Instructions for entering final grades using the Banner Faculty Self-Service application https://banner.colgate.edu/FacultySelfService/ssb/GradeEntry

Step 1: Access the grade roster by navigating to the Faculty Dashboard

| Step 2: Click the Submit gr | rades link | | |
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| Welcome Home | Faculty Toolbox Student Toolbox | Student Employment | View Book |
| | Faculty Dashboard | | |
| FACULTY DASHBOARD | Advisor Dashboard | | |
| Course Listing for Spring 202 | Degree Works | | |
| | Textbook Requisitions | | Submit grades |
| | | | Edit my Faculty Profile (Guide) |
| Select Term Select | Change Term | | Load Card Approvals |
| | Contango romm | | Self Report (via Chairs/Program Directors Information Site) |
| | | | SET Form Reports: Tableau or PDF |
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Instructions for entering final grades using the Banner Faculty Self-Service application

Step 3: Click on the Subject (or anywhere in the line) for the course you want to enter final grades. This will display a student roster below the courses section.

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| Faculty Grade Entry 🔹 Final Grades | | | |
| Faculty Grade Entry | | | |
| Final Grades | | | |
| My Courses | | (iii) spring | 2022 Q |
| Grading Status 🗘 Record 🇘 Subject 🗘 Course | Section | 💲 Term | ≎ CRN ^ |
| Not Started Not Started MATH - Mathematics 454 | A Data Analysis II | 202102 - Spring 2022 | 10274 |
| Not Started PSYC - Psychology 109 | A Topics in Psyc Science | 202102 - Spring 2022 | 10905 |
| Records Found: 2 | | K () | Page 1 of 1 >>> Per Page 5 |

Step 4: Select the appropriate grade from the Final Grade drop-down list for each student.

| Ø Faculty Grade Entry | × + | | | | | | ∨ – ⊡ × |
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| Not Started | Not Started | MATH - Mathematics | 454 | A | Data Analysis II | 202102 - Spring 2022 | 10274 |
| Not Started | Not Started | PSYC - Psychology | 109 | A | Topics in Psyc Science | 202102 - Spring 2022 | 10905 |
| Records Found: 2 | | | | | | (| < Page 1 of 1 > Per Page 5 × |
| | | | | A • | • | | |
| Enter Grades | | | | | | | Search Q |
| Full Name | ≎ ID | Final Grade | | | | Record | \$ |
| <u>Student, Jaidan</u> | 001193195 | | ~ | | | | |
| <u>Student, Jane D.</u> | 000482025 | A+ A | | | | | |
| <u>Student, Jason</u> | 001193191 | 8+ B | | | | | |
| Student, Jeffery | 001193196 | в- С+ С | | | | | |
| <u>Student, Jennifer</u> | 001193193 | C- S D+ | | | | | |
| Student, Jessica | 001193192 | D D- F | | | | | |
| <u>Student, John A.</u> | 001027452 | T U | | | | | |
| Student, Judith | 001193194 | | ~ | | | | |
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Instructions for entering final grades using the Banner Faculty Self-Service application

Step 5: When you are ready to save your grade entries, click on the SAVE button at the bottom of the window.

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| Faculty Grade Entry | y 🔹 Final Grades | | | | | | |
| Faculty Grade Entry | | | | | | | |
| Final Grades | | | | | | | |
| My Courses | | | | | | Ī | spring 2022 |
| Grading Status | 🗘 Record 🗘 Su | ıbject | Course | Section | Title | 🗘 Term | ≎ CRN ^ |
| Not Started | Not Started MA | ATH - Mathematics | 454 | А | Data Analysis II | 202102 - Spring 2022 | 10274 |
| Not Started | Not Started PS | SYC - Psychology | 109 | А | Topics in Psyc Science | 202102 - Spring 2022 | 10905 |
| Records Found: 2 | | | | | | | < Page 1 of 1 > Per Page 5 |
| | | | | A 0 | • | | |
| Enter Grades | | | | | | | Search Q |
| Full Name | ≎ ID | Final Grade | | | | Record | \$ |
| Student, Jaidan | 001193195 | A+ * | | | | | |
| Student, Jane D. | 000482025 | ~ | | | | | |
| Student, Jason | 001193191 | ~ | | | | | |
| Student, Jeffery | 001193196 | ~ | | | | | |
| <u>Student, Jennifer</u> | 001193193 | ~ | | | | | |
| Student, Jessica | 001193192 | ~ | | | | | |
| Student, John A. | 001027452 | ~ | | | | | |
| Student, Judith | 001193194 | ~ | | | | | |
| Records Found: 8 | | | | | | | < |
| | | | | | | Sa | /e Reset |