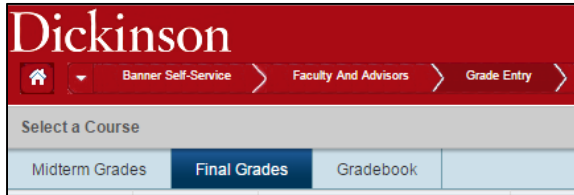


BANNER XE INDIVIDUAL FACULTY GRADE ENTRY

- Once logged into Banner XE – through the link on the Faculty Services tab of Banner Self-Service – click on the Midterm Grades or Final Grades tab, as needed.



- Click on the row of the class you wish to grade:

Midterm Grades	Final Grades	Gradebook					
Grading ...	Rolled	Subject	Course	Section	Title	Term	CRN
		First-Year Seminar (FYSM)	100	99	First-Year Seminar	Fall 2016 (201670)	7992

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- The roster of registered students will appear at the bottom of the screen:

Enter Grades							Search By Full Name or ID
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date		
Jones, Collin	900916938						
Smith, Alexander	900916937						
Wilkins, Mary	900916939						

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Note: On the Midterm Grades screen, you will only see a column for Midterm grades. However, on the Final Grades screen, you'll see the midterm grades previously entered as well as a column for entering final grades.

- Choose the grade you wish to assign from the drop-down beside each student:

Enter Grades							Search By Full Name or ID
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date		
Jones, Collin	900916938		B				
Smith, Alexander	900916937						
Wilkins, Mary	900916939						

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Reset Save

Note: If no drop-down appears, then grading for that term is not yet available. Leave the Last Attend Date column blank.

- When you're finished entering grades, click the Save button at the bottom right and you will receive a confirmation message at the top right of the screen:



- When you've entered all of the grades for a section, the Grading Status bar will be green.

