Important Instructions for 2024 Senior Grades

ALL SENIOR GRADES ARE DUE WEDNESDAY MAY 15 by 2 pm

Graduating seniors must have a grade assigned for ALL coursework, Grade of I or IP may not remain on the transcript.

Note: Block 8 grades for non-graduating students are due later in May, a reminder will be sent.

Block 8 Grade Sheets Are Now Open!
To access your Block 8 grade sheet, please follow the instructions below:

1. Login to Banner
2. Choose Faculty Services
3. Choose Select a Term- choose Spring 2024
4. Choose Select a Course- scroll through the drop-down menu to find your course (don’t forget-your cross-listed courses have a separate CRN and grade sheet)
5. Submit
6. Choose Enter Grades
7. This brings you to your grade sheet
8. Click on the grade drop down menu to the right of the student’s name
9. SENIOR students will be listed at the top of your grade sheet - the header is identified with a RED ASTERISK *
10. ENTER GRADES for each SENIOR student - then, SUBMIT (lower left) You may submit your senior grades even if the rest of your class grades are not recorded.

Short Cut! To submit grades for seniors in earlier blocks, please follow the instructions below:

1. Log in to Banner
2. Choose Faculty Services
3. Choose Incomplete or Missing Grades Summary (this will show all students in need of grades, seniors will have a red asterisk*)
4. Enter grades
5. SUBMIT

Seniors with an “Incomplete” I/IP Grade:

Please send the student ID and final grade directly to me, I will make the grade update and confirm back to you: karen.west@coloradocollege.edu

If you do not receive an email confirmation back from me within 24 hours, please reach out again.

If you are accessing Banner from off-campus, please use the guide on this link: https://www.coloradocollege.edu/offices/its/guides/connect-from-off-campus.html

Please call if you have any questions, I’m happy to help!

Karen West (719)389-6612