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 Will Be Open Thursday, May 9
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