



New BannerWeb Faculty Grade Entry Quick Reference

Accessing Grade Entry

Option 1—Via the Portal:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials.
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:

1. Log into the Smith Portal (<https://portal.smith.edu/>) using your network credentials, and select BannerWeb from the General Info tab.

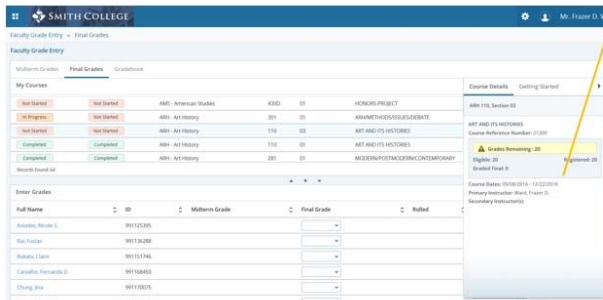
OR

1. 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.

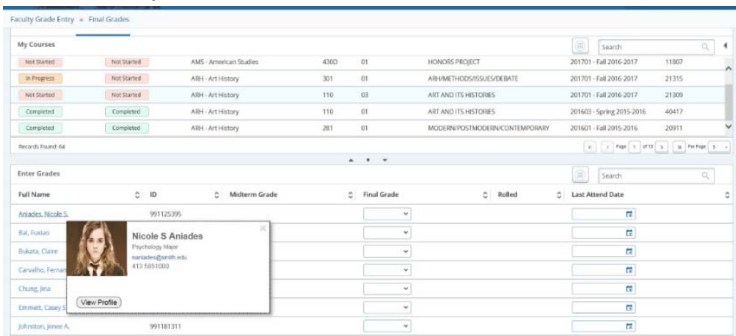
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	AMSS - American Studies	4300	01	HONORS PROJECT	201701 - Fall 2016-2017	11807
In Progress	Not Started	ARTH - Art History	301	01	ARTHMETHODS/ISSUES/DEBATE	201701 - Fall 2016-2017	21315
Not Started	Not Started	ARTH - Art History	110	03	ART AND ITS HISTORIES	201701 - Fall 2016-2017	21309
Completed	Completed	ARTH - Art History	110	01	ART AND ITS HISTORIES	201603 - Spring 2015-2016	40417
Completed	Completed	ARTH - Art History	281	01	MODERN/POSTMODERN/CONTEMPORARY	201601 - Fall 2015-2016	20911



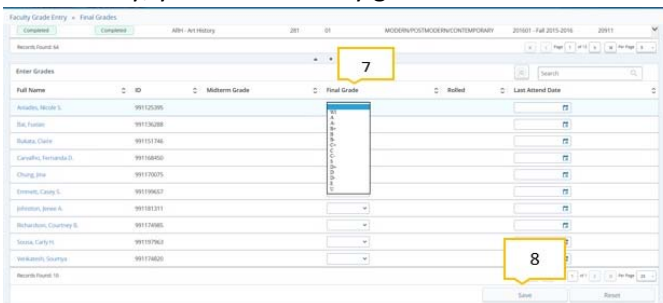
Review Course Details and the number of students left to grade.

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.**

