

Grade Entry Instructions

Enter portal.stfx.ca in the url.

Log in with your username and password.

Select Banner Self-service. 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 Self-Service portal for St. Francis Xavier University. The page has a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar is a search field and a "Go" button. A yellow horizontal line separates the navigation from the main content. 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." Below the links is a "Return to Homepage" link.

Enter the current term in the Select a Term drop down menu: Full Academic Year 2018-2019.

The screenshot shows the Banner Self-Service portal for St. Francis Xavier University. The page has a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar is a search field and a "Go" button. A yellow horizontal line separates the navigation from the main content. The main content area is titled "Select Term" and contains a dropdown menu. The dropdown menu is open, showing the following options: "Spring 2018", "Full Academic Year 2017-2018", "Summer 2017", and "Spring 2017". Below the dropdown menu is a "Submit" button. A red banner with the text "** IMPORTANT - SELECT CORRECT TERM **" is displayed above the dropdown menu. Below the dropdown menu is a "RELEASE: 8.4" label.

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

The screenshot shows the Banner Self-Service portal for St. Francis Xavier University. The page has a navigation bar with "Personal Information" and "Faculty Services" tabs. Below the navigation bar is a search field and a "Go" button. A yellow horizontal line separates the navigation from the main content. The main content area is titled "Faculty Services" and contains a dropdown menu. The dropdown menu is open, showing the following options: "Term Selection", "CRN Selection", "Faculty Schedule by Day and Time", "Mid Term Grades", "Final Grades", and "Student Menu". Below the dropdown menu is a "RELEASE: 8.5" label.

Select 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 0-999.99	Registration Number
1		201604512	6.000	Reg (added) via Web Jun 21, 2017	None			23
2		201601120	6.000	Reg (added) via Web Jun 21, 2017	None			36
3		201501368	6.000	Reg (added) via Web Jun 20, 2017	None			16
4		201601501	6.000	Reg (added) via Web Aug 14, 2017	None			162
5		201602486	6.000	Reg (added) via Web Jun 21, 2017	None			107
6		201603882	6.000	Reg (added) via Web Jul 10, 2017	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.