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attendance” courses, and Last Attend Date (if the instructor knows it) should be entered for those students who have withdrawn from the class.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 and/or enter hours:

- **Grade** – Select a grade from the drop-down list.
- **Attend Hours** – *(Positive Attendance classes only!)* Enter the number of hours attended.
- **Last Attend Date** – Enter the date a student stopped showing up for class during the semester. *(This is used by Financial Aid to track students receiving assistance.)*

6. Click the **Submit** button at the bottom 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.

**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).

   ![Image showing Faculty Services menu]

   *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.
## Printing Submitted Grades

1. Access Post Grades/Hours for the desired class.

2. Depending on browser, do one of the following…

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Firefox</th>
</tr>
</thead>
</table>
| a. Select File > Print Preview.  
*The Print Preview window will appear.*  
| a. Right-click on the document.  
*A shortcut menu will appear.*  
| b. Click the dropdown arrow to the right of “As laid out on screen”.  
*A list of frame selections will appear.*  
(Figure 1)  
| b. Select **This frame** > **Print frame**…  
*The Print dialog will appear.*  
(Figure 3)  
| c. Choose “Only the selected frame”.  
(Figure 2)  
| c. Click the **OK** button.  
*The document will print.*  
| d. Click the **Print…** button.  
*The Print dialog will appear.*  
| d. **Click the** **Print** **button.**  
| e. Click the **Print** button.  
*The document will print.*  
| e. **Click the** **Print** **button.**  

![Internet Explorer Print Preview](image1.png)

![Firefox Print Preview](image2.png)

![Firefox Print Preview Options](image3.png)