

# Final Grading in Self-Service

## Banner Self Service

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Select Final Grades

**NOTE:** At any time while in Self-Service, click the "Faculty Services" tab at the top to return to the main faculty menu.

Browse

Personal Information | Student | Financial Aid | **Faculty Services**

## Select Term

Home > Faculty and Advisors > Term Selection

Select a Term:

Submit

- Fall Term 2010
- Fall Term 2010
- Summer II Term 2010
- Summer I Term 2010
- May Mini Term 2010
- Spring Term 2010
- Fall Term 2009
- Summer II Term 2009

Select the term from the drop-down menu then click "Submit"

Browse

Personal Information | Student | Financial Aid | **Faculty Services** | Er

## Select a CRN

Home > Faculty and Advisors > CRN Selection

CRN:

Submit

Enter CRN Directly

Select the CRN from the drop-down menu then click "Submit"

Browse

Personal Information | Student | Financial Aid | **Faculty Services**

## Mid Term Grades

Home > Faculty and Advisors > Midterm Grades

*Final grading for condensed courses will differ from that of full-term courses; if the condensed course you are teaching for this term has already ended, please grade it by the full-term grading deadline. However, if the condensed course you are teaching has not yet ended, a final grade is not yet required.*

# Final Grades

If you assign a grade of "F", you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, skip the Last Attend Date and enter a "0" in the Attend Hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

## Course Information

SURVEY OF AMERICAN HISTORY - HIST 1903 001

CRN: 70729

Students Registered: 57

**NOTE: Large classes have more than one page; Submit grades for page 1 (Record Set 1-55), then click on the second Record Set to enter grades for Page 2. \*\*\* Submit each Record Set (page) separately!**

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Record Sets: 1 - 55 56 - 57

**NOTE: If you assign the grade of "F" you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, do not enter a final grade or attend hours for him/her; you must immediately email [attendance@atu.edu](mailto:attendance@atu.edu) to report the student as non-attending, and indicate the reason federal attendance accounting wasn't accurately reported when initially submitted.**

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1	Acher, Patricia D.	T00078817	4.000	Web Registered	None	N		0.000	6
39	Wiggs, Jessica M.	T000...		Apr 07, 2010	None				15

Use the drop-down boxes to select the grade for each student.

Click "Submit" to complete.

**NOTE: You will have the ability to award Incompletes ("I"); you must follow the policy outlined in the Faculty Handbook.**

Submit Reset

Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Click "CRN Selection" to enter grades for another course.