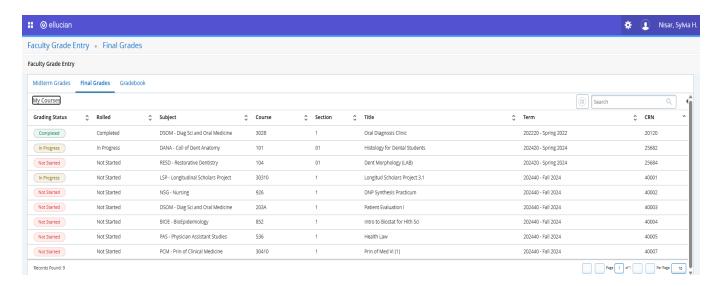
Banner Grade Entry Guide

- 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.



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 This includes withdrawn students and any auditors, if applicable.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:



- 5. 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.
- 6. Continue entering grades.
- 7. 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:



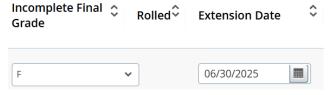
8. A confirmation message appears at the top of the page:



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



10. 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.



Please contact the Registrar's Office at <u>registrar@uthsc.edu</u> with any questions regarding grade entry or these instructions.