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 submitted grade, please contact the Registrar's office for assistance: kwest@coloradocollege.edu

Grade Entry Instructions:
Grade are submitted online via Self Service Banner (SSB) at your Faculty   tab.

1.   Open Banner (SSB)
2.   Click on Faculty Services
3.   Click on Select a Term
4.   Click on Select a Course- scroll through the drop-down menu to find your course. Cross listed courses will have separate grade sheets.
5.   Click Enter Grades
6.   This brings you to your grade sheet.
7.   Use the drop-down Grade tab to choose grades for each student.
9.   SUBMIT. A green confirmation check mark will appear at the top left of the page when ALL grades have been submitted. Grades will post to transcripts the following day.

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)

Grade of Incomplete: Submitting a grade of "I" (Incomplete) 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.

If you have any questions, please contact me:
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