


Final Grades through BannerWeb

- ✓ Select **Faculty Services**, which brings you to the **Faculty and Adviser** menu.
- ✓ Select **Final Grades**. Select a term and click **Submit Term**. Select a course and click **Submit CRN**.

Final Grade Worksheet: The top section of the form indicates the course number, title and enrollment count. The form displays the names of enrolled students in groups of 25. If your course has more than 25 students, the records will be displayed in groups and you must click on a record group to select more students.

Number of students registered for this course: 68

Welcome to Faculty Final Grade Worksheet on Dec 04, 2002 at 01:06 PM

 Please click the Submit Grades button often. There is a 30 minute time limit on this screen.

Records: [1-25](#) [26-50](#) [51-68](#)


Rec.#	Reg. Seq.	Student Name	Class	Credits	Reg. Status/Date	Grade	Rolled	Comment
1	95	Doe, Jane	02	4.00	**Registered** / Feb 02, 2002	None	No	
2	95	Monroe, Marilyn	02	4.00	**Registered** / Feb 02, 2002	None	No	
3	95	O'Furniture, Patty	02	4.00	**Registered** / Feb 02, 2002	None	No	

To Enter Grades: In the *Grade* column, you may either click on the appropriate grade from the pull-down list or click in the "None" box and type the grade.

All allowable grades are displayed. Please submit a letter grade for each student. The system will automatically convert letter grades to S/U if the student has declared that option.

Number of students registered for this course: 68

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Records: [1-25](#) [26-50](#) [51-68](#)

Rec.#	Reg. Seq.	Student Name	Class	Credits	Reg. Status/Date	Grade	Rolled	Comment
1	95	Doe, Jane	02	4.00	**Registered** / Feb 02, 2002	None	No	
2	95	Monroe, Marilyn	02	4.00	**Registered** / Feb 02, 2002	None	No	
3	95	O'Furniture, Patty	02	4.00	**Registered** / Feb 02, 2002	None	No	

A pull-down menu is open over the 'Grade' column of the first row, showing the following options: None, A, A-, B, B+, B-, C, C+, D, D+, D-, E.


****Instructors are required to enter a final grade for each student. If a student did not attend or stopped attending, please enter an E grade.**

If a student already has an extension (“X” grade) in the grade column, you will have to submit that student’s grade in writing to the registrar.

Instructors are required to submit explanations of grades of **D and E for first-years or sophomores** or grades of **E for juniors and seniors**. In this case, click in the comment box adjacent to the student’s name and type in comments.

Number of students registered for this course: 68

Welcome to Faculty Final Grade Worksheet on Dec 04, 2002 at 02:13 PM

 Please click the **Submit Grades** button often. There is a 30 minute time limit on this screen.


Records: [1 - 25](#) [26 - 50](#) [51 - 68](#)

Rec.#	Reg. Seq.	Student Name	Class	Credits	Reg. Status/Date	Grade	Rolled	Comment
1	95	Doe, Jane	02	4.00	**Registered** / Feb 02, 2002	E	No	Failed final exam. Didn't submit research paper.
2	95	Morris, Marilee	02	4.00	**Registered** /		No	

Click “**Submit Grades**” once you have entered grades and comments. Please pay close attention to the time limit information displayed at the top and bottom of the form. As suggested, you should click the “**Submit Grades**” button often so that you will not lose the information you have entered.

Angeilyn M.	Registered** / Nov 12, 2001	
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Records: [1 - 25](#) [26 - 50](#) [51 - 68](#)

 Please click the **Submit Grades** button often. There is a 30 minute time limit on this screen.

Once you have entered grades on-line, you may go back and add or change grades or comments until the rolled column says “Yes”. Grades will be transferred (“rolled”) to student records every evening. If you need to make a change to a grade that has been rolled, you should contact the Dean of the College.

Questions concerning final grades or BannerWeb may be directed to the registrar’s office at ext. 2552 or by email to registrar@smith.edu. Questions or concerns about particular students should be directed to the class deans.