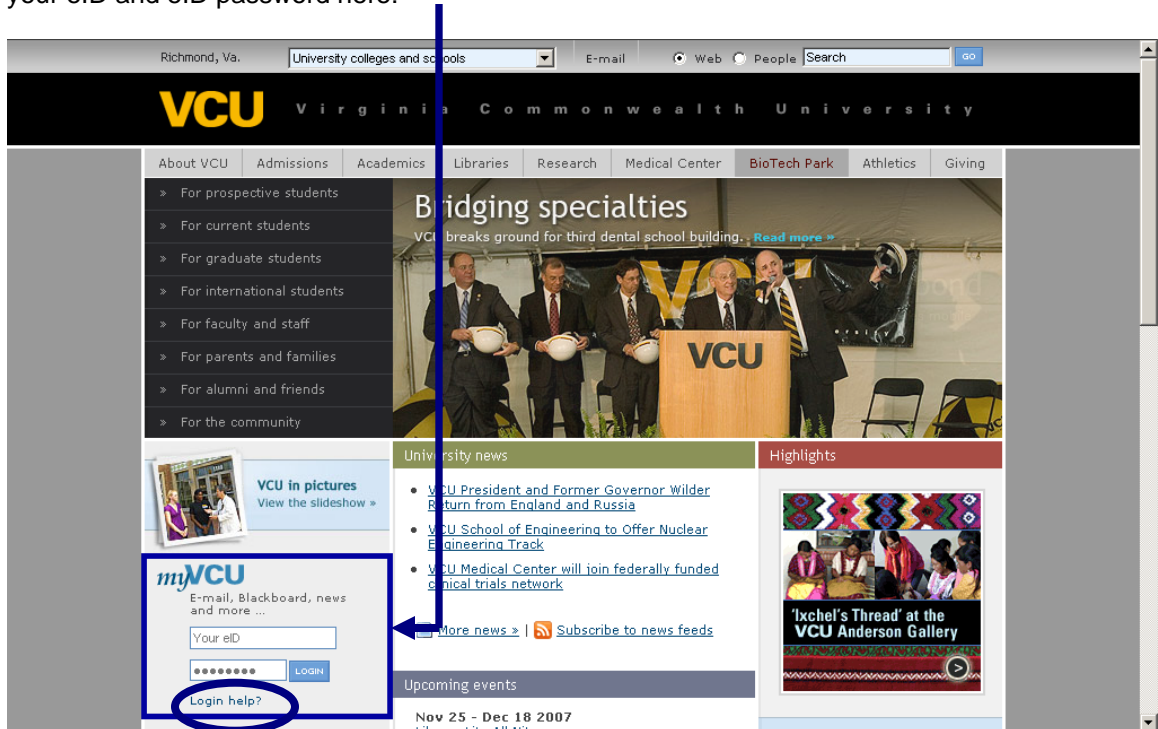


How To Input Grades Into Banner

Beginning with the fall semester of 2007, all final grades are input from within Banner eServices (the same site that you use to check your leave balances and pay stub). Grade sheets will no longer be distributed by the Registrar's Office.

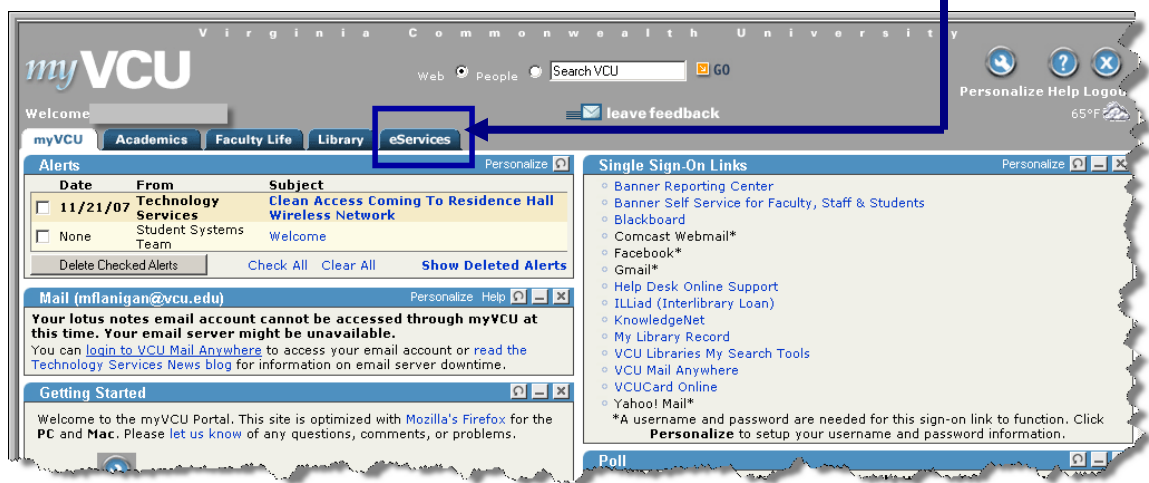
To access Banner eServices, go to the *myVCU* Portal and login using your eID and eID password.

The VCU portal can be accessed from the VCU homepage (www.vcu.edu) and entering your eID and eID password here:



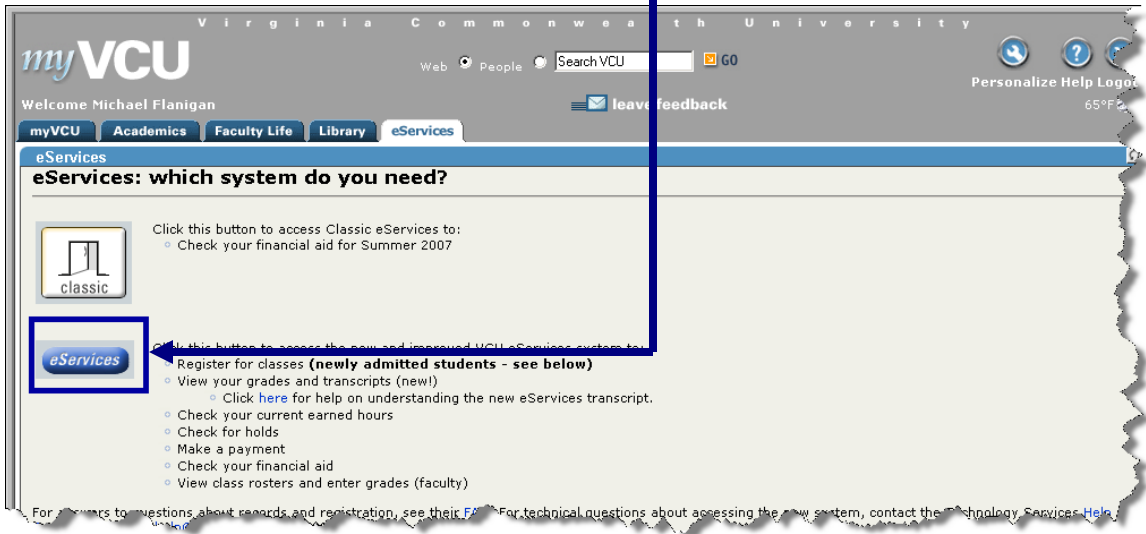
If you do not know your eID and/or your eID password, please follow the instructions on the login page for help.

Once you successfully log in to the *myVCU* portal, click on the eServices tab:

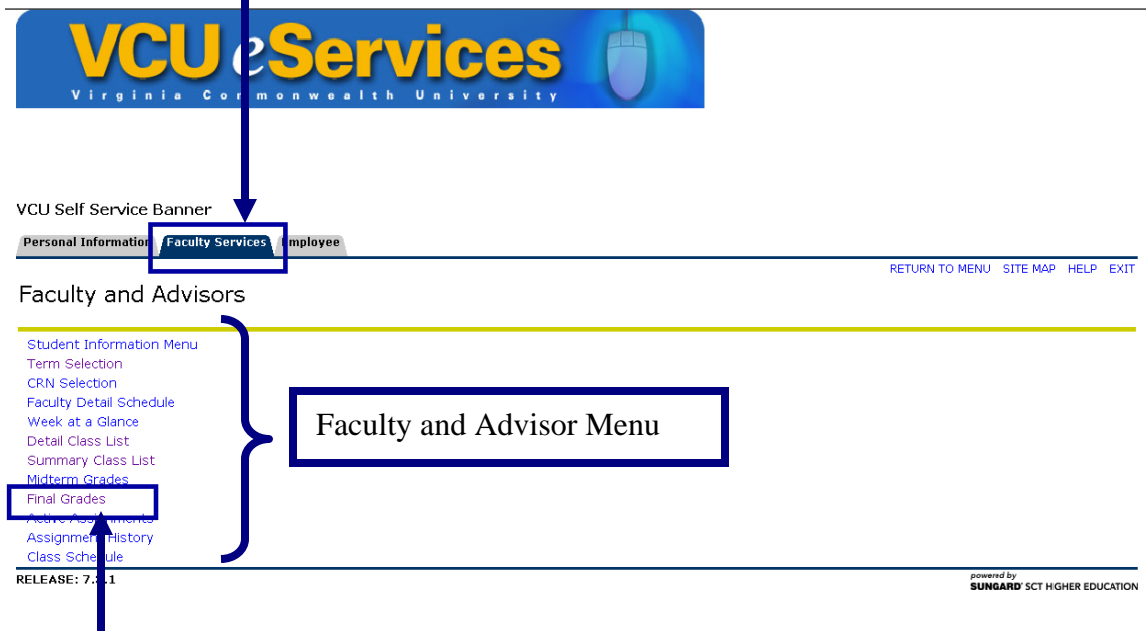


How To Input Grades Into Banner

Click the eServices button to go to Banner eServices.



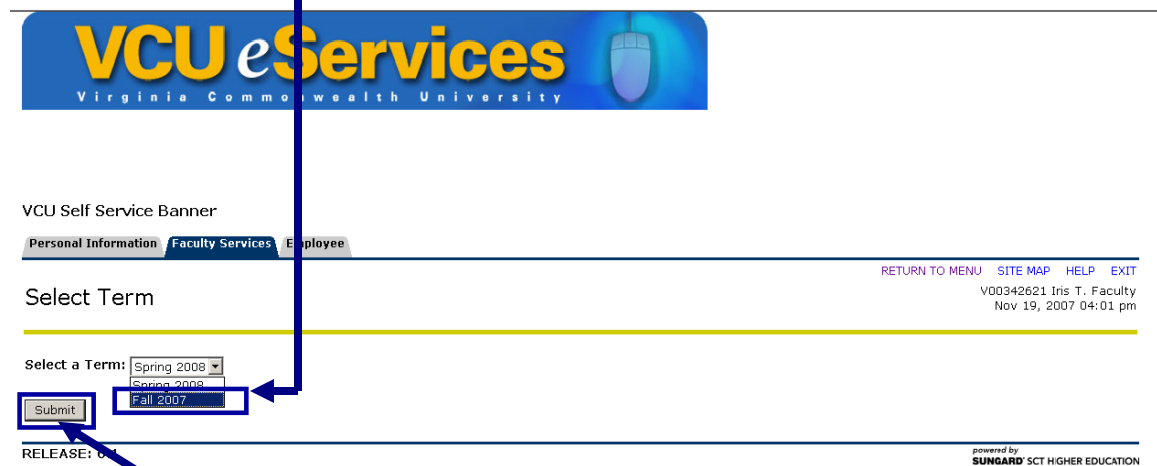
From the Main Menu, click the **Faculty Services** tab. That will take you to the Faculty and Advisors menu.



From the Faculty and Advisors menu, click the **Final Grades** link.

How To Input Grades Into Banner

On the **Select Term** menu, select the desired term (**Fall 2007**) from the drop-down list



The screenshot shows the VCU eServices interface. At the top is the VCU eServices logo. Below it are navigation tabs for Personal Information, Faculty Services, and Employee. The main heading is "Select Term". A dropdown menu labeled "Select a Term:" is open, showing options for Spring 2008, Summer 2008, and Fall 2007. A blue arrow points to the "Fall 2007" option. Below the dropdown is a "Submit" button, also highlighted with a blue box and a blue arrow. The page includes a "RELEASE: 04/11/2007" notice and a "powered by SUNGARD SGT HIGHER EDUCATION" logo.

Then click **Submit**.

On the **Select CRN** menu, the course(s) that you have been assigned to as the instructor of record will appear in the drop down list.

Select the course you wish to grade from the drop-down list.




The screenshot shows the VCU eServices interface. At the top is the VCU eServices logo. Below it are navigation tabs for Personal Information, Faculty Services, and Employee. The main heading is "Select a CRN". A dropdown menu labeled "CRN:" is open, showing options for "Test course for grading - 21282" and "Test course for grading - 21282". A blue arrow points to the "Test course for grading - 21282" option. Below the dropdown is a "Submit" button, also highlighted with a blue box and a blue arrow. The page includes a "RELEASE: 04/11/2007" notice, a "[Enter CRN Directly]" link, and a "powered by SUNGARD SGT HIGHER EDUCATION" logo.

Then click **Submit**.

NOTE: If you are an assigned instructor and your course does not appear in the drop-down list, please contact your departmental scheduling coordinator.

How To Input Grades Into Banner

On the **Final Grades** form, the roster will display in alphabetical order by student last name.



VCU Self Service Banner

Personal Information **Faculty Services** Employee

Final Grades RETURN TO MENU SITE MAP HELP EXIT
V00342621 Iris T. Faculty
Fall 2007
Nov 19, 2007 04:04 pm

Enter final grades using the dropdown boxes. Last attendance date and hours are not required. If Confidential appears next to a student's name, the personal information is to be kept confidential. The ID number and Academic Information must always be kept confidential.

Course Information
Test course for grading - TEST 101 001
CRN: 21282
Students Registered: 25

Please submit the grades often. There is a 60 minute time limit starting at 04:04 pm on Nov 19, 2007 for this page.

The changes you made were saved successfully.

Record Sets: [1 - 10](#) [11 - 20](#) [21 - 25](#)

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
11	King, Student T.	V00342632	3.000	Registered Nov 13, 2007	B	Y	None	None	11
12	Lauren, Student T.	V00342633	3.000	Registered Nov 13, 2007	C	Y	None	None	12
13	Michaels, Student T.	V00342634	3.000	Registered Nov 13, 2007	W	Y	None	None	13
14	Negaunee, Student T.	V00342635	3.000	Registered Nov 13, 2007			None	None	14
15	Opus, Student T.	V00342636	3.000	Registered Nov 13, 2007	None	N			15
16	Pachl, Student T.	V00342637	3.000	Registered Nov 13, 2007	None	N			16
17	Quentin, Student T.	V00342638	3.000	Registered Nov 13, 2007	None	N			17
18	Richards, Student T.	V00342639	3.000	Registered Nov 13, 2007	None	N			18
19	Sampson, Student T.	V00342640	3.000	Registered Nov 13, 2007	None	N			19
20	Terrence, Student T.	V00342641	3.000	Registered Nov 13, 2007	None	N			20

Record Sets: [1 - 10](#) [11 - 20](#) [21 - 25](#)

Please submit the grades often. There is a 60 minute time limit starting at 04:04 pm on Nov 19, 2007 for this page.

[Return to Previous](#)

RELEASE: 7.3.1 [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | SCT HIGHER EDUCATION

No drop down list Indicates grades that have already been entered for this student.

Do not fill in these boxes –entries in these boxes will be ignored.

Grade box drop down list that contains valid grades for this course.

How To Input Grades Into Banner

VCU Self Service Banner

[Personal Information](#) [Faculty Services](#) [Employee](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Final Grades

V00342621 Iris T. Fa
Fall
Nov 19, 2007 04:0

Enter final grades using the dropdown boxes. Last attendance date and hours are not required. If Confidential appears next to a student's name, the personal information is to be kept confidential. The ID number and Academic Information must always be kept confidential.

Course Information
Test course for grading - TEST 101 001
CRN: 21282
Students Registered: 25

Please submit the grades often. There is a 60 second timeout.

The changes you made were saved successfully.

Record Sets: [1 - 10](#) [11 - 20](#) [21 - 25](#)

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Enrolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
21	United, Student T.	V00342642	3.000	Registered Nov 13, 2007	None	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	21
22	Victor, Student T.	V00342643	3.000	Registered Nov 13, 2007	None	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	22
23	Williams, Student T.	V00342644	3.000	Registered Nov 13, 2007	A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	23
24	Xavier, Student T.	V00342645	3.000	Registered Nov 13, 2007	B	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	24
25	Zed, Student T.	V00342646	3.000	Registered Nov 13, 2007	C	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	25

Record Sets: [1 - 10](#) [11 - 20](#) [21 - 25](#)

Click in the "Grade" box to use the drop-down list of grades appropriate for each student.

It is not necessary to enter any data other than the grade. You do not need to fill in the Last Attend Date or Attend Hours

When finished entering grades, click **Submit** at the bottom of the list.

After clicking **Submit** look for the message:

The changes you made were saved successfully.

Look at the top of the roster – this message indicates that your grades have been saved successfully.

If you see a STOP warning at the top, check the error message, make any necessary corrections and click the **Submit** button again.

In courses with rosters that span multiple pages, you may navigate to other pages by clicking on the page range (called **Record Sets**) that contains the students you wish to review. Grades are saved each time you navigate to a new record set. In the live Banner eServices system 50 students per page will be displayed (record sets contain 50 students).

How To Input Grades Into Banner

To grade additional courses, select **Return To Menu**, in the upper right corner of the screen to return to the Faculty Services Menu. Go to the CRN Selection menu to change the course, then return to Final Grades.

Additional notes:

- a. Grades of + or – are not approved University grades, and there is no option to enter the + or -. Only approved grade types for a course/student will be displayed.
- b. Tip: If you prefer to use your tab button to navigate from student to student, you may do so. If you tab into the grade box, you can just type in the grade without having to use the drop-down list.
- c. Tip: You do not have to input all your grades at once. It is fine to input some, submit (see next step) and then come back later to input the rest. If you are one of multiple instructors on the course each assigned to different students, it is fine to input grades for your students only.
- d. You may make changes to a student grade at anytime while the grade is available in the drop down list

Student Name	ID	Credits	Registration Status	Grade	Rolled
United, Student T.	V00342642	3.000	Registered Nov 13, 2007	<div style="border: 1px solid black; padding: 2px;"> None ▾ None A B C D F I </div>	N

Once a grade has been “rolled” (moved to the student’s academic transcript) the drop down list for that student is no longer visible:

Student Name	ID	Credits	Registration Status	Grade	Rolled
King, Student T.	V00342632	3.000	Registered	B	Y

A Grade Change form must be submitted to the Office of Records and Registration to make changes once a grade has been rolled to a student’s transcript.