

Banner Grade Entry

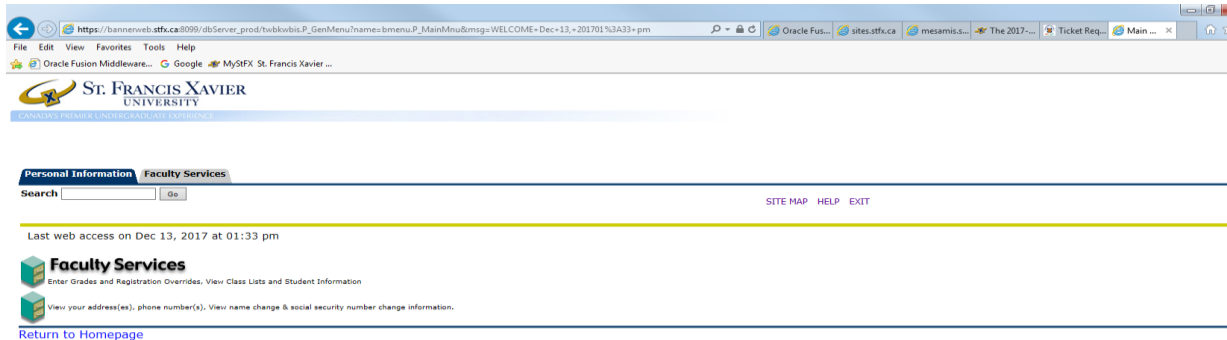
From the mystfx.ca website, select the Banner link.

Enter your Faculty ID in the User ID field (case sensitive)

Enter your PIN. Select Login.

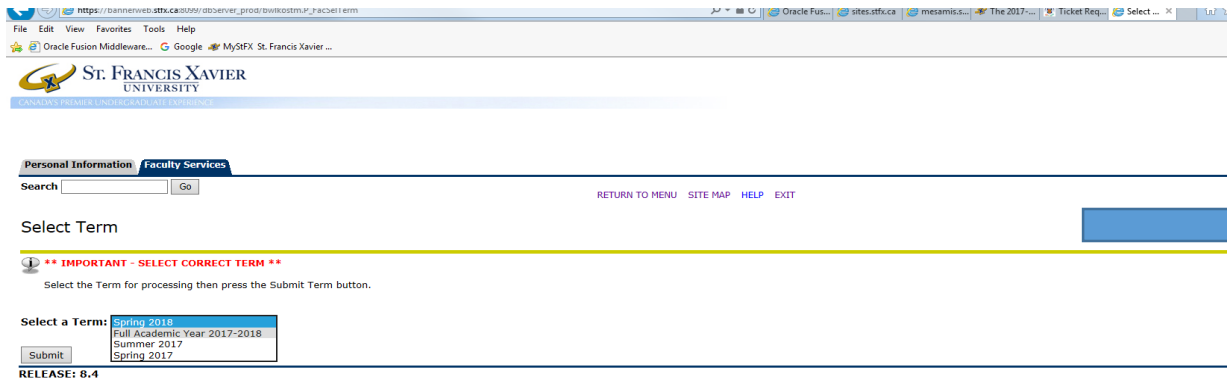
If this is the first time you are logging in to Banner you will be prompted to set up a security question and answer.

Select Faculty Services



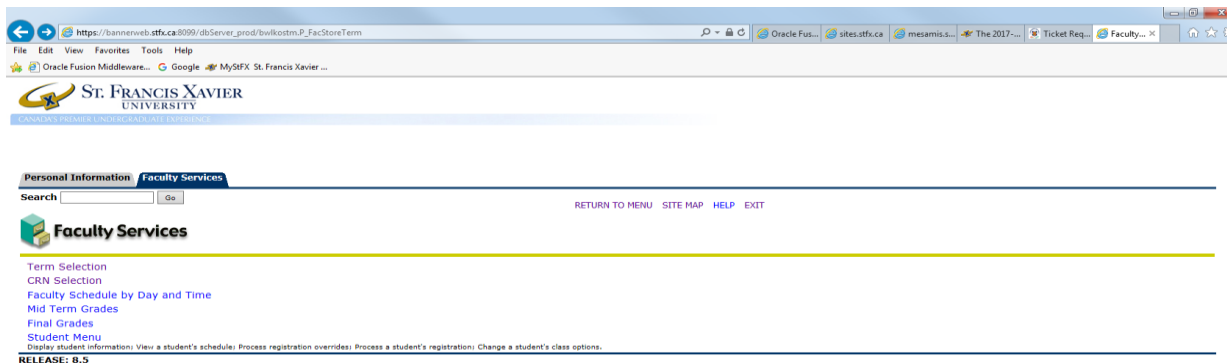
The screenshot shows the Banner Grade Entry page. At the top, there is a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar, there is a search field and a "Go" button. The main content area is titled "Faculty Services" and contains two links: "Enter Grades and Registration Overrides. View Class Lists and Student Information" and "View your address(es), phone number(s). View name change & social security number change information." There is also a "Return to Homepage" link at the bottom.

Enter the current term in the Select a Term drop down menu: Full Academic Year 2017-2018.



The screenshot shows the Banner Grade Entry page with the "Select a Term" dropdown menu open. The dropdown menu lists four options: "Spring 2018", "Full Academic Year 2017-2018", "Summer 2017", and "Spring 2017". The "Full Academic Year 2017-2018" option is selected. There is a "Submit" button below the dropdown menu. A red warning message reads: "** IMPORTANT - SELECT CORRECT TERM **". Below the warning, it says "Select the Term for processing then press the Submit Term button." At the bottom, there is a "RELEASE: 8.4" label.

Select the CRN for the course you wish to enter grades.



The screenshot shows the Banner Grade Entry page with the "CRN Selection" section. The page has a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar, there is a search field and a "Go" button. The main content area is titled "Faculty Services" and contains a list of links: "Term Selection", "CRN Selection", "Faculty Schedule by Day and Time", "Mid Term Grades", "Final Grades", and "Student Menu". Below the links, there is a small text block: "Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options." At the bottom, there is a "RELEASE: 8.5" label.

Select mid-terms or final grades. In December, mid-term grades are entered for full year courses and final grades are entered for first term courses. In April, all grades are entered as final grades.

In the Faculty Grade Worksheet page, select the grade from the drop down list. You may also tab over to enter the numeric grade. Please ignore the other columns on the worksheet.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1		201604512	6.000	Reg (added) via Web	None			23
2		201601120	6.000	Reg (added) via Web	None			36
3		201501368	6.000	Reg (added) via Web	None			16
4		201601501	6.000	Reg (added) via Web	None			162
5		201602486	6.000	Reg (added) via Web	None			107
6		201603887	6.000	Reg (added) via Web	None			147

Click Submit. There is a 30-minute timeout limit. Exit.

Once your grades have been entered, go to your classlist on mesAMIS and verify that the grades are correct. If there is an error, return to Banner self-service and change the grade.

If the error is noticed later and the grade has already been “rolled”, submit the grade change request form available on mesAMIS.