

Instructions for Posting Midterm Grades on Banner Web

All faculty will post midterm semester grades on Banner Web following the instructions listed below. Midterm 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 *Midterm 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 midterm 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
 - The following grades may be posted for courses numbered below 1000 (Learning Support and Institutional courses):
 - A%, B%, C%, F%,
 - Grades of *W* or *WF* that have been previously posted to your class roll should not be changed. If a student has dropped your course and the grade field is null, leave it as null.
5. In the Hours Attended column, enter the corresponding **numerical grade** for the student.
6. Once all letter and numerical grades have been entered, click **SAVE** (located at the bottom of your screen).

The screenshot displays the Banner Web Faculty Grade Entry interface. At the top, the 'Midterm Grades' tab is selected and circled in red. Below the tab, a table lists courses. The second course, 'EDUC - Education' (CRN 345), is highlighted in yellow. Below the course list, the 'Enter Grades' section contains a table with columns: Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. The 'Midterm Grade' column has a dropdown menu circled in red, showing options A, B, C, and F. The 'Hours Attended' column has a text input field circled in red, with values 85, 40, 82, and 76.5 entered for the four students. At the bottom right, a 'Save' button is circled in red.

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Blazett, Shayla	929243280	A		85
Harvey, JadyN-Charles (JadyN)	929275886	F		40
Boach, Nicole (Nicole)	929274719	B		82
Smith, Roper	929276853	C		76.5

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