FACULTY GRADE SUBMISSION

Your timely grade submission helps the Registrar's Office, Advising Hub and the Dean's Office to quickly identify students who may need academic support or other assistance.

Grades are submitted online via Self Service Banner (SSB) under your **Faculty tab.**

1. Sign on to Banner (SSB)
2. > Faculty Services
3. > Select a Term
4. > Select a Course- scroll through the drop-down menu to find the course
    Cross listed courses will have separate grade sheets.
5. > Enter Grades
6. This brings you to your grade sheet.
7. Use the drop-down Grade tab to select grades for each student.
9. SUBMIT. A green confirmation check mark will appear at the top left of the page when recorded grades have been correctly submitted. Grades will be posted to transcripts the following day. If you need to close the grade sheet, all grades that have been added **will be saved** and you may return to the form later.

Grade Track:
Students on the "P" track will have the following options:
S (A to C-)
CR (D or D+)
NC (F)
WF (did not attend class, did not complete drop process)
I (Incomplete- coursework three quarters complete, additional time given)

Grade of Incomplete: If your student has completed three quarters of the coursework and needs additional time, you may submit a grade of "I"(Incomplete). Submitting will take you to an additional page where you can enter a due date. You may choose a due date *earlier* than the default date. The default due date will be the last day of the 3rd block after the block in which the incomplete is recorded. In either case, click Submit.

Grade Posting to Transcripts:
Grades will be posted to transcripts on the morning after the grade due date. After grades have been posted, additional grades may still be submitted but grades already posted to transcripts may not be changed by faculty. If you require a change to a previously submitted grade, please contact the Registrar's office for assistance.

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