

SUNY Adirondack Office of Records and Registration

ADDRESS: 640 Bay Road, Queensbury, NY 12804-1445 | CALL: 518.743.2279 | EMAIL: registrar@sunyacc.edu

Self-Service Banner 9 How To: Final Grade Entry for Faculty (2 ways!)

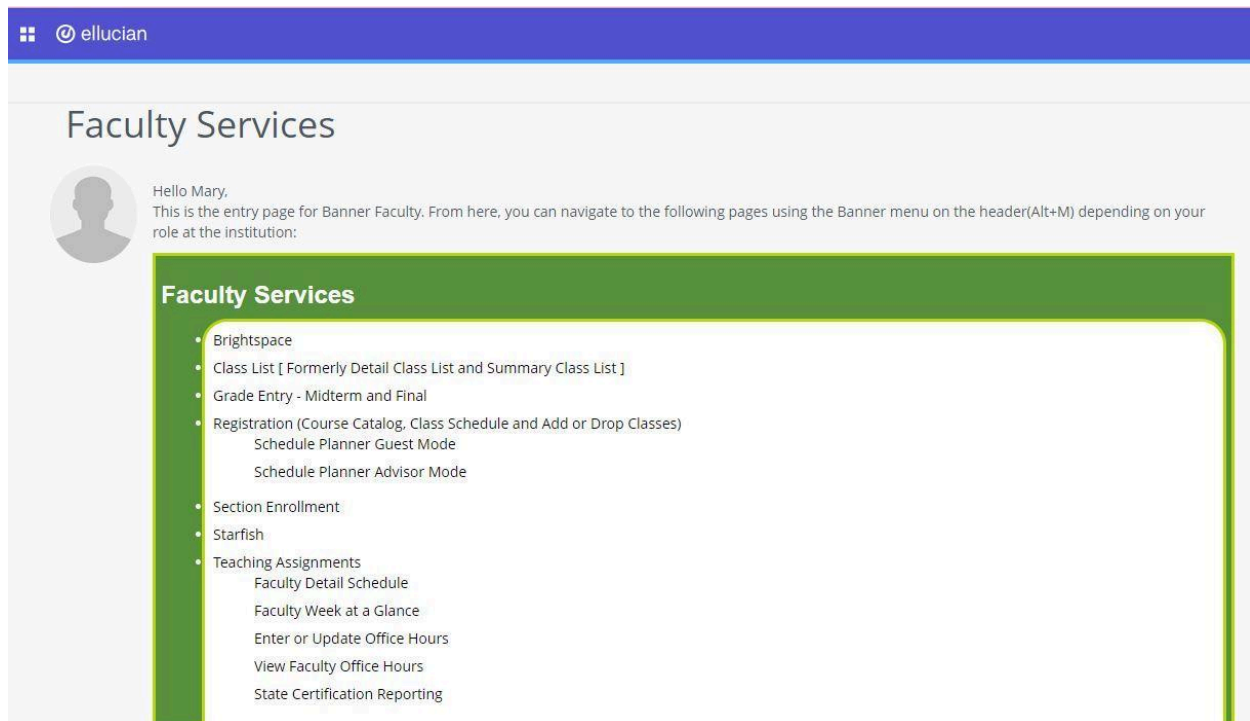
This guide provides step-by-step instructions for faculty on accessing the final grade portal and how to enter final grades. Faculty will also see what it looks like when the Registrar has posted grades to the student's academic record. If you have any questions (or feedback) on this training document, please email registrar@sunyacc.edu.

This guide provides step-by-step instructions for faculty to access and review course and class list information.

If you ever have any questions about how to navigate Banner, you can contact:

- Registrar - registrar@sunyacc.edu
- Help Desk - help@sunyacc.edu

1. Go to <https://banner.sunyacc.edu/StudentSelfService/>
2. Enter your network ID and password (Not your 500 Number and pin)
3. This will take you to the following menu:
4. Click on “**Class List**” or “**Grade Entry – Midterm and Final**”



5. Option 1: Class List

- a. Select a Term then click to the left of the Subject/Course Section information to open the Class List

Subject	Course Title	CRN
ANT 101, AN4	Click here	Cultural Anthropology 50001

- b.
- c. NOTE, clicking on the blue hyperlink text will bring up course/class details, NOT the class list.
- d. The image below shows an example Class List.
- e. **What information is on the Class List?**

Faculty & Advisors • [CRN Listing](#) • Class List

Class List 1 Export Print

Spring 2024 - 202320 ANT 101 | 50001

Course Information

Cultural Anthropology - ANT 101 AN4

CRN: 50001

Duration: 01/22/2024 - 05/09/2024

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	24	1
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List 3 Summary View

Summary Class List 4 2 Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Freshman
<input type="checkbox"/>			**Web Registered**	ACC Credit	3	Enter Grade	No Access	Sophomore

- f. The list can be exported to an Excel spreadsheet or printed (if necessary).
- g. Midterm and Final grades can be entered from this page.
- h. The Student view can be changed from Summary to Detail to show additional information (major, etc) about the registered students.
- i. The student name can be selected to go to the Student Profile for additional information on the students enrolled in your class. Information about the [Student Profile is available in an additional How To document for students.](#)
- j. Once a grade is rolled, you will need to complete the Grade Change form with all necessary approvals in order to change a student's grade. If a grade is changed, the updated grade will not display on this Final Grades list. It will appear on the student's transcript. This list will always maintain the history of the original grade entered.

6. **Option 2: Grade Entry – Midterm and Final**

- a. This will bring you to the **Final Grade Entry** page. You will see your list of courses. This will show you all of the courses in history that you have taught.
 - i. You can click on **"Term"** to sort the course listing at the top of the list.
 - ii. You can also use the **"Search"** box on the right to enter the term or the CRN you are looking for. If you enter the CRN and you have taught via that same CRN in past semesters, you will see multiple listings.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022	11976
Not Started	Not Started	ASL - American Sign Language	101	V1	Elem American Sign Lang I	202310 - Fall 2023	13407
Completed	Not Started	ART - Art	104	HS4	Photography I	202220 - Spring 2023	50827

Records Found: 3

Page 1 of 1 Per Page 10

- b. Note that the **Grading Status** column will show Not Started, In Progress, and Completed. This is a helpful way to quickly see the status of your grading progress.

ellucian

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ASL - American Sign Language	101	V1	Elem American Sign Lang I	202310 - Fall 2023	13407
Completed	Not Started	ART - Art	104	HS4	Photography I	202220 - Spring 2023	50827
In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022	11976

Records Found: 3

Page 1 of 1 Per Page 10

- c. Click on the class you want to enter grades for. This will open the list of registered students that are in your course.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ASL - American Sign Language	101	V1	Elem American Sign Lang I	202310 - Fall 2023	13407
Completed	Not Started	ART - Art	104	HS4	Photography I	202220 - Spring 2023	50827
In Progress	In Progress	ANT - Anthropology	101	2	Cultural Anthropology	202210 - Fall 2022	11976

Records Found: 3

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date

- d. You should now enter the Final grades by using the **drop-down menu of grading options** and then **Save** when you are done entering grades.
 - i. You may enter a partial roster and come back to complete it. If you do not press save you will lose all of your changes.
 - ii. You can also click **Reset** to remove all of the grades you have entered.
 - iii. You **do not** need to enter Last Attend Date. You will see a Last Attend Date for students that were unofficially withdrawn.
 - iv. You will see X and W grades for students that were either unofficially or officially withdrawn from your course. Reminder, you will not be able to change X or W grades.

Faculty Grade Entry • Final Grades

Completed Not Started ART - Art 104 HS4 Photography I 202220 - Spring 2023 50827

In Progress In Progress ANT - Anthropology 101 2 Cultural Anthropology 202210 - Fall 2022 11976

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A		
			A-		
			B		
			A		
			F		
			D		
			C		
			C		

Records Found: 8

Save Reset

- e. When grades have been saved successfully, you will see a **green banner pop up in the right corner** and the Grading Status will change to Completed.

ellucian Mary Aldous 1

Faculty Grade Entry • Final Grades

Completed Not Started ART - Art 104 HS4 Photography I 202220 - Spring 2023 50827

In Progress In Progress ANT - Anthropology 101 2 Cultural Anthropology 202210 - Fall 2022 11976

Records Found: 3

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
			A		
			A-		
			B		
			A		
			F		
			D		
			C		
			C		

Records Found: 8

Save Reset

Save Successful, grading for CRN 13407 is completed

Faculty Grade Entry • Final Grades

Save Successful, grading for CRN 13407 is completed

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status: Completed, Not Started, Rolled, Subject: ASL - American Sign Language, Course: 101, Section: V1, Title: Elem American Sign Lang I, Term: 202310 - Fall 2023, CRN: 13407

- f. When grades for your class have been rolled to the student's academic history, you will see the **Rolled status next to the Grading Status column** be updated to **Completed** and you will see **green check marks in the Rolled column** on the grading list.

ellucian Mary Aldous

Faculty Grade Entry • Final Grades

My Courses

Grading Status: Completed, Not Started, Rolled, Subject: ASL - American Sign Language, Course: 101, Section: V1, Title: Elem American Sign Lang I, Term: 202310 - Fall 2023, CRN: 13407

Records Found: 3

Enter Grades

Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date

Records Found: 8

Save, Reset

- g. Once a grade is rolled, you will need to complete the Grade Change form with all necessary approvals in order to change a student's grade. If a grade is changed, the updated grade will not display on this Final Grades list. It will appear on the student's transcript. This list will always maintain the history of the original grade entered.

If you have any questions or concerns, please reach out to registrar@sunyacc.edu for assistance.

NOTE: Additional links and information will be added to this document as sections are moved to SSB-9.