

Banner Grade Entry Guide

1. Go to: <https://banprdfacssb.srvcs.uthsc.edu/FacultySelfService/>
2. Log in using your UTHSC NetID and password.
3. From the main Faculty Services menu, select **Faculty Grade Entry**. Banner automatically displays your course section assignments, for both current and previous terms.
 - Courses are listed in numerical order by CRN. You can sort the list using any column in ascending or descending order by clicking on the arrows at the top of the column. Note that you can sort by one column at a time only.
 - You can utilize the search box by entering any course information: CRN, Subject, Title, etc. Courses that meet the criteria will automatically populate.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	DSOM - Diag Sci and Oral Medicine	302B	1	Oral Diagnosis Clinic	202220 - Spring 2022	20120
In Progress	In Progress	DANA - Coll of Dent Anatomy	101	01	Histology for Dental Students	202420 - Spring 2024	25682
Not Started	Not Started	RESO - Restorative Dentistry	104	01	Dent Morphology (LAB)	202420 - Spring 2024	25684
In Progress	Not Started	LSP - Longitudinal Scholars Project	30310	1	Longitud Scholars Project 3.1	202440 - Fall 2024	40001
Not Started	Not Started	NSG - Nursing	926	1	DNP Synthesis Practicum	202440 - Fall 2024	40002
Not Started	Not Started	DSOM - Diag Sci and Oral Medicine	203A	1	Patient Evaluation I	202440 - Fall 2024	40003
Not Started	Not Started	BIOE - BioEpidemiology	852	1	Intro to Biostat for Hlth Sci	202440 - Fall 2024	40004
Not Started	Not Started	PAS - Physician Assistant Studies	536	1	Health Law	202440 - Fall 2024	40005
Not Started	Not Started	PCM - Prin of Clinical Medicine	30410	1	Prin of Med VI (1)	202440 - Fall 2024	40007

- The **Grading Status** column shows your progress towards entering grades:

Not Started means that no grades have been entered.

In Progress means that some grades (but not all) have been entered. This includes withdrawn students and any auditors, if applicable.

Completed means that all grades have been entered for that course section.

4. Select a course for grade entry by clicking on the course. Student names will populate at the bottom of the page:

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Miller, Susan S.		Not Gradable	Not Gradable				
Nisar, Sybil H.							
Summers, Scott A.							

Records Found: 3

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Save Reset

- Click the drop-down box in the Final Grade column and select a grade. **Last Attend Date** is required for grades of F, WP, WF.
- Continue entering grades.
- When you finish entering grades, click the **Save** button at the bottom of the grade roster. If you need to erase all grades before saving, click the **Reset** button. You may reset the page before saving by selecting the “Reset” button:

Save Reset

- A confirmation message appears at the top of the page:

✓ Save Successful, grading for CRN 25684 is completed

- If you save before entering all course grades, the following message appears:

⚠ Save Successful, grading for CRN 25684 is still In-progress

OK

- When entering incomplete (I) grades, **Incomplete Final Grade** and **Extension Date** fields will appear. Please do not attempt to update or change either of these fields, as they are set by the university.

Incomplete Final Grade ⌵ Rolled ⌵ Extension Date ⌵

F 06/30/2025

Please contact the Registrar’s Office at registrar@uthsc.edu with any questions regarding grade entry or these instructions.