

Important Instructions for 2023-24 Senior Grades

- **Winter Grad Grades are due January 26, 2024**
- **May Grad Grades are due May 15,2024 (by 2:00PM)**

Graduating seniors must have a grade assigned for ALL coursework to be considered for their degree.

*Grades of I or IP may **not** remain on the transcript.*

Accessing a Block's Grading Sheet (in Banner SSB)

To access your grade sheet, please follow the instructions below:

1. Login to Banner
2. Choose **Faculty Services**
3. Choose **Select a Term- select Fall 2023 for Winter Grads or Spring 2024 for May Grads**
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. ENTER GRADES for each SENIOR student - then, **SUBMIT** (lower left)

Short Cut! To submit grades for GRADUATING SENIORS from earlier blocks, please follow the instructions below:

1. Log in to Banner
2. Choose **Faculty Services**
3. Choose **Incomplete or Missing Grades Summary**
4. Enter grades for your GRADUATING SENIOR(s)
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 confirmation 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