The procedures for faculty to report midterm and final grades in Banner Web or Blackboard are contained herein. This guide also includes procedures for submitting grade changes, incomplete grades, late course withdrawal, and instructions on how to report grades for students who have stopped attending.

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**Deadline for Grade Submission**

Final grades are due within 3-business days from the end of the semester; midterm grades for must be issued during the 8th week of the semester; and for shorter terms or specific dates please see the Academic Calendar grade deadlines.

**Banner Web Grade Entry**

Go to [https://login.southernct.edu](https://login.southernct.edu), select Banner Web, then Faculty Services to enter grades in Banner Web as follows:

- Click Term Selection
- Click CRN Selection
- Click Grades (Midterm) or Grades (Final) accordingly
- Submit a grade for every student on the roster by the deadline

Each time you make a change and submit grades you will receive a confirmation in red font. You may continue to update grades in Banner Web until the deadline for grade submission. To enter grades for a different class, click the link at the bottom of the page: CRN Selection. Grades entered in Banner Web will not update Blackboard.

**Stopped Attending**

When reporting end of semester final grades, instructors are required to report students that have stopped attending per U.S. Department of Education regulations. To report a student who has stopped out and is no longer in attendance, you must issue ‘FS’ as the final grade and enter the students last date of attendance in format mm/dd/yyyy. For more on what constitutes attendance, please see the Attendance Reporting Guidelines (pg. 2).

**Incomplete Grades**

The instructor and the student must complete an Incomplete Contract before the instructor can issue an ‘I-Incomplete’ final grade in Banner Web as follows:

- Complete your final grade roster, including any ‘I’ grades.
- Click Submit.
- Enter the Incomplete Final Grade and Extension Date from the Contract for each student.
- Click Submit.

**Incomplete Final Grades**

<table>
<thead>
<tr>
<th>Record</th>
<th>Student Name</th>
<th>ID</th>
<th>Grade</th>
<th>Rolled Incomplete</th>
<th>Final Grade</th>
<th>Extension Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carroll, Alicia S.</td>
<td>A5</td>
<td>I</td>
<td>N</td>
<td>None</td>
<td>09/27/2022</td>
</tr>
<tr>
<td>2</td>
<td>Raffone, Monica G.</td>
<td>A6</td>
<td>I</td>
<td>N</td>
<td>None</td>
<td>09/27/2022</td>
</tr>
</tbody>
</table>
Blackboard Grade Entry

If you do not use Blackboard as your gradebook, you may still enter midterm and final grades here. Grades entered in Blackboard will update your Banner Web grade rosters automatically. Go to https://login.southernct.edu, select Blackboard Learn 9, then enter grades as follows:

- In My Courses select the Course
- In Course Tools select ILP Integration

Select the appropriate tab, Midterm Grades or Final Grades.
- You may choose to ‘Populate midterm/final grades from the current grade’ if you use the Grade Center within Blackboard or manually enter grades.
- Submit a grade for every student on the roster, a discrete confirmation will display

IMPORTANT NOTE: Blackboard doesn’t allow any change to grades once submitted (even if the grade submission deadline hasn’t passed). If needed, you can edit your grade roster any time before the submission deadline in Banner Web.
**Stopped Attending**
When reporting end of semester final grades, instructors are required to report students that have stopped attending per U.S. Department of Education regulations. To report a student who has stopped out and is no longer in attendance, you must issue ‘**FS**’ as the final grade and enter the students **last date of attendance** in format mm/dd/yyyy. For more on what constitutes attendance, please see the [Attendance Reporting Guidelines (pg. 2)](#).

**Incomplete Grades**
The instructor and the student must complete an [Incomplete Contract](#) before the instructor can issue an ‘I-Incomplete’ final grade in Blackboard. When entering an “I-Incomplete” final grade, you must also enter the Incomplete Final Grade and Extension Date from the Contract.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
<th>Current Grade</th>
<th>Final Grade</th>
<th>Incomplete Final Grade</th>
<th>Extension Date</th>
<th>Last Date of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica</td>
<td>Raffone</td>
<td></td>
<td>I</td>
<td>C</td>
<td>06/01/2022</td>
<td></td>
</tr>
</tbody>
</table>

**Common Error Messages**

1. An administrator is in the students Banner record and grades cannot be accepted at this time. Please clear the error message and resubmit (wait 1-2 minutes).

![Error communicating with grades service. Please contact your administrator for assistance.](#)

**ILP Integration**

2. An invalid grade for this course has been entered.

![Christine Barrett: The Final Grade I+ is not valid.](#)

**ILP Integration**

3. Final Grades have been already rolled to academic history. If you would like to change a grade you can do so through the Grade Change link in Banner Web ([see instructions below](#)).

![Christine Barrett: Grade already rolled to history. (GE09)](#)

**ILP Integration**
4. Grade submission has closed. If you would like to change a grade you can do so through the Grade Change link in Banner Web (see instructions below).

Grade Changes

Here is the procedure to change a grade after the original grade deadline submission has passed:

- Go to https://login.southernct.edu
- Select Banner Web
- Go to Faculty Services
- Select Grade Change
- The rest of the process will guide you through selecting the proper term, course, and student to collect the grade change submission.
**Late Course Withdrawal**

If a student is on your grade roster, they are still enrolled in your course and must have a grade entered. If you have submitted a late course withdrawal for a student, then they should no longer appear on your roster. Please follow-up with your department chairperson immediately if there is a withdrawal pending their approval. The student will need to be removed from your roster before the grade submission deadline. Generally, these are processed within 1-business day once received in the Registrar’s Office.

**Incomplete Grade Summary**

After final grades have been submitted in Blackboard or Banner Web, the final grade roster will show the grade of ‘I’ for students reported as incomplete, but it will not display the other contract fields that were entered (i.e. the Default Final Grade and the Extension Deadline). Instructors may also review or reference theses details in Banner Web Faculty Services using the new Incomplete Grade Summary menu option.
**Addendum: A Note Regarding the Incomplete Procedure Change Eff. Spring 2022**

The Incomplete Grade policy hasn’t changed; however, Banner and Blackboard now have the technology to automate information from the Incomplete Contract. Here are the additional notes from Faculty Senate clarifying the changes:

1. The existing policy allows instructors to resolve an Incomplete grade *no later than* 30 days into the next fall/spring semester.

2. The Banner and Blackboard systems did not previously allow for entry of an earlier deadline and all Incomplete grades were resolved 30 days into the next fall/spring semester by default. Instructors can now indicate an earlier date when entering grades based upon individual contracts with students.

3. The existing policy requires the Instructor to specify in the Contract the grade the student will automatically receive in the worst-case scenario, if the student *does not* complete the remaining coursework as outlined.
   a. In other words, if the student does nothing further and therefore receives a grade of zero on all remaining assignments, this is the grade that would be earned.
   b. In the past, if a student did not complete the work and if the instructor did not input a final grade in Banner, the default grade would be an F. In some cases, the grade entered into the contract may still be an F, in other cases, the student’s average and the amount of work remaining may be minimal such that even if no other work is completed, the lowest possible grade would be higher than an F.

4. If the student does complete the additional work, the existing procedure has not changed, the faculty will need to manually enter the final grade in Banner Web>Faculty Services>Grade Change.

5. There is still the option to extend the original ‘I’ and Extension Date by manually entering an ‘I+’ grade with a new Extension Date in Banner Web>Faculty Services>Grade Change.