This guide provides instructions on how to report midterm and final grades, including required grade submission for students who have stopped attending.

Effective Summer 2020, there are two options to report midterm and final grades, either in Banner Web or Blackboard. If entered in Blackboard, grades will also automatically load to Banner Web for grade submission to the Registrar’s Office.

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Grade Due Dates

- 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.
- The full list of due dates for shorter sessions are published on the One Stop Calendar.

Grade Entry in Banner Web

- Login to https://login.southernct.edu
- Click on Banner Web
- Select Faculty Services
- Click Term Selection (select the term for which you are entering grades)
- Click CRN Selection (select the class section from the drop down list)
- 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 click submit, you will receive a confirmation in red letters, that all changes have been saved.
- To enter grades for another class, click the link at the bottom of the page: CRN Selection.
Grade Entry in Blackboard

You may already utilize the Grade Center to manage grades for the course, but even if you do not use Blackboard as your gradebook, you may still populate midterm or final grades in the ILP Integration section following these steps outlined below.

- Go to https://login.southernct.edu
- Select the Blackboard App
- Select Course under My Courses
- Select Course Tools >> ILP Integration
Grade Reporting

- Select the appropriate tab, Midterm Grades or Final Grades.

- If you use the Grade Center within Blackboard you may choose to 'Populate midterm/final grades from the current grade; otherwise, you may manually enter grades shown below.

- Submit Grades: Confirmation will display on top of the page.
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).

![](image1)

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

![](image2)

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).

![](image3)

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).

![](image4)
**Stopped Attending Grades**

Instructors are required to report students that have stopped attending per U.S. Department of Education regulations.

- Students who have stopped out must be issued an ‘FS’ grade at either midterm, or thereafter, during final grade reporting along.
- Students who have stopped out must also be issued a last date of attendance for the course by the instructor.
- Be sure to use the correct date format (mm/dd/yyyy).

![Grade Reporting Table]

*Note: This is the same requirement in Banner Web and Blackboard. You may ignore Attend Hours in Banner Web, and Extension Date in Blackboard.*

**Incomplete Grades**

**DO NOT report an incomplete if you have not discussed this with the student.** Entering an ‘I-Incomplete’ is only for those students whom you have communicated with; and have a plan for them to submit missing work. An ‘I-Incomplete’ is not to be given to students who were attending but stopped out. Please see the full policy in the University Catalog >> Academic Standards.

If you are granting an ‘I-Incomplete’, and this course is a prerequisite for the student’s next term registration, you should advise them that they will be dropped from that class until a final grade is issued. If you feel this is a special circumstance in which the student should be given a prerequisite override, please address this with your department chairperson immediately to avoid a student being dropped and losing their seat.

**Late Course Withdrawal**

If you have submitted a late course withdrawal for a student that should no longer appear on your roster, please follow-up with your department chairperson immediately. Generally, these are processed within 1-business day of having been received in the Registrar’s Office.
Grade Changes

After grades are posted to academic history by the Registrar’s Office, all subsequent changes must be submitted through the Grade Change link in Banner Web.

- 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.