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 [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*.

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

10. Once you have accessed the desired course section, enter your final grades using the dropdown 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 Students who have officially withdrawn or audited a course will appear with the “W” or “AU” grade grayed out.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
11. Click *Submit* when finished.

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:**
[2] mailto:BOR-ServiceDesk@ct.edu