# How and when do I enter Final (or Midterm) in Banner Self-Service?

Last edited on Mon, 06/29/2015 - 15:57

NOTE:  Notifications concerning the timeframe for entering final grades into Banner Self-Service may be managed in different ways at different community colleges. *Consult your Registrar, Academic Division, or Academic Calendar for due dates concerning final grades.*

1. Log into **myCommNet** http://my.commnet.edu **[1]**.

   - If you're not sure what your NetID should look like, click the "See faculty/staff NetID format" link on the log in page.
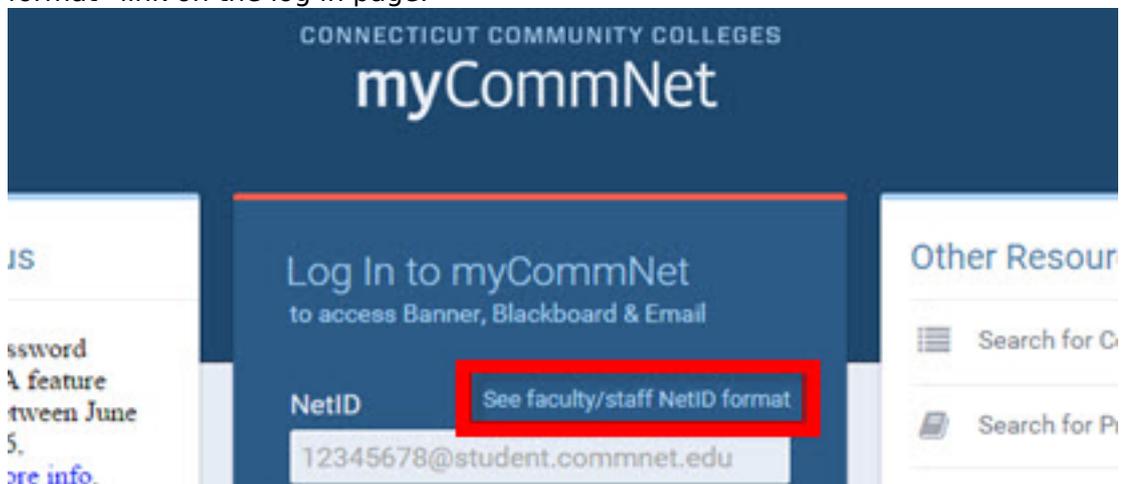


2. Access *Banner Self-Service* (by clicking the icon or the link to Banner Self-Service on the Home page).
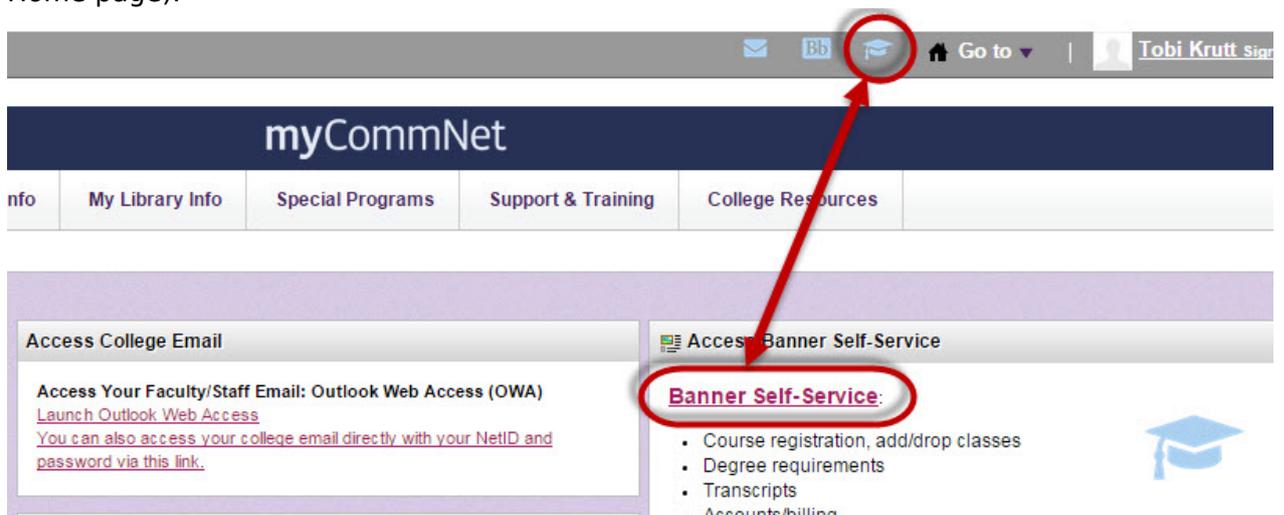


3. *If you have records at multiple colleges, you will first be prompted to select your current college*, before the main menu is displayed.

4. On the main menu, click the *Faculty/Advisor Services* button.

5. Click on *Grading Students.*
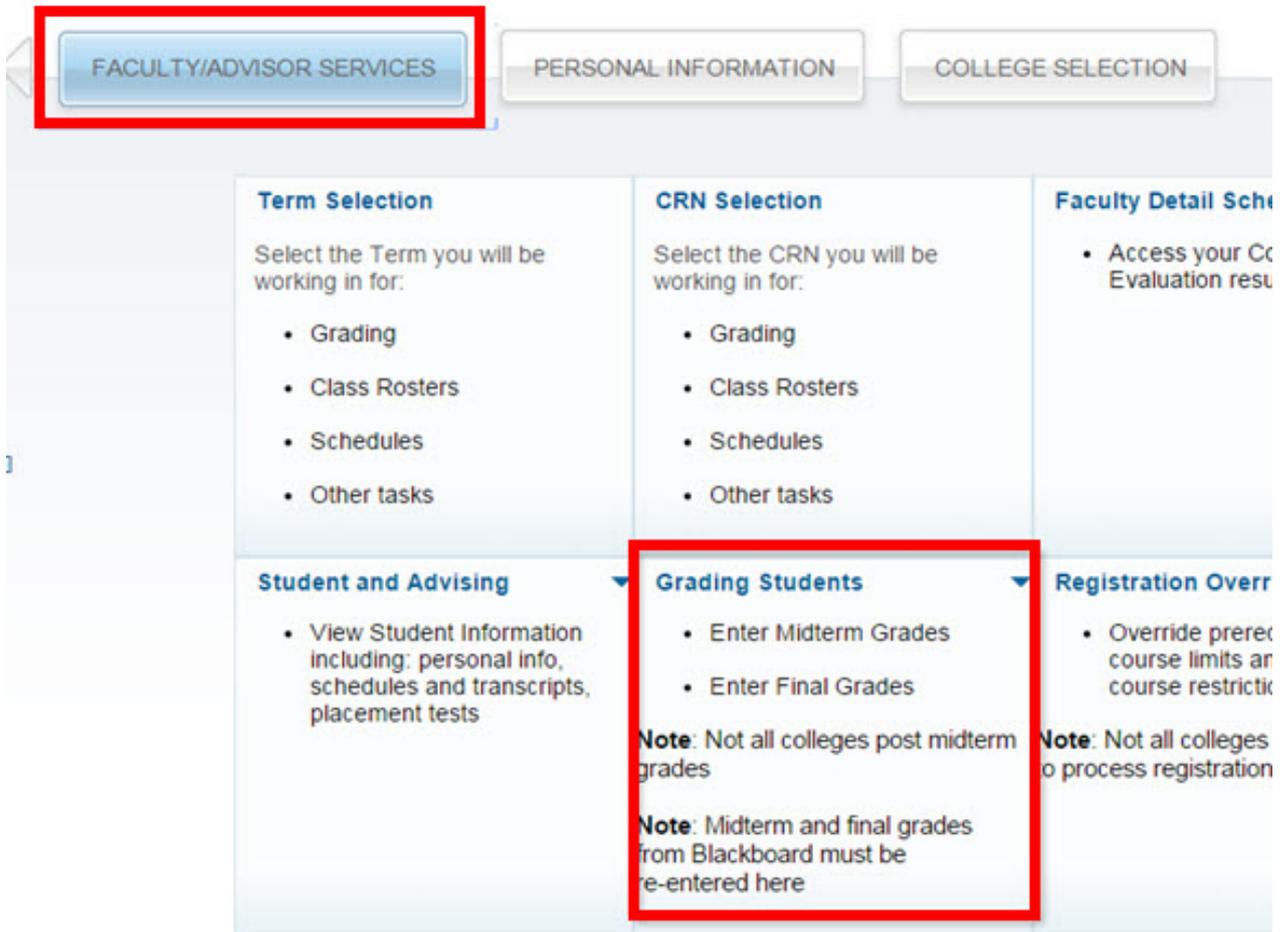


6. This will display a sub-menu where you can enter either *Midterm* (not all colleges enter Midterm grades) or *Final Grades.*
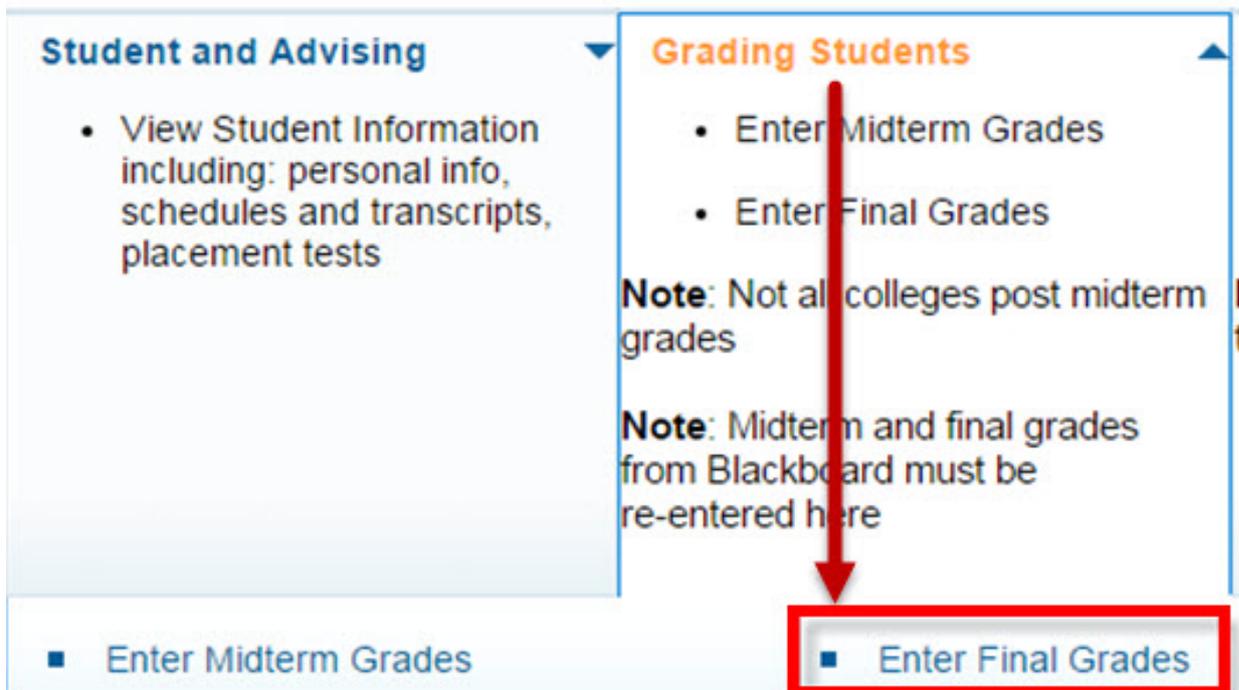
7. Select *Enter Final Grades* (the same process is used to enter Midterm grades, but not all colleges post midterm grades.)

8. Select the appropriate term from the list by clicking the dropdown arrow, and then click *Submit*.

## Select Term

Home > FACULTY/ADVISOR SERVICES > **Term Selection**

Select the Term for processing then press the Submit Term button.

Select a Term: Summer 201 ▼

Submit

9. Select the course you wish to access and then click submit.

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: ENG* E101 03: COMPOSITION, 3356 (11) ▼

Submit

10. Once you hav accessed the desired course section, enter your final grades using the drop-down menu.  If you have more than 25 students in your class, you must go to the next page to finish entering grades.

   **Note:**

   ○ Registrars will have already rolled *W (Withdrawals)* and *AUs (Audits)* before they release the grade worksheet to faculty.  Students who have officially withdrawn or audited a course will appear with the "W" or "AU" grade grayed out.

   ○ *Incompletes* are handled differently at each college.  Check with your Registrar's Office for guidance.

   ○ **IMPORTANT!**  As you are grading, make note of the message encouraging you to click the "Submit Grades" button at the bottom of the page within the 60 minute time

limit for the screen.

## Final Grade Worksheet

Home > FACULTY/ADVISOR SERVICES > **Final Grades**

Enter changes to final grades, then click Submit Grades.

If the word "Confidential" appears next to a student's name, information is to be kept confidential. No information, including Directory informa... student. All requests should be referred to the Registrar's Office.

Click on a student's name to view the student's address(es) and phone(s).

**Course Information**

COMPOSITION - ENG* E101 03
CRN:
**Students Registered:** 11
**Students Ungraded:** 11

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 09:32 am on Jun 29, 2015 for this page.**

**Final Grades**

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | |
|---|---|---|---|---|---|---|---|---|
| 1 | | | 3.000 | **Web Registered** Jul 02, 2014 | None ▾ | N | None | |

11. Click *Submit* when finished.

[Submit] [Reset]

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 04:57 pm on Jun 23, 2015 for this page.**

12. **Important last step!:** After you have entered all your grades, you should see a message on the top of the page that says **"0 students to be graded."** If the message does not display "0" make sure all students have a grade assigned.

Do you have suggestions that could improve this Answer?
Please email us at BOR-ServiceDesk@ct.edu [2]

**Source URL (retrieved on *06/30/2015 - 10:24*):**
https://websupport.ct.edu/content/how-and-when-do-i-enter-final-or-midterm-banner-self-service-0

**Links:**
[1] http://my.commnet.edu/
[2] mailto:BOR-ServiceDesk@ct.edu