New BannerWeb Faculty Grade Entry Quick Reference

Accessing Grade Entry
Option 1—Via the Portal:
2. On the Teaching and Advising tab, select Final Grades—New Grade Entry Form. This will open a new browser tab for the Faculty Grade Entry form.

Option 2—Via BannerWeb:
   OR
   Access BannerWeb directly (www.smith.edu/bannerweb), and log in using your ID number and PIN.
2. Select Faculty Services from the main menu, or select the Faculty Services tab.
3. From the Faculty & Advisers Menu, select Final Grades—New Grade Entry Form. Note: Right click on Final Grades—New Grade Entry Form and select “Open in a new tab.” This will open a new browser tab for Faculty Grade Entry and allow you to return to the main BannerWeb menu if needed.

Selecting a Course
1. Select Final Grades tab.
2. Sort courses to have the most recent term first by clicking on the arrows in the Term header.
   Tip: You can also select the number of the courses that appear on the page using the “Per Page” drop down on the bottom of the page and rearrange the columns as you would in Excel, by clicking on the bottom corner of the header cell.
3. Click on a course to select it; the Grade Entry form (class list) will then appear below. Click on arrow next to search box to display Course Details after you have selected a course.
Entering Final Grades Manually

4. Select a student from the Enter Grades Section of the page.
   *Tip:* View the student card by hovering over the student’s name. If you click on the name, the Student Profile will open in a new tab.

5. Use the drop down to enter the grade in the Final Grade column.

6. Save changes frequently. **If you leave the page you are on without saving, you will lose any unsaved grades.**

7. If necessary, you can reset any grades entered since the last time you saved by selecting Reset.

8. When you exit out of the Faculty Grade Entry, always use the Sign Out button on the top of the page. **Please be sure to sign out of the Faculty Grade Entry form and close (quit) ALL browser tabs in order to close the BannerWeb session.**