

Instructions for entering final grades using the Banner Faculty Self-Service application

<https://banner.colgate.edu/FacultySelfService/ssb/GradeEntry>

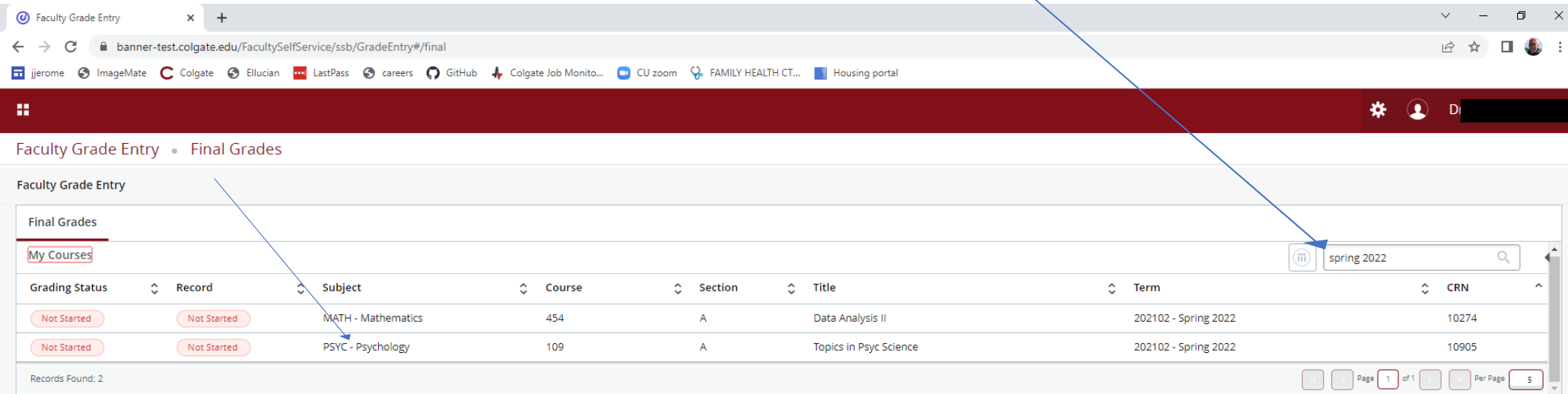
Step 1: Access the grade roster by navigating to the Faculty Dashboard

Step 2: Click the Submit grades link

The screenshot displays the Banner Faculty Self-Service application interface. At the top, the 'COLGATE UNIVERSITY' logo is visible. Below the logo is a navigation menu with the following items: 'Welcome', 'Home', 'Faculty Toolbox', 'Student Toolbox', 'Student Employment', and 'View Book'. The 'Faculty Toolbox' item is highlighted in orange. A dropdown menu is open under 'Faculty Toolbox', showing the following options: 'Faculty Dashboard', 'Advisor Dashboard', 'Degree Works', and 'Textbook Requisitions'. The 'Faculty Dashboard' option is highlighted in orange. Below the navigation menu, the main content area is titled 'FACULTY DASHBOARD'. It contains a section for 'Course Listing for Spring 2024' and a 'Select Term' dropdown menu with a 'Change Term' button. On the right side of the page, there is a list of links: 'Submit grades', 'Edit my Faculty Profile (Guide)', 'Load Card Approvals', 'Self Report (via Chairs/Program Directors Information Site)', and 'SET Form Reports: Tableau or PDF'. The 'Submit grades' link is highlighted in red.

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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.
If you see more than just the current term courses, you can type the term in the search box on the right.



The screenshot shows the Banner Faculty Self-Service application interface. The browser address bar displays the URL: banner-test.colgate.edu/FacultySelfService/ssb/GradeEntry#/final. The page title is "Faculty Grade Entry" and the breadcrumb is "Final Grades".

The main content area is titled "Faculty Grade Entry" and contains a "Final Grades" section. Below this, there is a "My Courses" link and a search box containing "spring 2022".

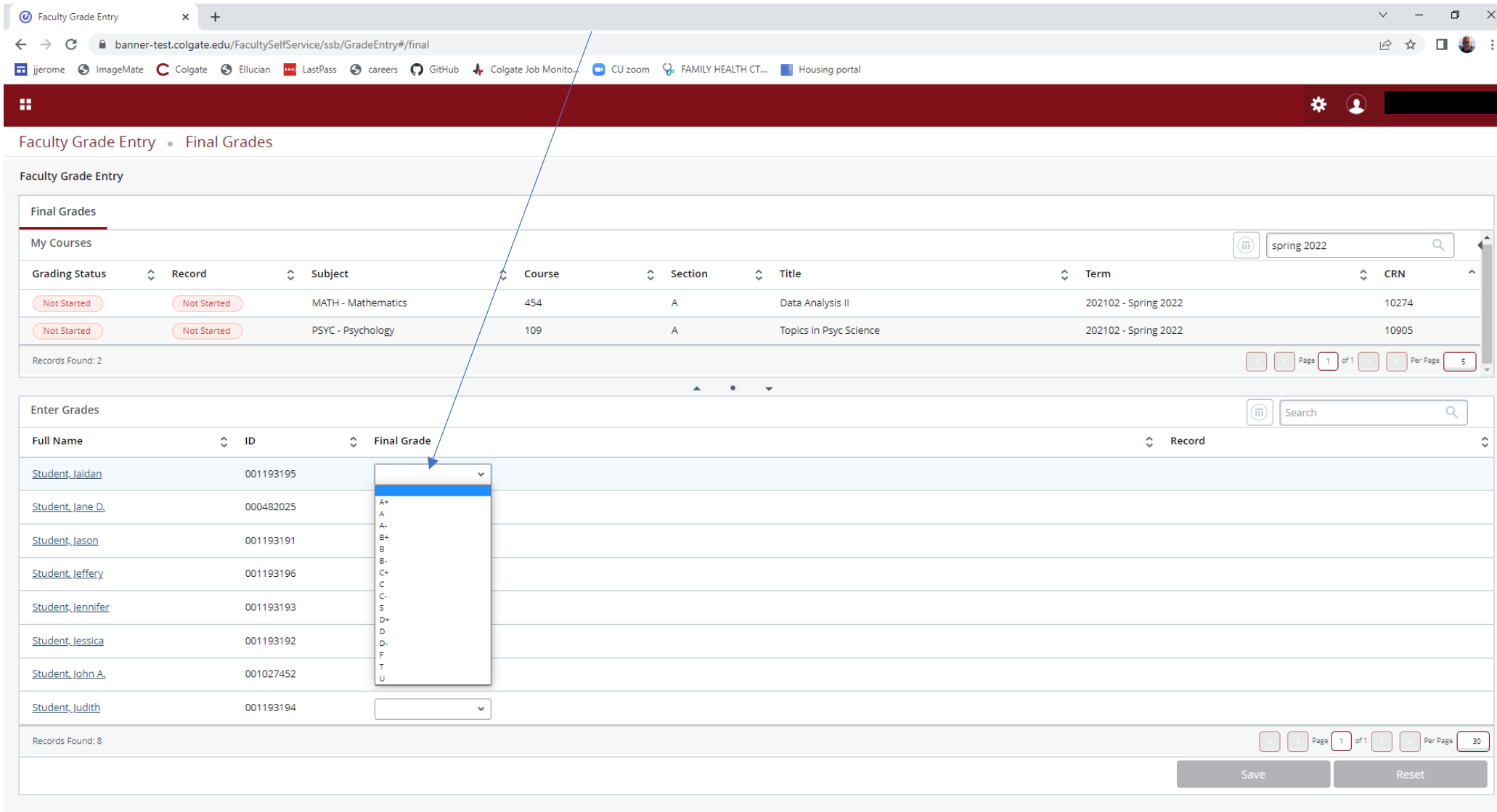
Grading Status	Record	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MATH - Mathematics	454	A	Data Analysis II	202102 - Spring 2022	10274
Not Started	Not Started	PSYC - Psychology	109	A	Topics in Psyc Science	202102 - Spring 2022	10905

Records Found: 2

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



The screenshot displays the Banner Faculty Self-Service application interface. The top navigation bar includes the text "Faculty Grade Entry" and "Final Grades". Below this, there are two main sections: "My Courses" and "Enter Grades".

The "My Courses" section contains a table with the following columns: Grading Status, Record, Subject, Course, Section, Title, Term, and CRN. Two courses are listed:

Grading Status	Record	Subject	Course	Section	Title	Term	CRN
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

The "Enter Grades" section contains a table with the following columns: Full Name, ID, Final Grade, and Record. A dropdown menu is open for the "Final Grade" column of the first student, showing a list of grades: A+, A, A-, B+, B, B-, C+, C, C-, S, D+, D, D-, F, T, and U.

Full Name	ID	Final Grade	Record
Student, Jaidan	001193195	<input type="text"/>	
Student, Jane D.	000482025		
Student, Jason	001193191		
Student, Jeffery	001193196		
Student, Jennifer	001193193		
Student, Jessica	001193192		
Student, John A.	001027452		
Student, Judith	001193194	<input type="text"/>	

At the bottom of the page, there are "Save" and "Reset" buttons, and a pagination control showing "Page 1 of 1" and "Per Page 30".

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

The screenshot displays the Banner Faculty Self-Service application interface. At the top, the browser address bar shows the URL: `banner-test.colgate.edu/FacultySelfService/ssb/GradeEntry#/final`. The page title is "Faculty Grade Entry • Final Grades".

The main content area is divided into two sections:

- Final Grades**: This section contains a table titled "My Courses" with columns for Grading Status, Record, Subject, Course, Section, Title, Term, and CRN. Two courses are listed, both with a "Not Started" status.

Grading Status	Record	Subject	Course	Section	Title	Term	CRN
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
- Enter Grades**: This section contains a table for entering grades with columns for Full Name, ID, Final Grade, and Record. The first row is highlighted, and the "Final Grade" dropdown menu is open, showing "A+" selected.

Full Name	ID	Final Grade	Record
Student, Jaidan	001193195	A+	
Student, Jane D.	000482025		
Student, Jason	001193191		
Student, Jeffery	001193196		
Student, Jennifer	001193193		
Student, Jessica	001193192		
Student, John A.	001027452		
Student, Judith	001193194		

At the bottom right of the page, there is a red "Save" button and a white "Reset" button. A blue arrow points from the text "click on the SAVE button" to the "Save" button.