

Entering Grades

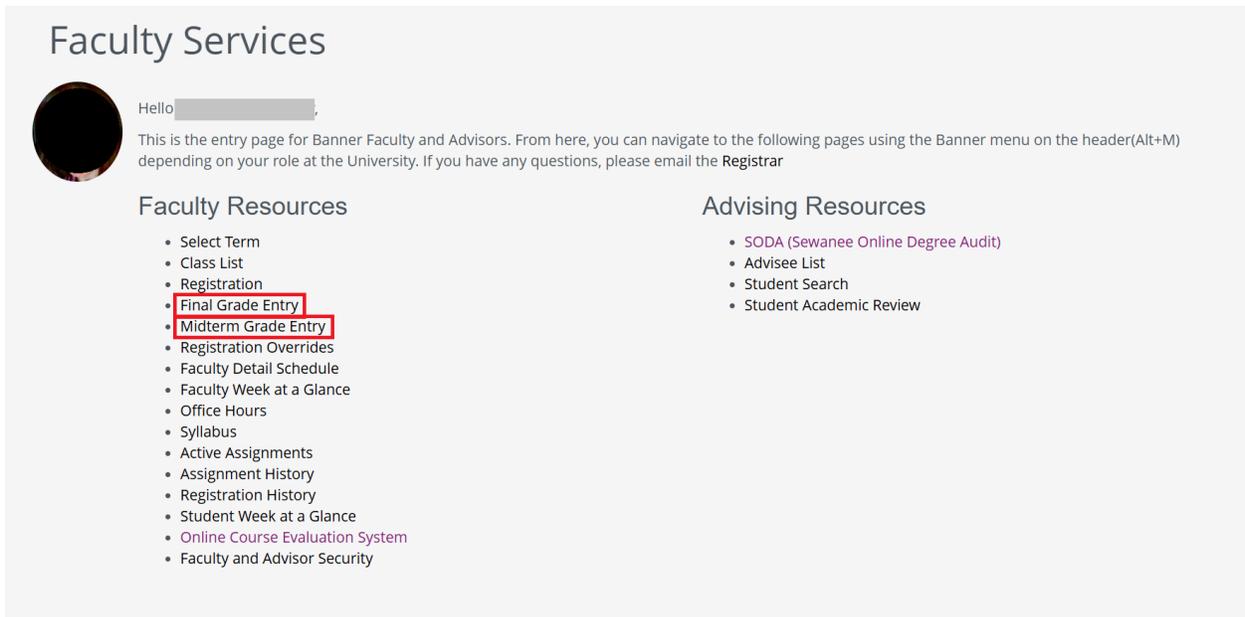
Each term you will receive notices from the University Registrar's Office to inform you of the timeframes during which you can enter midterm and final grades.

STEP 1

Log on to [Banner Self-Service](#).

STEP 2

From your Faculty Services dashboard, select Final Grade Entry or Midterm Grade Entry under Faculty Resources. The grading process is the same for each option.



The screenshot shows the 'Faculty Services' dashboard. At the top left, there is a circular profile picture placeholder and a 'Hello' greeting. Below this is a paragraph of introductory text. The dashboard is divided into two main sections: 'Faculty Resources' and 'Advising Resources'. Under 'Faculty Resources', a list of links is shown, with 'Final Grade Entry' and 'Midterm Grade Entry' highlighted with red boxes. Under 'Advising Resources', a list of links is shown, including 'SODA (Sewanee Online Degree Audit)', 'Advisee List', 'Student Search', and 'Student Academic Review'.

Faculty Services

Hello [redacted]

This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the University. If you have any questions, please email the [Registrar](#)

Faculty Resources

- Select Term
- Class List
- Registration
- **Final Grade Entry**
- **Midterm Grade Entry**
- Registration Overrides
- Faculty Detail Schedule
- Faculty Week at a Glance
- Office Hours
- Syllabus
- Active Assignments
- Assignment History
- Registration History
- Student Week at a Glance
- [Online Course Evaluation System](#)
- Faculty and Advisor Security

Advising Resources

- [SODA \(Sewanee Online Degree Audit\)](#)
- Advisee List
- Student Search
- Student Academic Review

STEP 3

- Select the appropriate course under My Courses.
- For each student, select the appropriate grade from the drop down menu.
- You do not need to enter anything else (Last Attend Date, Hours Attended, or Narrative Grade Comment).
- Make sure to click [Save](#) when you are finished.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ENGL - English	444	Y	Independent Study	202620 - Easter Semester—2026	16323

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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Student 1	B0012	A	A+				
Student 2	B0015	A-	A-				

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[Save](#) [Reset](#)

Once saved, you will receive a notification that your save was successful and the grading status will show as Completed in green.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	ENGL - English	444	Y	Independent Study	202620 - Easter Semester—2026	16323

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✔ Save Successful, grading for CRN 16323 is completed