



HOW TO ENTER GRADES

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

1. Sign on to Banner (SSB)
2. Choose Faculty Services
3. Choose Select a Term
4. Choose Select a Course- scroll through the drop-down menu to find the course you'd like to grade. Cross listed courses will have separate grade sheets.
5. Choose Enter Grades
6. This brings you to your grade sheet.
7. Use the drop-down Grade tab to choose grades for each student.
8. 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. If you have to close the grade sheet, all grades that have been added will be saved, you may return to the form later.

GRADE TRACK:

Students on the "P" track will have the following options:

S (A to C-)

CR (Dor 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.

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.

Karen West

Academic Records Assistant

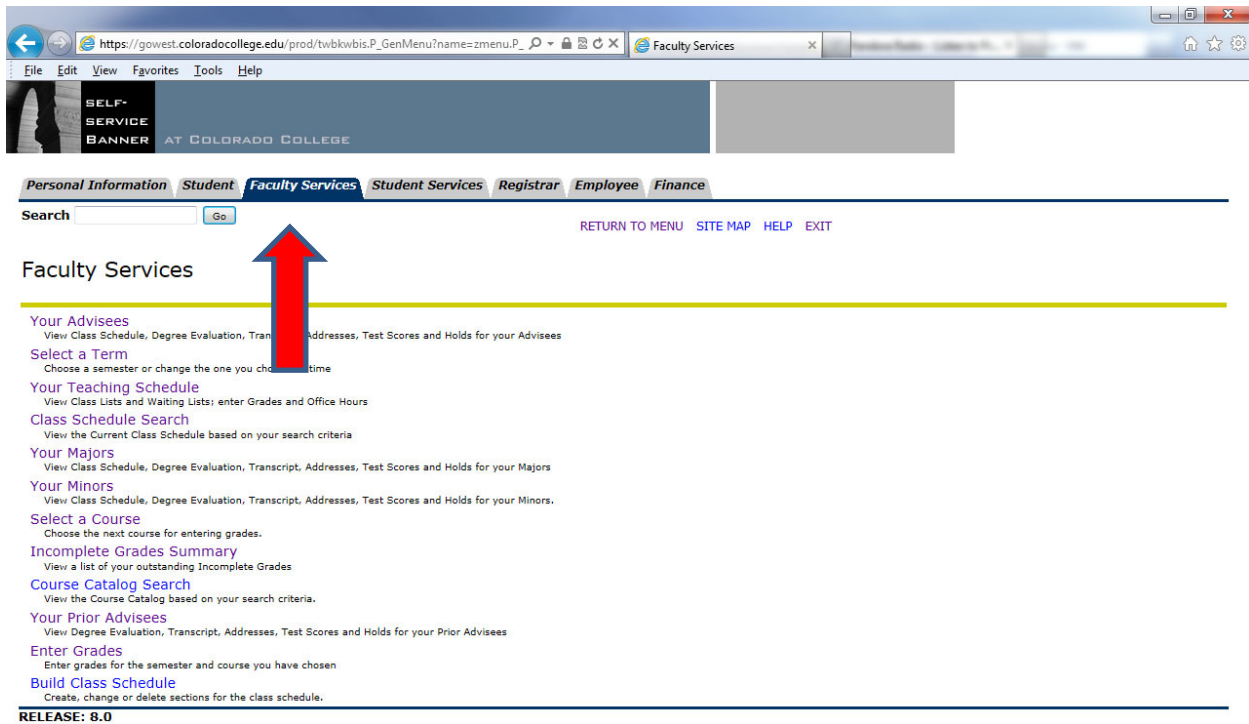
Office of the Registrar

kwest@coloradocollege.edu

O (719)389-6612

Faculty Enter Grades Instructions

1. Click on the “Faculty Services” tab in your SSB menu.



The screenshot shows a web browser window with the URL https://gowest.coloradocollege.edu/prod/twblkwbis.P_GenMenu?name=zmenu.P_. The browser's address bar shows the page title "Faculty Services". The page features a navigation menu with tabs: **Personal Information**, **Student**, **Faculty Services** (highlighted), **Student Services**, **Registrar**, **Employee**, and **Finance**. Below the navigation menu is a search bar with a "Go" button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#). The main content area is titled "Faculty Services" and lists various links and options:

- [Your Advisees](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Advisees
- [Select a Term](#)
Choose a semester or change the one you chose last time
- [Your Teaching Schedule](#)
View Class Lists and Waiting Lists; enter Grades and Office Hours
- [Class Schedule Search](#)
View the Current Class Schedule based on your search criteria
- [Your Majors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Majors
- [Your Minors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Minors
- [Select a Course](#)
Choose the next course for entering grades.
- [Incomplete Grades Summary](#)
View a list of your outstanding Incomplete Grades
- [Course Catalog Search](#)
View the Course Catalog based on your search criteria.
- [Your Prior Advisees](#)
View Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Prior Advisees
- [Enter Grades](#)
Enter grades for the semester and course you have chosen
- [Build Class Schedule](#)
Create, change or delete sections for the class schedule.

RELEASE: 8.0



2. Click on “Your Teaching Schedule”

The screenshot shows a web browser window with the URL https://gowest.coloradocollege.edu/prod/twbkwbis/P_GenMenu?name=zmenu.P_. The browser's address bar shows 'Faculty Services'. The page has a navigation bar with tabs: **Personal Information**, **Student**, **Faculty Services** (selected), **Student Services**, **Registrar**, **Employee**, and **Finance**. Below the navigation bar is a search bar with a 'Go' button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#). The main content area is titled 'Faculty Services' and lists several links with descriptions:

- [Your Advisees](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Advisees
- [Select a Term](#)
Choose a semester or change the one you chose last time
- [Your Teaching Schedule](#)
View Class Lists and Waiting Lists; enter Grades and Office Hours
- [Class Schedule Search](#)
View the Current Class Schedule based on your search criteria
- [Your Majors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Majors
- [Your Minors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Minors
- [Select a Course](#)
Choose the next course for entering grades.
- [Incomplete Grades Summary](#)
View a list of your outstanding Incomplete Grades
- [Course Catalog Search](#)
View the Course Catalog based on your search criteria.
- [Your Prior Advisees](#)
View Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Prior Advisees
- [Enter Grades](#)
Enter grades for the semester and course you have chosen
- [Build Class Schedule](#)
Create, change or delete sections for the class schedule.

RELEASE: 8.0



3. Select the course that you want to enter grades by clicking on the "Class List". It should be highlighted in blue. In this example, I am clicking on the number 17.

https://gowest.coloradocollege.edu/prod/zwlkifac.P_FacSched Faculty Schedule

Note: If your class is cross-listed, the size of the individual sections is displayed under "Class List" and "Waiting List". In order to see or email the entire class or waiting list, click on the numbers under "Combined Class List" and "Combined Waiting List". Grades cannot be entered from the combined lists.

CRN	Course	Title	Block	Units	Instructor	Limit	Class List	Waiting List	Combined Class List	Combined Waiting List
Summer 2013										
30143 GS199 101	Internship: Translation Excellence	B	0.25	Phillip C. Apodaca	1	1	0	1		
30154 GS199 111	Internship: American Civil Liberties Union	A-C	0.25	Phillip C. Apodaca	1	1	0	1		
Fall 2013										
10002 00000 1111	(taking a block off)	1	0.00	Phillip C. Apodaca	5	17	0	17		
11156 GS199 1111	Internship: Diversified Machine Systems	1	0.25	Phillip C. Apodaca	1		0	1		
11120 GS199 1121	Internship: Energy Vision	1	0.25	Phillip C. Apodaca	1		0	2		
11157 GS199 1131	Internship: 93XRT Chicago's Finest Rock	1	0.25	Phillip C. Apodaca	1		0	1		
11206 GS199 11C1	Internship: YMCA Boulder Valle	1	0.25	Phillip C. Apodaca	1		0	1		
11210 GS199 11D1	Internship: Gazette Newspaper	1	0.25	Phillip C. Apodaca	1	1	0	1		
11233 GS199 11E1	Internship: WOPLAH: Western Organization for People Living with HIV/AIDS in Mumias, Kenya	1	0.25	Phillip C. Apodaca	1	1	0	1		
11234 GS199 11F1	Internship: Lama Mountain	1	0.25	Phillip C. Apodaca	1	1	0	1		
10003 00000 2211	(taking a block off)	2	0.00	Phillip C. Apodaca	5	9	0	9		
10004 00000 3311	(taking a block off)	3	0.00	Phillip C. Apodaca	5	2	0	2		
10005 00000 4411	(taking a block off)	4	0.00	Phillip C. Apodaca	5	1	0	1		
Spring 2014										
20001 00000 5511	(taking a block off)	5	0.00	Phillip C. Apodaca	5	2	0	2		
20002 00000 6611	(taking a block off)	6	0.00	Phillip C. Apodaca	5	1	0	1		
20003 00000 7711	(taking a block off)	7	0.00	Phillip C. Apodaca	5	1	0	1		
20004 00000 8811	(taking a block off)	8	0.00	Phillip C. Apodaca	5	3	0	3		

[\[Return\]](#)

RELEASE: 8.0



- Click on the word "Enter" in the Grade column.

00000 1111 -- (taking a block off)

CRN: 10002 Class List: 17
Block: 1 Waiting List: 0

Number	Student Name	ID	Class	Major	Transcript	Student E-mail	Units	Grade	Writing Evaluation
1	Usama Alnoaim	101263	Senior	Political Science	Transcript	Usama.Alnoaim@colorado.edu	0.000	Enter	Enter
2	Ro		Senior	Biology	Transcript	Ro	0.000	Enter	Enter
3	As		Senior	Art	Transcript	As	0.000	Enter	Enter
4	Ga		Senior	Economics	Transcript	Ga	0.000	Enter	Enter
5	kfr		Sophomore	Undeclared	Transcript	kfr	0.000	Enter	Enter
6	Eli		Senior	Mathematical Economics	Transcript	Eli	0.000	Enter	Enter
7	Jos		Senior	Geology	Transcript	Jos	0.000	Enter	Enter
8	Fio		Junior	Environmental Science	Transcript	Fio	0.000	Enter	Enter
9	Joh		Senior	Environmental Science	Transcript	Joh	0.000	Enter	Enter
10	Jes		First-Year	Undeclared	Transcript	Jes	0.000	Enter	Enter
11	Cl		Senior	Art	Transcript	Cl	0.000	Enter	Enter
12	Pet		Sophomore	Undeclared	Transcript	Pet	0.000	Enter	Enter
13	Jar		Senior	Biology	Transcript	Jar	0.000	Enter	Enter
14	Elk		Sophomore	Undeclared	Transcript	Elk	0.000	Enter	Enter
15	Ha		Senior	Mathematics	Transcript	Ha	0.000	Enter	Enter
16	Jac		Junior	Biology	Transcript	Jac	0.000	Enter	Enter
17	Kir		Senior	Romance Languages	Transcript	Kir	0.000	Enter	Enter

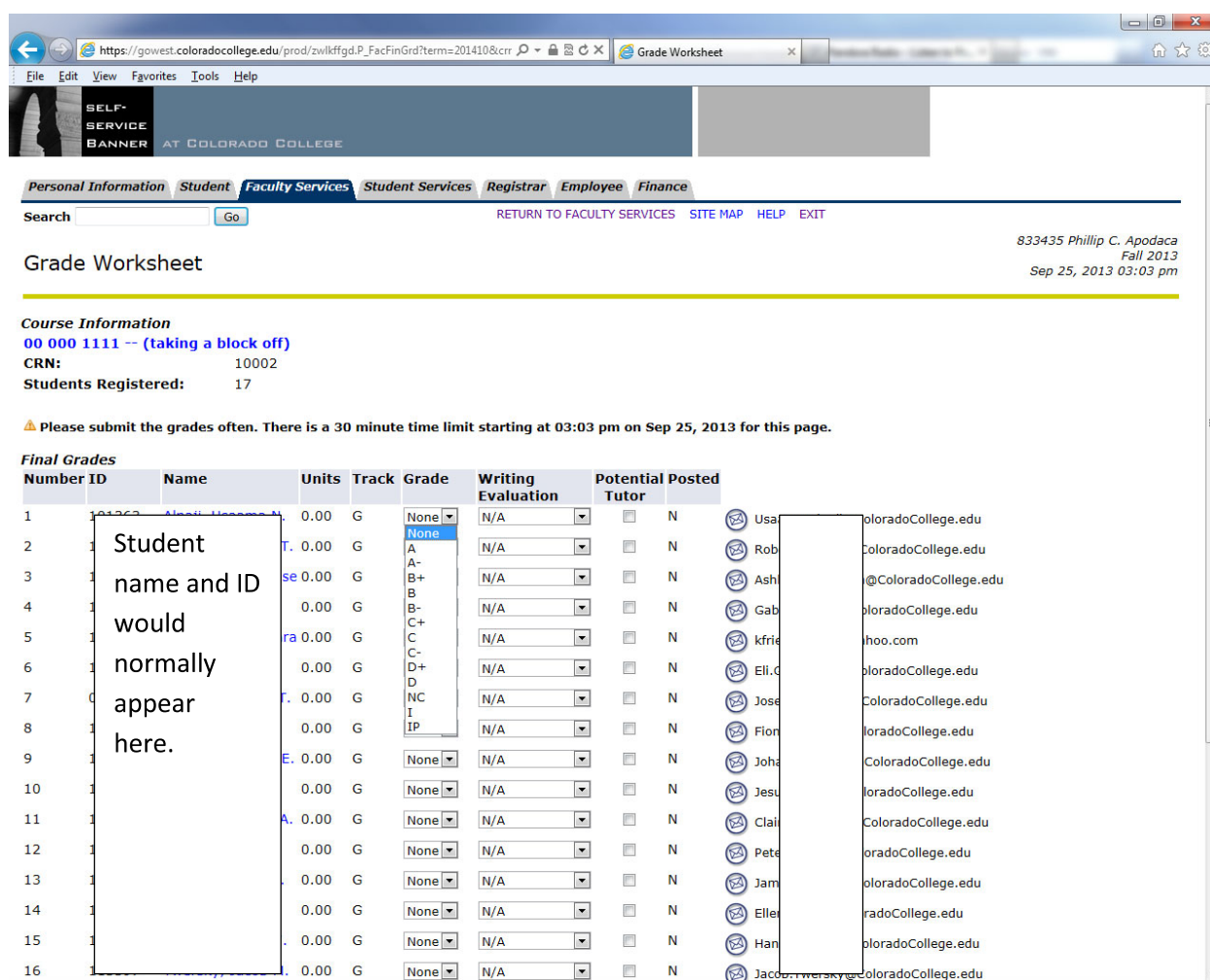
Email class

[\[Return\]](#)

[\[Return to Your Teaching Schedule \]](#)

RELEASE: 8.1

- Click on the Grade drop down box in the grade column and select the appropriate grade.



Course Information
00 000 1111 -- (taking a block off)
CRN: 10002
Students Registered: 17

⚠ Please submit the grades often. There is a 30 minute time limit starting at 03:03 pm on Sep 25, 2013 for this page.

Number	ID	Name	Units	Track	Grade	Writing Evaluation	Potential	Posted	Tutor
1			0.00	G	None	N/A		N	Usa
2			0.00	G	None	N/A		N	Rob
3			0.00	G	A-	N/A		N	Ash
4			0.00	G	B+	N/A		N	Gab
5			0.00	G	B-	N/A		N	khrie
6			0.00	G	C+	N/A		N	Eli.C
7			0.00	G	C-	N/A		N	Jose
8			0.00	G	D+	N/A		N	Fior
9			0.00	G	D	N/A		N	Joha
10			0.00	G	NC	N/A		N	Jesu
11			0.00	G	I	N/A		N	Clai
12			0.00	G	IP	N/A		N	Pete
13			0.00	G	None	N/A		N	Jam
14			0.00	G	None	N/A		N	Elle
15			0.00	G	None	N/A		N	Han
16			0.00	G	None	N/A		N	Jacob

- When you are finished entering grades, press the submit button to send them to the Registrar's Office for processing. That's it!

Please submit the grades often. There is a 30 minute time limit starting at 03:44 pm on Sep 25, 2013 for this page.

Final Grades

Number	ID	Name	Units	Track	Grade	Writing Evaluation	Potential	Posted Tutor
1			0.00	G	A	N/A		N
2			0.00	G	B	N/A		N
3			0.00	G	A	N/A		N
4			0.00	G	A-	N/A		N
5			0.00	G	A-	N/A		N
6			0.00	G	A-	N/A		N
7			0.00	G	A-	N/A		N
8			0.00	G	A-	N/A		N
9			0.00	G	C+	N/A		N
10			0.00	G	B+	N/A		N
11			0.00	G	A-	N/A		N
12			0.00	G	A	N/A		N
13			0.00	G	B	N/A		N
14			0.00	G	B	N/A		N
15			0.00	G	A	N/A		N
16			0.00	G	B	N/A		N
17			0.00	G	A-	N/A		N

Student name and ID would normally appear here.

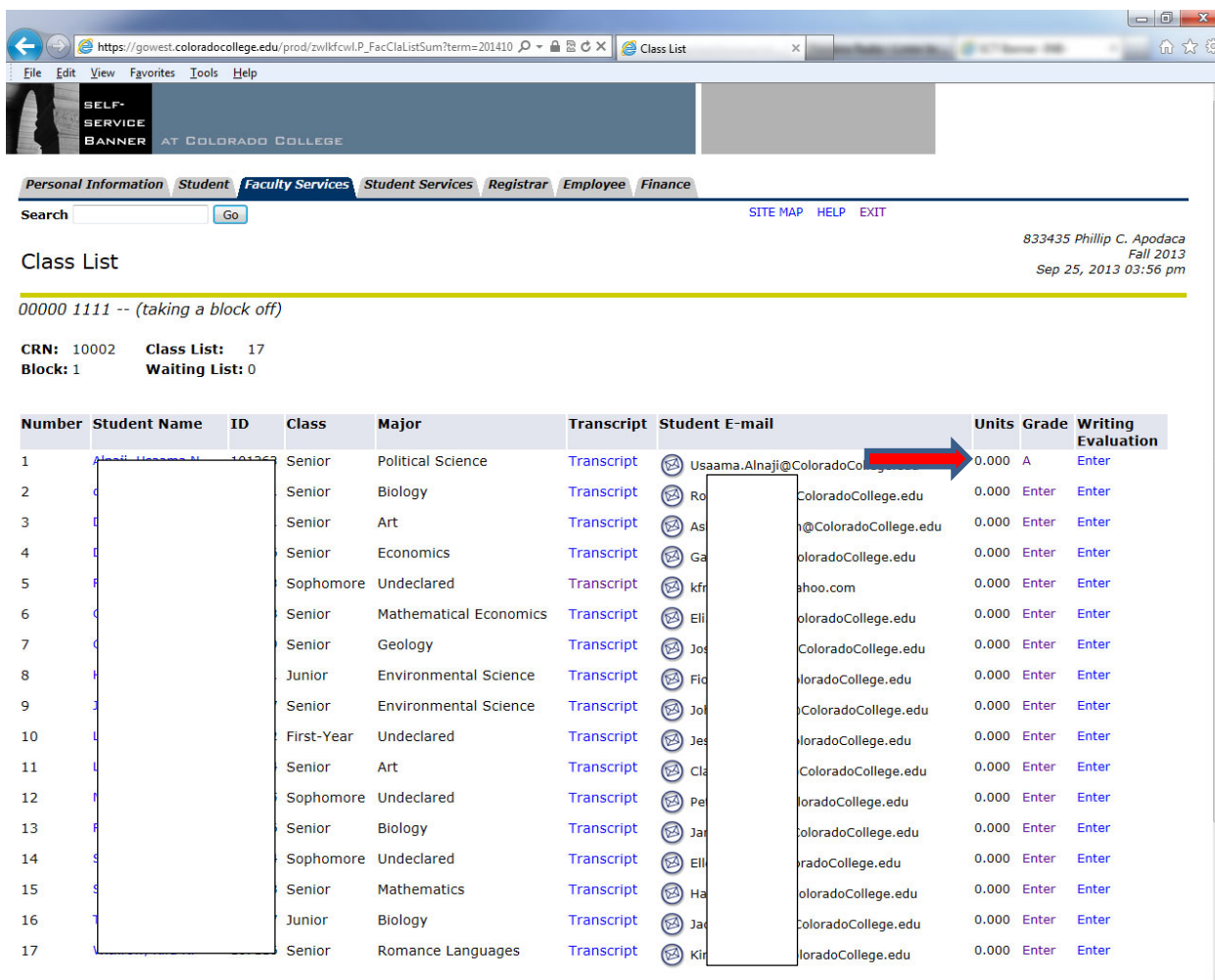
[\[Return\]](#)

[Select a different term | Select a different course]

RELEASE: 8.2

- Grades will be due exactly 12 days from the end of the block, at which point the grades you have submitted will post to the students' transcripts. After that, you will no longer be able to make changes to those grades. You will however, be able to submit any additional grades not already submitted.

8. You can confirm the submission of your grades by viewing your class list and the grades will be listed.



Class List

00000 1111 -- (taking a block off)

CRN: 10002 Class List: 17
Block: 1 Waiting List: 0

Number	Student Name	ID	Class	Major	Transcript	Student E-mail	Units	Grade	Writing Evaluation
1	Usaama Alnaji	101325	Senior	Political Science	Transcript	Usaama.Alnaji@ColoradoCollege.edu	0.000	A	Enter
2	Senior	Biology	Transcript	Ro...@ColoradoCollege.edu	0.000	Enter	Enter
3	Senior	Art	Transcript	As...@ColoradoCollege.edu	0.000	Enter	Enter
4	Senior	Economics	Transcript	Ga...@ColoradoCollege.edu	0.000	Enter	Enter
5	Sophomore	Undeclared	Transcript	kfr...@shoo.com	0.000	Enter	Enter
6	Senior	Mathematical Economics	Transcript	Eli...@ColoradoCollege.edu	0.000	Enter	Enter
7	Senior	Geology	Transcript	Jos...@ColoradoCollege.edu	0.000	Enter	Enter
8	Junior	Environmental Science	Transcript	Fic...@ColoradoCollege.edu	0.000	Enter	Enter
9	Senior	Environmental Science	Transcript	Jot...@ColoradoCollege.edu	0.000	Enter	Enter
10	First-Year	Undeclared	Transcript	Jes...@ColoradoCollege.edu	0.000	Enter	Enter
11	Senior	Art	Transcript	Cla...@ColoradoCollege.edu	0.000	Enter	Enter
12	Sophomore	Undeclared	Transcript	Pe...@ColoradoCollege.edu	0.000	Enter	Enter
13	Senior	Biology	Transcript	Ja...@ColoradoCollege.edu	0.000	Enter	Enter
14	Sophomore	Undeclared	Transcript	Ell...@ColoradoCollege.edu	0.000	Enter	Enter
15	Senior	Mathematics	Transcript	Ha...@ColoradoCollege.edu	0.000	Enter	Enter
16	Junior	Biology	Transcript	Ja...@ColoradoCollege.edu	0.000	Enter	Enter
17	Senior	Romance Languages	Transcript	Kir...@ColoradoCollege.edu	0.000	Enter	Enter