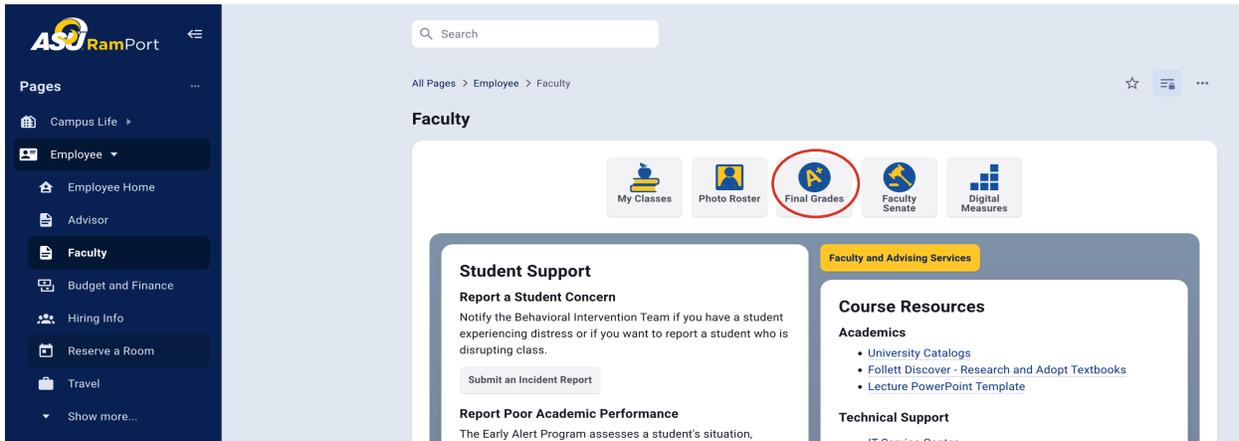


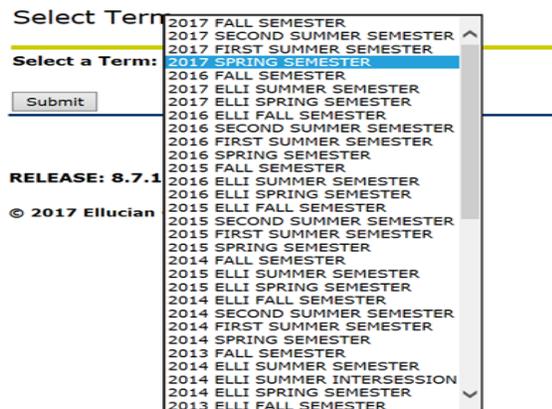
Input Final Grades into Banner Self Service

1. To enter final grades through **Ramport**, you will login and click the **Employee** tab on the left, followed by **Faculty**.
2. On the faculty page, select **Final Grades**.



3. Select the **current** term from the drop---down menu.

Note that the default term is the upcoming semester, not the one you're entering grades for. Please select the term you are grading out.



4. Select your Course from the drop-down and click Submit

[Personal Information](#)
[Student Services](#)
[Faculty Services](#)
[Employee](#)

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select a CRN

CRN:

[Enter CRN Directly]

RELEASE: 8.3

5. For each student, choose a grade from the drop-down menu in the grade column. Make sure you enter a grade for ALL students.

Final Grades Phantom Test
2013 FALL SEMESTER
Dec 12, 2013 12:40 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
International Human Trafficking - BOR 3308 010
CRN: 17773
Students Registered: 5

Please click the **SUBMIT** button after each page of grades is entered. There is a 305 minute time limit starting at 12:40 pm on Dec 12, 2013 for this page.
 Be sure to enter a Last Date of Attendance when entering a grade of F. If the date is missing, the F grade will be deleted and you will receive an error message.
 Also, if entering developmental course grades, be sure to enter the number of absences.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Absences	Attend Hours 0-999.99	Registration Number
1	Student, Albert	8000001	3.000	Web Registered Aug 24, 2013	None : N				5	
2	Student, Betty	8000002	3.000	Web Registered Aug 15, 2013	None : N				4	
3	Student, Carl	8000003	3.000	Drop After Census/Count 6Drop Oct 31, 2013	QW	Y	None	None	2	
4	Student, Doris	8000004	3.000	Web Registered Jul 31, 2013	None : N				3	

Please submit the grades often. There is a 305 minute time limit starting at 12:40 pm on Dec 12, 2013 for this page.
 Be sure to enter a Last Date of Attendance when entering a grade of F. If the date is missing, the F grade will be deleted and you will receive an error message.
 Also, if entering developmental course grades, be sure to enter the number of absences.

6. Once you have entered grades for all the students, click . You will see a confirmation message.



Notes:

- The grades will be "rolled" into the permanent database approximately every 4 hours throughout the grading period. The web/ based grading system will be turned off at 12:00 p.m. on the first Monday after the end of the term. If a grade needs to be adjusted after it has been rolled, or after the system has been turned off, you must submit a Request for Grade Change form.
- Submit your grades often. There is a time limit based on the next time grades are "rolled". Any grades not submitted before the roll will be lost.
- If you have more than 25 students, they will be displayed in "Record Sets" of 25 students per page. **Be sure to Submit each page of grades before going to the next record set. If you do not submit the page prior to proceeding, all of the grades entered will be lost.**
- Be sure to enter the Last Attend Date for any grade of F. The date must be formatted as **MM/DD/YYYY**

If you have any questions, please call the Registrar's office at (325) 942-2043