**Important Instructions for Senior Grades**

**ALL SENIOR GRADES ARE DUE WEDNESDAY, MAY 19, by 2 p.m.**

*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 2021***
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 identified with a  RED ASTERISK \***
10. ENTER GRADES for each SENIOR student - then, **SUBMIT** (lower left)

**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](mailto:karen.west@coloradocollege.edu)

*If you do not receive a 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/>

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

Karen West 719-389-6612