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**.
- Q Search All Pages > Employee > Faculty ☆ 📻 … Pages Faculty Campus Life ▶ :" Employee 🔻 Final Grades Faculty Digital A Employee Home A Adviso Faculty Faculty and Advising Services Student Support Ω, idget and Finance Report a Student Concern **Course Resources** Notify the Behavioral Intervention Team if you have a student 🙁 Hiring Info experiencing distress or if you want to report a student who is Academics disrupting class. University Catalogs Follett Discover - Research and Adopt Textbooks
 Lecture PowerPoint Template Submit an Incident Report Travel Ê. Report Poor Academic Performance Show more **Technical Support** The Early Alert Program assesses a student's situation, IT Service Center
- 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.

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Select a Term.	2017 SPRING SEMESTER		
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© 2017 Ellucian	2015 ELLI FALL SEMESTER		
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4. Select your Course from the drop-down and clickSubmit

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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.

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lecord lumber	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Absences	Attend Hours 0-999.99	Registration Number
	Student, Albert	8000001	3.000	Web Registered Aug 24,2013	None	: N			5	0
	Student, Betty	8000002	3.000	Web Registered Aug 15,2013	None	N			4	0
	Student, Carl	8000003	3.000	Drop After Census/Count 6Drop Oct 31,2013	QW	Y	None	None	2	0
E.	Student, Doris	8000004	3.000	Web Registered Jul 31,2013	None	: N			3	0
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6. Once you have entered grades for all the students, click **Submit** You will see a confirmation message.

The changes you made were saved successfully.

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