

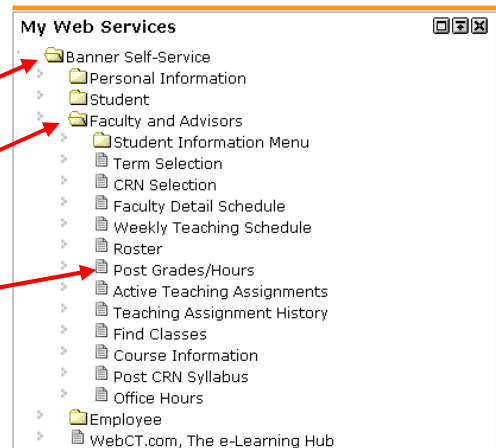
Submitting Grades via Faculty Services

Banner Self-Service is a web service that allows Cuesta College students and employees to view and edit information in Banner specific to the individual. **Faculty Services** is part of Banner Self-Service that allows faculty to access rosters, post grades and much more.

Banner's **Post Grades/Hours** supports plus/minus grading, as well as Pass (P), No Pass (NP), and Incomplete (I). The "Attend Hours" field can be recorded for "positive attendance" courses, and Last Attend Date (if the instructor knows it) should be entered for those students who have withdrawn from the class. Grades can be repeatedly submitted (saved) until the closing date issued from A&R.

Submitting Grades

1. Click the **Banner Self-Service** folder in the My Web Services channel (usually located on the Faculty tab).
The folder will expand, revealing subfolders.
2. Click the **Faculty and Advisors** folder.
The folder will expand, revealing subfolders.
3. Click **Post Grades/Hours**.
The Select Term screen may be displayed.
4. If displayed, select the desired term from the drop down menu and click **Submit**.



The Select a CRN screen may be displayed.

5. Select the desired class (CRN) from the drop down menu and click **Submit**.

The Post Grades/Hours screen will be displayed.

Changing CRN: If you have previously selected a course and not logged out, that information is retained. Returning to Faculty Services will not result in the auto-display of the "Select a CRN" screen.

You can change the course by clicking "CRN Selection" from the Faculty Services menu. (See "Changing Selection within Faculty Services" on page 3.)

For each student select the grade *or* enter hours:

- **Grade** – Select a grade from the drop-down list.
- **Attend Hours** – (*Positive Attendance classes only!*) Enter the number of hours attended.

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---------------|---------------------|-----------|---------|--------------------------------|-------|--------|--------------------------------|--------------------------|---------------------|
| 1 | Therese, Aleksandra | 901001001 | 3.000 | **Registered** Apr 22, 2008 | None | N | | | 5 |
| 2 | Monte, Mary | 901001002 | 3.000 | **Registered** Apr 22, 2008 | None | N | | | 1 |
| 3 | Primrose, Nathan T. | 900001003 | 3.000 | **Registered** Apr 22, 2008 | None | N | | | 2 |
| 4 | Smith, V. J. | 901001004 | 3.000 | **Registered** Apr 22, 2008 | None | N | | | 4 |
| 5 | V. J. Smith | 900001005 | 3.000 | **Registered** Apr 22, 2008 | None | N | | | 3 |

Submit Reset

⚠ Please submit the grades often. There is a 55 minute time limit starting at 04:25 pm on Jul 21, 2008 for this page.

Return to Previous

Grade dropdown: None, A, A-, B, B+, C, C+, CR, D, D+

NOTE: Leave *Last Attend Date* blank.

6. Click the **Submit** button. A confirmation that changes were saved will appear in the middle of the screen.

The changes you made were saved successfully.

IMPORTANT: If the class has more than 25 students, enter grades for the *displayed* students and click the Submit button. **Then** click the link to display the next group of students.

Record Sets: 1 - 25 [26 - 38](#)

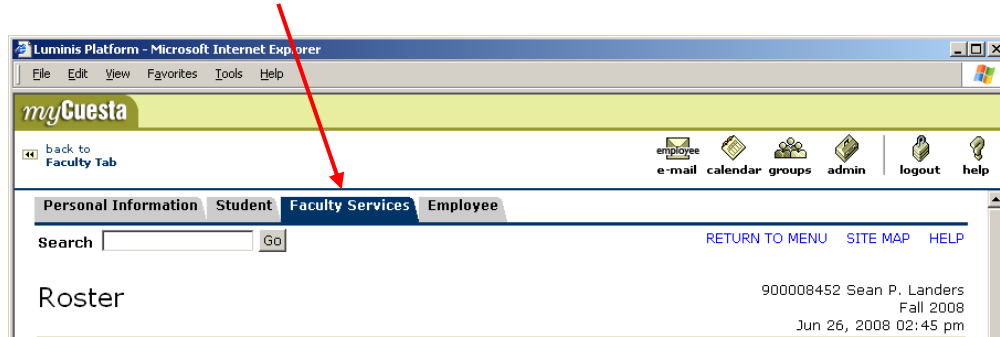
Submit Reset

NOTE: Click the Submit button **once** after making changes. When you click Submit without making changes, a message appears indicating: “**You have made no changes to the final grades ...**”

Changing Selection within Faculty Services

If you wish to post grades for another course, you must first select a different CRN, and *then* return to the Post Grades/Hours screen.

1. Click the **Faculty Services** tab (or click the **Return to Menu** link).



The Faculty Services menu will be displayed.

2. Click on **CRN Selection**.
The Select a CRN screen will be displayed.
3. Select the desired class from the drop down menu and click **Submit**.
The Faculty Services menu will be displayed.
4. Select **Post Grades/Hours**.
The Post Grades/Hours screen will be displayed.
5. Continue posting grades per instructions above.