

Final Grade Entry Process

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

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 For active and withdrawn students, the grade field default is Select Grade.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

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.

Student Name	IMS User ID	Registration	IMS Status	Final	Date of Last
O'Brien, Walter	wobrien2_gscu	Registered	GRANT		

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.

FINAL GRADES HAVE BEEN SUBMITTED

If you need to change final grades once they have been submitted, please contact your Registrar's office. Your Registrar's office will need to provide final grade information to the Registrar's office. Your Registrar's office will need to provide final grade information to the Registrar's office.

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.

Continue

