## Final Grade Entry Process

1. Select the semester and course section by using the drop-down menus.

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The mode base of the accurse section. This enables you to submit grade accurst an individual strate action of the section of t	students, without having to wait s
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2. Select the Final Grades tab.

The grade field default for dropped students is No Grade, which can be changed before the entries are submitted. For active and withdrawn students, the grade field default is Select Grade. If necessary, instructors may submit grades for students' in a piecemeal manner. Final grade entry is locked for the course section once grades have been submitted for all registered students on the roster. Faculty members must enter a final grade value for each student before

the course, if necessary. Plus (+) and minus (-) grades not are available. Entry of the date of last attendance will be mandatory when instructors submit an F grade. The date will be transferred to affected students' home institution Banner environments, where it may be applied to their records during the grade load process, if needed.

The list of valid grades for shared courses are: NO GRADE, A, B, C, D, F, I (Incomplete), IP (In Progress), S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam) or K (Other). The grade submission choices, W and WF, are available only for students whose Registration Status is 'Withdrawn' in the class.

4. Enter Date of Last Attendance information in a MM/DD/YYYY format. This field is for the last verified attendance date when grades are submitted. If entered, the date must fall between the start and end dates for the related course section. A date can be selected from a pop-up calendar within the Date of Last Attendance field. If a date is entered in error, highlight the entry

## **Missing Final Grade Information**

At submission, a warning message will appear for any student who does not have a final grade entered.

	WARNING							
Final Grades have not been entered for the following students								
Rick to continue if you would like to submit grades for the following students at later time. Please c								
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ments	Student Name	LMS Us	er ID	Registration	LMS Status	Final	Date of Last	Com
Grade			O'Brien  , Walter	wobrien2_gscu		Registered	GRANT	Select
					C	Cancel Conti	nue	

6. Enter the missing information and select Continue.

A screen will display after all final grades have been successfully submitted.

Select Continue to submit the final grades for the selected students. The following confirmation window will appear.

EINAL G	RADES HAVE BEEN SURMITTED
ey have been submitted, please conta rar's office will need to provide final gr redirectfuctore(s); 1.15	ct your  If you need to change final grades once the ade institution's Registrar's office. Your Regist arrange inher roll emisence wag characterizative activations characterization for the second
	Continue

Repeat steps 1 - 6 to submit final grades for all students in the class list. Rows that are gray in color indicate that the grade has been submitted. An asterisk adjacent to a student's grade indicates that the entry has not been submitted to Banner.

## Confirmation

Final grades will be locked when they have been submitted for all active students in the course section.

