Final Grades

1. On the Faculty and Advisors Menu in Online Services, select **Final Grades**.

Final Grades allows you to enter grades for the course and term you have selected. This is where you will go for grade entry at the end of the semester.

2. Click on the drop down menu under the Grade column next to each student and select the appropriate grade. If the student withdrew or dropped the course, a grade of DR, W, or W6 will already be entered and you will not be able to award a grade. If the student withdrew with a WP or WF, there will be a drop down menu and the only choices available will be WP or WF.

3. Once you have selected grades for students, hit Submit. Remember: Self Service Banner will log you out after 30 minutes of inactivity so Submit often!

**Please submit the grades often. There is a 30 minute time limit starting at 11:03 am on Jan 22, 2010 for this page.**

**Don't forget! You will automatically logged out of SSB after 30 minutes of inactivity. Submit often!**

**This student has already dropped the course.**

Do NOT enter any info into these 2 columns!

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You do not have to enter grades for ALL students in order to Submit grades. **HOWEVER**, students will be unable to see grades until the business day following the day grades were entered.

Please do NOT enter any information into the **Last Attend Date** and **Attend Hours** fields. Information entered here causes problems in the system.