

Instructions for Posting Final Grades on Banner Web

All faculty will post final semester grades on Banner Web following the instructions listed below. Final grade worksheets are now available for posting grades on Banner Web.

1. Login to Banner Web – Faculty and Advisors using your Single Sign-On login information.
2. From the Faculty Services Landing Page, click on the *Faculty Grade Entry*.
3. Click on the *Final Grades* tab and click on the course you wish to view.
4. Your grade roster will appear below your listing of courses.
5. To **post the final grade**, click on the *down arrow*; select the appropriate grade; click on the grade to post it.
 - The following grades may be posted for courses numbered 1000 and above:
 - A, B, C, D, F, WF (a grade of F or WF requires a Last Date of Attendance to be entered)
 - The following grades may be posted for courses numbered below 1000 (Learning Support and Institutional courses):
 - A%, B%, C%, F%, WF% (a grade of F% or WF% requires a Last Date of Attendance to be entered)
 - When requesting a grade of I (incomplete) for a student, the grade filed should be left blank. A [Request for Grade of Incomplete Dynamic Form](#) should be submitted prior to the final grade reporting deadline. Dean approval is required for all grade of Incompletes.
 - Grades of W, WF, or I that have been previously posted to your class roll should not be changed.
5. In the Narrative Grade Comment, enter the corresponding **numerical grade** for the student.
6. Once all letter and numerical grades(and required Last Dates of Attendance for failing grades) have been entered, click **SAVE** (located at the bottom of your screen).

Logout Successful | WSO2 Identity Server | Login | Faculty Grade Entry | New Tab | Gemini | Verify it's you | Hayes, Kristi

gordon.gabest.usg.edu/FacultySelfService/ssb/GradeEntry#/final

Elucian

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	Completed	CHEM - Chemistry	2295	B	Special Research Topics	202408 - Fall 2024	2443
Not Started	Not Started	EDUC - Education	3200	01	Instructional Technol & Media	202602 - Spring 2026	345

Records Found: 2

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Baezett, Shayla	929245280	B	A			85	91
Harvey, JadyN-Charles (JadyN)	929275886	F	F		03/13/2026	40	59
Boach, Nicole (Nicole)	929274719	A	B			92	88.6
Smith, Roger	929276853	C	C			76.5	78

Records Found: 4

Save Reset

7.

IMPORTANT REMINDERS

- ❖ **A date of last attendance is required for all grades of F and WF posted by faculty.**
Follow this procedure to report dates of last attendance when you assign final grades of F or WF. For students who attended at least one class, use the column marked *Last Attend Date*. Follow the required date format as indicated in the column heading: MM/DD/YYYY (example: 03/13/2024). Enter the last date you have a record of the student attending the class. If you do not take attendance, use the date of the student's last participation in the class (exam taken, assignment submitted, participation in online discussion, etc.). Submitting a grade of F or WF without a last attend date will result in the error message "Last date of attendance required for this grade."
- ❖ If your *Final Grade Worksheet* has multiple pages, access the additional pages by clicking on the appropriate page numbers above the *Submit* and *Reset* buttons on the worksheet. Be sure to post a final grade for each of your students.
- ❖ When all grades are posted, click on *Submit* (below the last student's name) to record the final grades. Submit grades often. The *Final Grade Worksheet* remains active for 15 minutes from the time of access or from time of last click on the *Submit* button.
- ❖ To post grades for another class, click on the course from the list of "My Courses" at the top of your screen. Repeat Steps 4 – 6.
- ❖ You may change grades by following the steps listed above as long as the *Rolled* column is null. After a grade has been rolled (added to the student's academic history) it must be changed in the Registrar's Office with a Grade Change Form. After a grade has been added to the student's academic history, the *Rolled* column will reflect a green check mark.

- ❖ Please contact the Registrar's Office at 678-359-5022 or registrar@gordonstate.edu if you have questions or need additional information.