

HOW TO ENTER FINAL GRADES ON BANNER

- Go to University of Hartford Home Page: <http://www.hartford.edu>
 - Select Self-Service Center
- Welcome to the University of Hartford Self-Service Center
 - Select Faculty Sign-In

Secure Login Page

- Enter your University ID number in the User ID box (do not use hyphens or dashes)
- Enter your PIN (initially your birth date – 6 digits)
- Click Login

Self-Service Menu

- Click Faculty Main Menu

Faculty & Advisors Main Menu

- Select Final Grades

Select Term for Processing

- Click on the down arrow to reveal term options
- Select appropriate term
- Click the Submit Term button

Select CRN

- Click on the down arrow and highlight the course for which you wish to enter grades.
- Click the Submit CRN button.

Final Grade Worksheet

A list of all students registered for the selected course displays.

- The column titled Grade is where you enter the grade for each student. Again, there is a pull down menu.
- The following are the grading possibilities which are currently allowed:
 - A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F
 - I Incomplete
 - NG (no grade) To be used sparingly
 - P, NP P or NP appears if the student has selected the Pass/No Pass option. Used as a grade option, or, if the entire class is to be graded on a P/NP basis.
 - AU AU appears only if the student has selected the Audit option.

Note that W (withdrawal) is not listed. Those students who are to be administratively withdrawn will be handled through the Registrar's Office Grades Department.

- Pull down the list of grade options and select the grade you have calculated for each student. If you do not have a grade for that student, please leave it blank.
- When you have entered all grades, check for accuracy, and then click the **Submit Changes** button at the bottom of the Worksheet page.
- If your grade worksheet is more than one page, press the submit button for each page.
- Check the information area for the message that the grades have been processed.

At this point, you may choose to enter grades for another course or exit from Banner Faculty Web.

To enter grades for another class, just scroll to the bottom of the Grades Worksheet page and

- Click on the CRN option. This returns you to the list of course sections you are teaching for the term you selected.
- Choose the next course section that you want to grade.
- Press the Submit CRN button, and, once, again, select Final Grades from the Faculty & Advisors Menu. The Grades Worksheet page for the section will display.
- To EXIT, click the exit button in the top right-hand corner.