

GRADING

Entering Midterm and Final Grades in Self Service Banner (SSB) 9 Faculty

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Important Notes:

1. Dual Enrollment or Collegiate High School students may not receive an Incomplete grade.
2. Developmental Education students have a grade that ends in "." (period)
3. If a student withdrew themselves from the class, "Not Gradable" shows in both the Midterm and Final Grades columns.

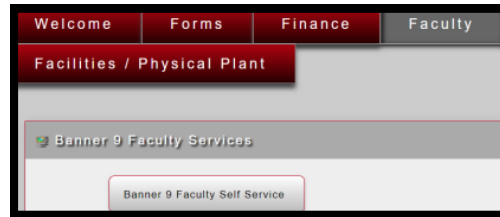
Grading Solutions

1. Contact your department chair, program director, or office specialist if you find:
 - Grading needs to be opened – the department chair/program director will contact Academic Records & Enrollment.
 - Normally grading opens 2 weeks prior to the deadline; however, this is subject to change.
 - You are not the primary instructor and cannot enter grades – the office specialist in your department can fix this.
 - If you're unable to log in to Banner 9 Faculty Self-Service, contact IT via support@nwfsc.edu. This includes VPN issues (i.e., connecting to the network from off campus).
 - If the 11:00 A.M. deadline is missed, a final grade of "I" (Incomplete) will be awarded to each student missing a grade. Faculty would then have to submit a Grade Change Workflow to correct each student's final grade.
 - If you expect you are going to miss the deadline, contact your department chair or program director and the department office specialist as soon as possible.

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Getting Started

1. Go to **RaiderNet**.
2. Click on the **Faculty** tab in the row of RaiderNet.
- 3.. Click **Banner 9 Faculty Self-Service**.
4. Login with your credentials.
5. On the Faculty Services page, click **Grade Entry**.



Midterm Grade Entry

1. To enter Midterm Grades, click the tab labeled **Midterm Grades**. (The system defaults to the Final Grades tab).
2. Next, search for the term being graded here. You'll get results using "**Spring**", "**202320**", or "**Spring Semester 2023**", for example. After entering the search term, click the magnifying glass or press enter on your keyboard.
3. Click on the Grading Status "**Not Started**" or "**In Progress**" to enter grades. If you've finished grading a class, click on "**Completed**" and change the grade as necessary.

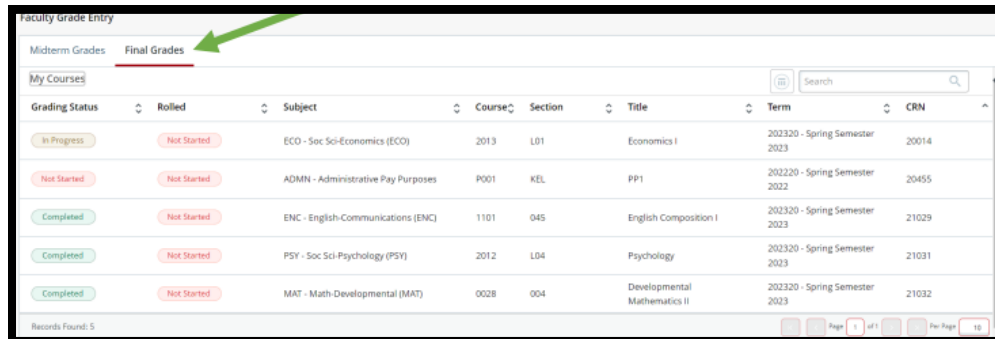
Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ECO - Soc Sci-Economics (ECO)	2013	L01	Economics I	202320 - Spring Semester 2023	20014
Not Started	ADMN - Administrative Pay Purposes	P001	KEL	PP1	202220 - Spring Semester 2022	20455
Completed	ENC - English-Communications (ENC)	1101	045	English Composition I	202320 - Spring Semester 2023	21029
Not Started	PSY - Soc Sci-Psychology (PSY)	2012	L04	Psychology	202320 - Spring Semester 2023	21031
Not Started	MAT - Math-Developmental (MAT)	0028	004	Developmental Mathematics II	202320 - Spring Semester 2023	21032

4. Scroll down to the section **Enter Grades** to see the students and enter grades.
5. At the bottom left of the page is a **Record count**.
6. At the bottom right of the page, please change **Per Page to 100** to see all your students.
7. Select a **Midterm Grade** for each student.
8. When assigning a midterm grade of "**I**" or "**F**" ("I." or "F." – for Developmental Education classes), leave the Last Attend Date blank.
9. Leave the Hours Attended Field blank.
10. Be sure to click the **Save** button at the bottom right of the page before leaving the page. The reset button will clear the grades entered since the page was last saved.
11. To change a grade for a student in a class you've completed assigning grades, you may **change the grade** by clicking the "**In Progress**" or "**Completed** button." Be certain to meet the 11 A. M. deadline on the day midterm grades are due.
12. As Midterm Grades are advisory, there is no "**Rolled**" column. If a student has withdrawn from the class before you begin entering midterm grades, you would see "**In Progress**" in the **Grading Status** column.

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Final Grade Entry

1. To enter Final Grades, click the tab labeled **Final Grades**. (The system defaults to the Final Grades tab)
2. Next, search for the term being graded here. You'll get results using "**Spring**", "**202320**", or "**Spring Semester 2023**", for example. After entering the search term, click the magnifying glass or press enter on your keyboard.
3. Click on the Grading Status "**Not Started**" or "**In Progress**" to enter grades. If you've finished grading a class, click on "**Completed**" and change the grade as necessary.



Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ECO - Soc.Sci-Economics (ECO)	2013	L01	Economics I	202320 - Spring Semester 2023	20014
Not Started	Not Started	ADMN - Administrative Pay Purposes	P001	KEL	PP1	202220 - Spring Semester 2022	20455
Completed	Not Started	ENC - English-Communications (ENC)	1101	045	English Composition I	202320 - Spring Semester 2023	21029
Completed	Not Started	PSY - Soc.Sci-Psychology (PSY)	2012	L04	Psychology	202320 - Spring Semester 2023	21031
Completed	Not Started	MAT - Math-Developmental (MAT)	0028	004	Developmental Mathematics II	202320 - Spring Semester 2023	21032

4. Scroll down to the section **Enter Grades** to see the students and enter grades.
5. At the bottom left of the page is a **Record count**.
6. At the bottom right of the page, please change **Per Page to 100** to see all your students.
7. Select a **Final Grade** for each student.
8. If the student is being assigned a grade of "**I**" or "**F**" ("I." or "F." – for Developmental Education classes), be sure to enter the Last Attend Date. You'll receive an error if you Save without a Last Attend Date.
 - When entering an "I" or "F", the system may shift the screen to the Incomplete Grades tab. Leave the Extension Date as it is.
 - Go back to the Roster tab to enter the Last Attend Date.
9. Guidance for determining the Last Attend Date depending on the instructional method of the class:
 - **Online** – the last date the student participated online.
 - **Hybrid/Hybrid Video**– the last day the student was in class or the last day the student participated online.
 - **Traditional/Video/Online Live** – (even though instructors do not have to take attendance) – it would be the last time the student was in class.
 - **Developmental Education: Modular/Compressed** – (even though the instructors do not have to take attendance) – it would be the last time the student was in class.

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Final Grade Entry Cont.

10. Leave the Hours Attended Field blank.

11. Be sure to click the **Save** button at the bottom right of the page before leaving the page. The reset button will clear the grades entered since the page was last saved.

12. To change a grade for a student in a class you've completed assigning grades, you may **change the grade** by clicking the **"In Progress"** or **"Completed button."** Be certain to meet the 11 A. M. deadline on the day final grades are due.

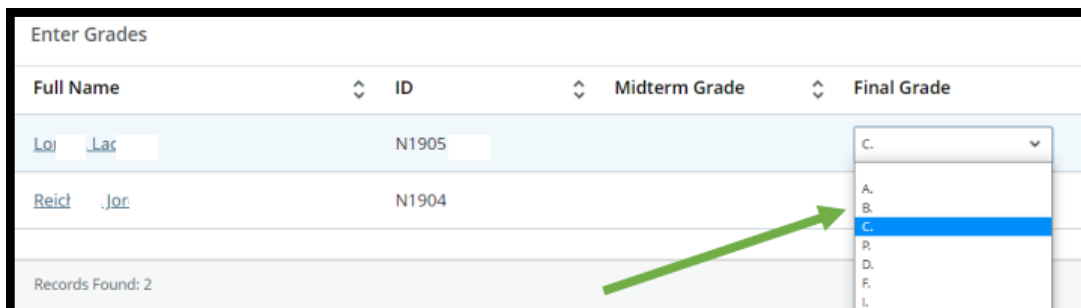
13. As Final Grades are Rolled to Academic History starting immediately after grades are due, the class(es) you are grading will have "Not Started" in the Rolled column until the 11 A. M. deadline. If a student has withdrawn from the class, you would see "In Progress" in the Rolled column.

Important Notes

1. Dual Enrollment or Collegiate High School students may not receive an Incomplete grade.

2. Developmental Education students have a grade that ends in "." (period).

3. If a student withdrew themselves from the class "Not Gradable" shows in both the Midterm and Final Grades columns.



Full Name	ID	Midterm Grade	Final Grade
Loj Lac	N1905		C.
Reicl Jor	N1904		A.

Records Found: 2