB
8	Student MTEST0800 2.000 0800, Test	**Web Added** Jun 24, 2012	CD
9	Student MTEST0900 2.000 0900, Test	**Web Added** Mar 23, 2012	B
10	Student MTEST1000 2.000 1000, Test	**Web Added** Aug 31, 2012	F Choose Option
11	Student MTEST1100 2.000 1100, Test	**Web Added** Mar 23, 2012	None

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

8	Student MTEST0800 2.000 0800, Test	**Web Added** Jun 24, 2012	CD
9	Student MTEST0900 2.000 0900, Test	**Web Added** Mar 23, 2012	B
10	Student MTEST1000 2.000 1000, Test	**Web Added** Aug 31, 2012	F Choose Option Never Attended Completed Term Choose Date from Calendar
11	Student MTEST1100 2.000 1100, Test	**Web Added** Mar 23, 2012	None
12	Student MTEST1200 2.000 1200, Test	**Web Added** Mar 23, 2012	None

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

9	Student MTEST0900 2.000 0900, Test	**Web Added** Mar 23, 2012	B
10	Student MTEST1000 2.000 1000, Test	**Web Added** Aug 31, 2012	F Choose Date from Calendar
11	Student MTEST1100 2.000 1100, Test	**Web Added** Mar 23, 2012	None
12	Student MTEST1200 2.000 1200, Test	**Web Added** Mar 23, 2012	None
13	Student MTEST1300 2.000 1300, Test	**Web Added** Mar 20, 2012	None

Nov 2012

S	S	S	S	S	S	S
09	29	30	31	1	2	3
10	5	6	7	8	9	10
11	12	13	14	15	16	17
12	19	20	21	22	23	24
13	26	27	28	29	30	1
14	3	4	5	6	7	8

Today: 11/30/2012

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

	Student	MTEST	Score	Grade	Date	Grade
8	Student 0800, Test	MTEST0800	2.000	**Web Added**	Jun 24, 2012	N
9	Student 0900, Test	MTEST0900	2.000	**Web Added**	Mar 23, 2012	N
10	Student 1000, Test	MTEST1000	2.000	**Web Added**	Aug 31, 2012	N
11	Student 1100, Test	MTEST1100	2.000	**Web Added**	Mar 23, 2012	N
12	Student	MTEST1200	2.000	**Web		N

- 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.

Personal Information | **Faculty and Advisor** | Employees | Research | Payments/Confirm Enrollment

Final Grades

Home > Final Grades

List of Valid Grades

When giving an 'F' grade, the last date of attendance is required. The date is a best estimate based on the last class attendance the entire semester, please use the 'Completed Term' option. If the student never attended class, please use the 'Never Attended' option.

When giving an 'I' grade, the reason for giving the grade is required in addition to the requirements needed to change the 'I' grade.

Course Information

Test - MA 2321 R01

CRN: 81648

Students Registered: 73

⚠ For your protection, Banner logs you out after 99 minutes of inactivity. If you are unable to submit grades logged out and will lose your work. To avoid this, simply hit the "submit" button at the bottom of the page when grades were entered and re-set your timeout for 99 additional minutes. You do not have to submit grades.

✓ The changes you made were saved successfully.

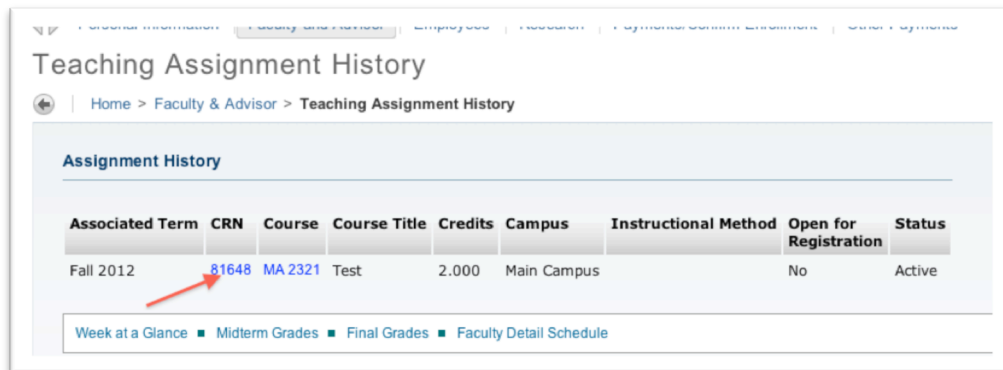
2. Click on the “Teaching and Assignment History” link from the main Faculty and Advisor screen.

Home > Faculty & Advisor

Personal Information | **Faculty and Advisor** | Employees | Research | Payments

Term Selection	Schedule of Classes	Faculty Detail Schedule View course information and rosters	Week View
Grade Submission	Teaching Assignment History	Grade Change	

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



Teaching Assignment History

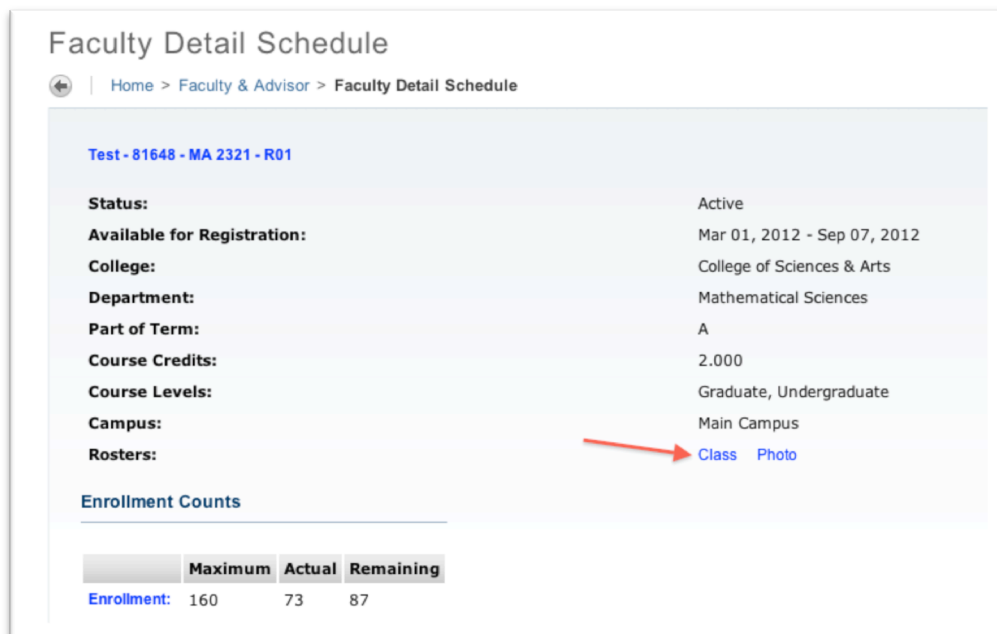
Home > Faculty & Advisor > Teaching Assignment History

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Campus	Instructional Method	Open for Registration	Status
Fall 2012	81648	MA 2321	Test	2.000	Main Campus		No	Active

[Week at a Glance](#) ■ [Midterm Grades](#) ■ [Final Grades](#) ■ [Faculty Detail Schedule](#)

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



Faculty Detail Schedule

Home > Faculty & Advisor > Faculty Detail Schedule

Test - 81648 - MA 2321 - R01

Status:	Active
Available for Registration:	Mar 01, 2012 - Sep 07, 2012
College:	College of Sciences & Arts
Department:	Mathematical Sciences
Part of Term:	A
Course Credits:	2.000
Course Levels:	Graduate, Undergraduate
Campus:	Main Campus
Rosters:	Class Photo

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	160	73	87

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:	150	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	