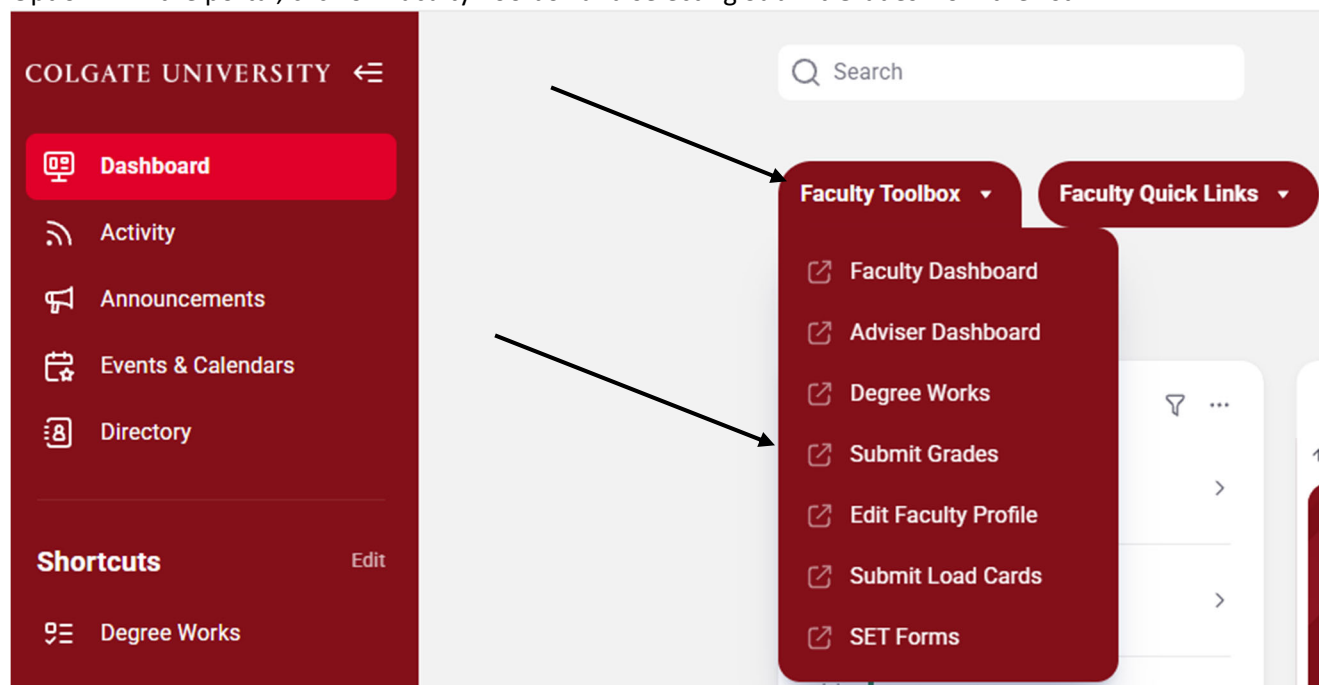


Instructions for entering final grades using the Banner Faculty Self-Service application

Step 1: Access the grade roster

Option 1: In the portal, click on Faculty Toolbox and selecting Submit Grades from the list



Option 2: In the portal, type "Submit Grades" in the search bar and select "Submit Grades" from the list

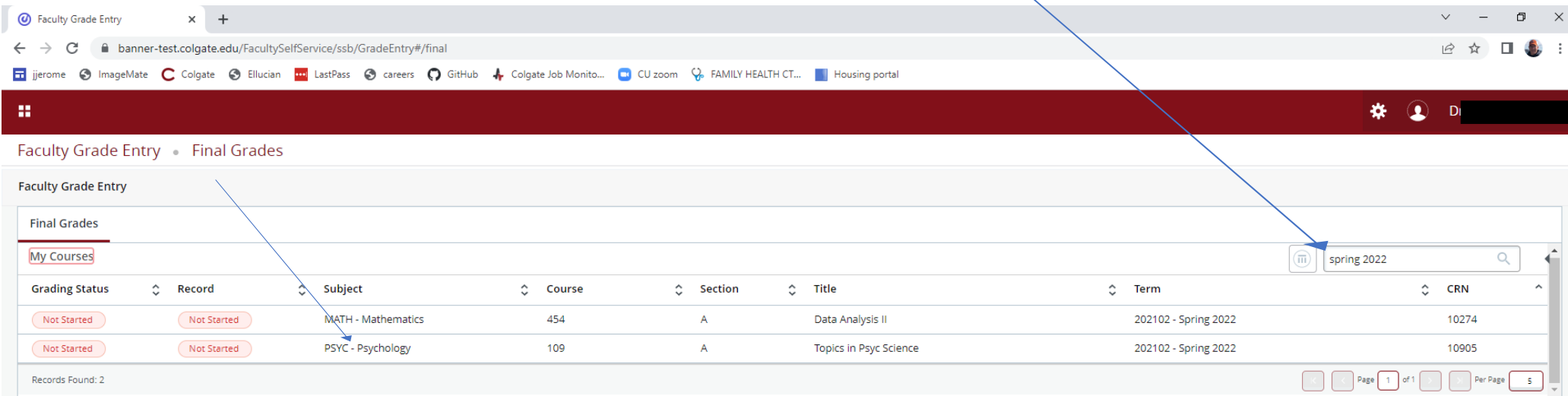


Option 3: You can navigate directly to Banner Self-Service grade entry with the following url:

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

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

Step 2: 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.



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status Record Subject Course Section Title Term CRN

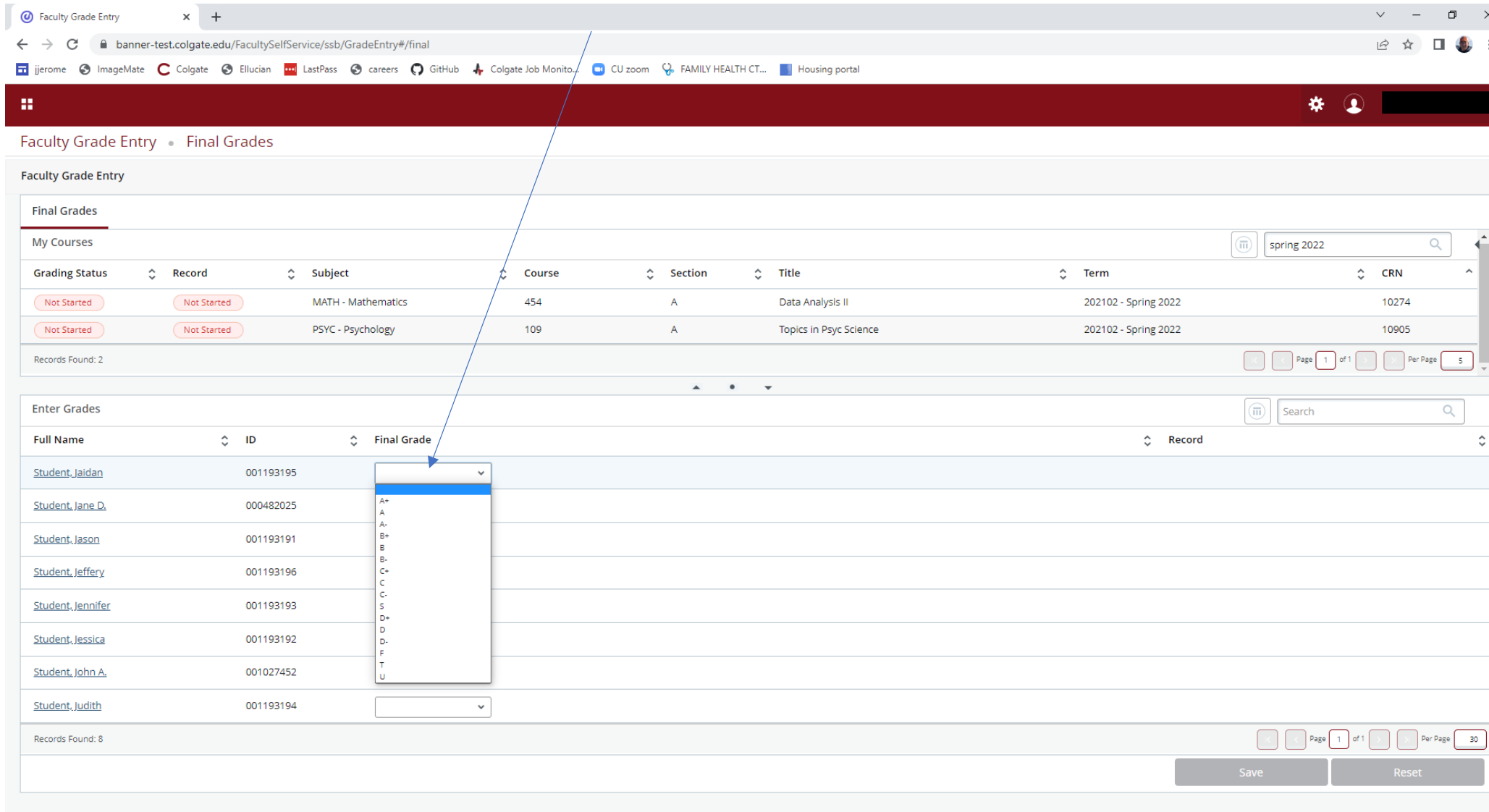
Not Started	Not Started	MATH - Mathematics	454	A	Data Analysis II	202102 - Spring 2022	10274
Not Started	Not Started	PSYC - Psychology	109	A	Topics in Psyc Science	202102 - Spring 2022	10905

Records Found: 2

Page 1 of 1 Per Page 5

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

Step 3: 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 application name 'Faculty Grade Entry' and a breadcrumb trail 'Faculty Grade Entry • Final Grades'. Below this, the 'Final Grades' section is active, showing a table of courses. The table has columns for Grading Status, Record, Subject, Course, Section, Title, Term, and CRN. Two courses are listed: 'MATH - Mathematics' (Course 454, Section A, Title Data Analysis II, Term 202102 - Spring 2022, CRN 10274) and 'PSYC - Psychology' (Course 109, Section A, Title Topics in Psyc Science, Term 202102 - Spring 2022, CRN 10905). Both records are marked 'Not Started'. Below the course table, the 'Enter Grades' section is visible, featuring a table with columns for Full Name, ID, Final Grade, and Record. A dropdown menu is open for the first student, Jaidan (ID 001193195), showing a list of grades: A+, A-, B+, B-, C+, C-, S, D+, D-, F, T, and U. The bottom of the page includes a 'Records Found: 8' indicator, a search bar, and 'Save' and 'Reset' buttons.

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

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

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

Step 4: 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, a red navigation bar contains the text "Faculty Grade Entry" and "Final Grades". Below this, the "Final Grades" section is active, showing a table of courses. The table has columns for Grading Status, Record, Subject, Course, Section, Title, Term, and CRN. Two courses are listed: "MATH - Mathematics" (CRN 10274) and "PSYC - Psychology" (CRN 10905). Both have a "Not Started" status. Below the table, it says "Records Found: 2".

The "Enter Grades" section is also visible, showing a table with columns for Full Name, ID, Final Grade, and Record. Eight students are listed, each with a dropdown menu for the final grade. The first student, "Student, Jaidan", has "A+" selected. The others are empty. Below this table, it says "Records Found: 8".

At the bottom right, there are two buttons: "Save" (in a red box) and "Reset" (in a white box with a red border). A blue arrow points from the "Save" button to the "Step 4" instruction text above.

Faculty Grade Entry • Final Grades

Final Grades

My Courses

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

Enter Grades

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		

Records Found: 8

Save Reset