



## Overview

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This guide outlines the procedures for grade entry, grade changes, and general grade roster maintenance. This also includes the additional steps required to issue a late course withdrawal or to report a grade for a student who has stopped attending.

**Tip:** Google Chrome is the recommended and supported browser for Banner Faculty self-service.

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## Final Grades

Final grades are due within 3-business days from the end of the semester (see the [Academic Calendar](#) for shorter terms or specific grade deadlines).

### Enter Grades

- Go to [MySCSU](#)
- Banner Faculty/Advisor
- Faculty Grade Entry (Final)
- Select the Course
- Scroll down to view the course roster it will open at the bottom of the page
- Enter a grade for all students on the roster
- Save

Tip: Search by CRN or use columns to sort (^).

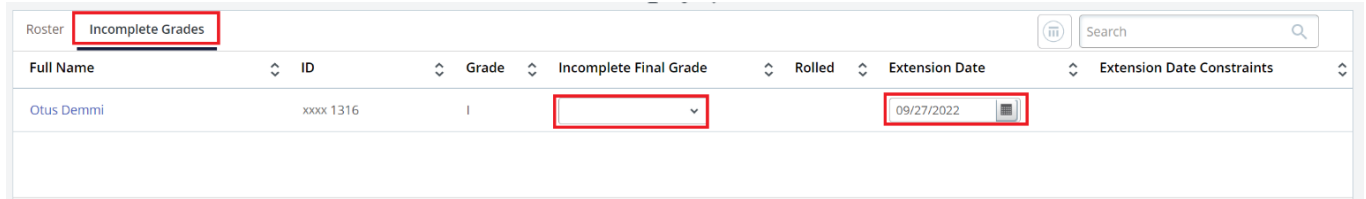
The screenshot shows the Southern Banner Faculty Grade Entry interface. At the top, there is a dark blue header with the Southern logo and navigation icons. Below the header, the breadcrumb trail reads "Faculty Grade Entry • Final Grades". The main content area is titled "Faculty Grade Entry" and contains two tabs: "Midterm Grades" and "Final Grades", with "Final Grades" being the active tab. Below the tabs is a "My Courses" section with a search bar. A table displays a list of courses with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. The table contains three rows of data:

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	HIS - History	106	01	East Asia to 1850	202310 - Fall 2022	10008
In Progress	ACC - Accounting	200	01	Princ of Financial Accounting	202310 - Fall 2022	11984
Completed	CMD - Communication Disorders	200	01	Intro to Dev Com Disorders	202240 - Spring 2022	40002

Once all grades are entered the Grading Status = Completed .

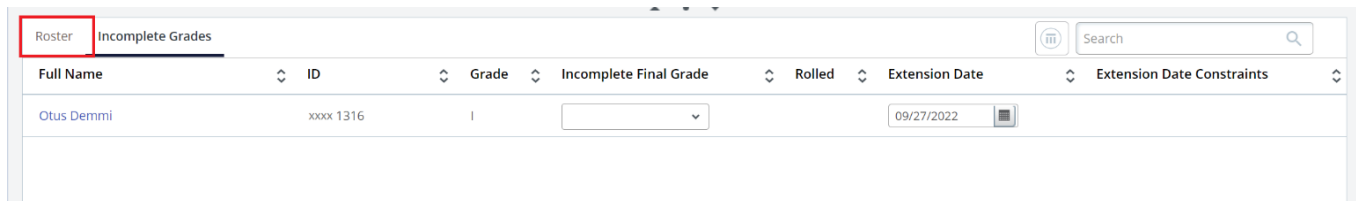
## Incomplete Grades

The instructor and the student must complete an [Incomplete Contract](#) before the instructor can issue an 'I-Incomplete' final grade. When reporting final grades and an 'I' is entered you will see the Incomplete Grades Prompt appear.



Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Otus Demmi	xxxx 1316	I			09/27/2022	

- Enter the Incomplete Final Grade from the Contract





Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Otus Demmi	xxxx 1316	I			09/27/2022	

- Enter the Extension Date from the Contract

If the student completes the additional work, you must submit a Grade Change to issue the final grade before the Extension Date deadline. As an alternative, you can extend the original 'I' and Extension Date by submitting a Grade Change to issue an 'I+' where you set a new Extension Date in Banner Web>Faculty Services>Grade Change.

## Print Grades



- Go to [MySCSU](#)
- Banner Faculty/Advisor
- Faculty Grade Entry (Midterm)
- Select the Course or Enter the CRN in the Search box
- Hit Student Roster button
- Hit Ctrl+P on your keyboard to print

**Southern**   Alicia Carroll (she/her/he)

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses  Search 

Grading Status	Subject	Course	Section	Title	Term	CRN	
Completed	NUR - Nursing	442	02	Public Health Nursing	202410 - Fall 2023	12345	⋮
Completed	NUR - Nursing	443	01	Nursing Capstone	202410 - Fall 2023	12346	⋮

**Student Roster**

**Tip:** If your roster of students and grades do not appear in the print preview window, you must adjust your zoom settings in your browser window until you see the Student Roster button as shown above (zoom un until you see it, then Ctrl+P).

## Grade Changes

After grades have rolled, faculty may submit a grade change as follows:

- Go to MySCSU <https://login.southernct.edu>
- Enter Banner Faculty/Advisor self-service
- Go to Faculty Grade Change
- Select the semester and student
- Enter the new grade
- Submit

Note: If entering an I (Incomplete) or I+ (Incomplete Extension) you will also be asked to enter the Incomplete Final Grade and Extension Date.

## Late Withdrawal Appeals

For students who receive an approved late course withdrawal (see [Course Withdrawal Appeal](#)), they will no longer appear on the grade roster. If you believe a student is on your roster in error, please contact your department chairperson to follow up on the status of the approval. This must be processed prior to the grade submission deadline so that the grade issued does not override the withdrawal.

## Midterm Grades

Midterm grades must be issued during the 8th week of the semester (see the [Academic Calendar](#) for shorter terms or specific grade deadlines).

### Enter Grades

- Go to [MySCSU](#)
- Banner Faculty/Advisor
- Faculty Grade Entry (Midterm)
- Select the Course
- Scroll down to view the course roster it will open at the bottom of the page
- Enter a grade for all students on the roster
- Save
- Once all grades are entered the Grading Status = Completed .

**Tip:** Search by CRN or use columns to sort (^).

The screenshot shows the 'Faculty Grade Entry' page in the Banner system. It features a navigation bar with the 'Southern' logo and user settings. Below the navigation, there are tabs for 'Midterm Grades' and 'Final Grades'. A search bar is present for 'My Courses'. The main content is a table with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Three rows are visible, each with a corresponding status button: 'Not Started' (red), 'In Progress' (yellow), and 'Completed' (green).

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	HIS - History	106	01	East Asia to 1850	202310 - Fall 2022	10008
In Progress	ACC - Accounting	200	01	Princ of Financial Accounting	202310 - Fall 2022	11984
Completed	CMD - Communication Disorders	200	01	Intro to Dev Com Disorders	202240 - Spring 2022	40002

## Stopped Attending

U.S. Department of Education enrollment reporting regulations require faculty to report students who have stopped attending their class. To report a student who has stopped out and is no longer in attendance (What constitutes attendance? See [Attendance Reporting Guide](#)) you must issue 'FS' as the final grade and enter the students **Last Attend Date**.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Otus Demmi	xxxx1316		FS		08/18/2022

## Template Grade Roster (Export/Import Feature)

Faculty have the option to export the grade roster for each course and import it when midterm or final grades are due using the Export Template and Import features highlighted below.

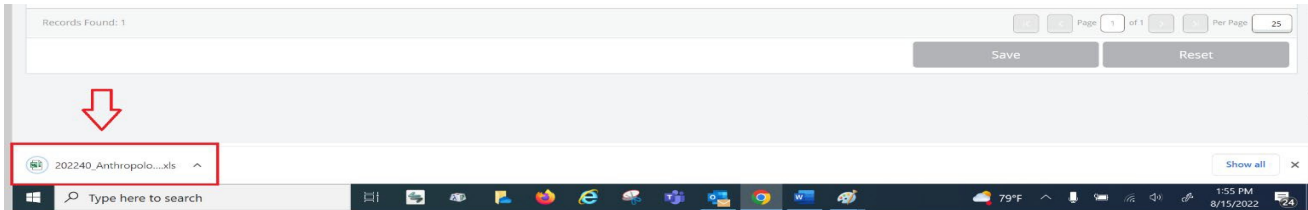
- Go to [MySCSU](#)
- Banner Faculty/Advisor
- Select Faculty Grade Entry (Midterm) to download the midterm grade roster
- Select Faculty Grade Entry (Final) to download the final grade roster
- Select the Course
- Go to Settings/Gear Icon
- Select **Export Template**

The screenshot shows the Southern Banner Faculty/Advisor interface. At the top, the 'Southern' logo is on the left, and a gear icon (Settings) and a user profile icon (Alicia Carroll) are on the right. Below the header, the page title is 'Faculty Grade Entry • Midterm Grades'. The main content area is titled 'Faculty Grade Entry' and has two tabs: 'Midterm Grades' (selected) and 'Final Grades'. Under 'Midterm Grades', there is a 'My Courses' section with a table listing courses. The first row shows 'ANT - Anthropology' with course number 214 and section 01. A red box highlights the 'Export Template' option in a dropdown menu that is open over the 'My Courses' section. Other options in the menu include 'Keyboard shortcuts', 'Extensibility', 'Import', and 'Theme Editor'.

**Tip:** The roster template is different for midterm and final grades so you will want to download both rosters if using the templates for grade upload.

## Grade Reporting

- You will receive a prompt to select .xls or .xlsx
- The file will appear in the footer and can then be saved to your computer



- The **Midterm Grade Roster Template** is prefilled with the following class information:
  - Column A: Term
  - Column B: CRN
  - Column C: Student Name
  - Column D: Student ID
  - Column E: Indicates if the student has marked their directory information confidential
  - Column F: Course Subject
  - Column G: **Enter Midterm Grade**
  - Column H: **Enter Last Attended date** (*only if issuing 'FS' grade*)
- The **Final Grade Roster Template** is prefilled with the following class information:
  - Column A: Term
  - Column B: CRN
  - Column C: Student Name
  - Column D: Student ID
  - Column E: Indicates if the grade has been rolled yet
  - Column F: Indicates if the student has marked their directory information confidential
  - Column G: Course Subject
  - Column H: **Enter Final Grade**
  - Column I: **Enter Last Attended date** (*only if issuing 'FS' grade*)
  - Column J: **Enter Incomplete Final Grade** (*only if issuing 'I' grade*)
  - Column K: **Enter Extension Date** (*only if issuing 'I' grade*)
  - Column L: Any date allowed is a default message, no action required

## Grade Reporting

To upload your midterm grades, use the **'Import'** button and follow the prompts to import your .xls or .xlsx grade roster for midterm grade submission.

- Step 1: File import (find and upload your .xls or .xlsx), hit continue
- Step 2: Offers a preview and ask if your spreadsheet has a header row, hit continue
- Step 3: Asks you to confirm your columns are mapped to the correct field

**Import** Cancel

1 Select | 2 Preview | **3 Map** | 4 Validate | 5 Finish

### Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

Map	Other	Other
Row	Other	Name
1	Term Code*	Name
	CRN*	
	Student ID*	
	Midterm Grade	
	Last Attended Date	

Go Back Continue

- Step 4: Asks you to validate the data import
- Step 5: Completes the process
  - If not, all students are accepted in the upload, you will receive an error file.
  - You can submit a corrected spreadsheet or manually enter the student grade directly on the Banner grade roster instead.

**Tip:** You can use your own spreadsheet, you do not have to use the export template, if you have all the required columns to be mapped.