Grade Entry Instructions

1. **Open** an internet provider

2. If your home page does not default to the GVSU home page, Go to the following address at the top of the screen: [http://www.gvsu.edu](http://www.gvsu.edu) – the following page will display:

   ![GVSU Home Page](image)

3. **Click** on Faculty & Staff. Then **Click** the Banner option in either the Faculty or Staff column and the following screen is displayed (left):

   ![Banner Options](image)

4. **Click** on the Banner Self Service option and the login screen is presented (above right).

5. **Type** your User ID (G number including the “G”) and PIN. **Click** the Login button. If you forgot your PIN, click on the “Forgot PIN?” button to reset it.
6. **Click** the Faculty & Advisors menu option or the Faculty Services tab

7. The following menu will be displayed. **Click on “Term Selection.”**

8. From the drop down menu, select the desired term and **Click** on the Submit button. You will then be returned to the Faculty and Advisor menu.
9. **Click** on the **Midterm** or **Final Grades** menu option, as applicable, to begin entering grades. The summary class list for your first CRN will appear. **Tab** to the **Grades** field for a student and either **Type** the letter grade or **Select** from the options in the drop down box as displayed below left:

![Image of Midterm Grades](image)

**Quick Tips**
- Grade box displays only CR or NC for students taking classes credit/no credit
- Students taking a class as audit will be listed, but no grading options will appear in the drop down box
- Grades can be entered and reentered as many times as necessary until changes are locked down by the Registrar
- **CAUTION:** grades entered and not submitted before a 30 minute timeout will be lost

**NOTE:** During midterm grade submissions, faculty are NOT required to indicate a “Last Date of Academic Activity.” During final grade submission, this date is required to be completed for any student who receives a final grade of “F” or “NC.”

10. Prior to final grading, faculty will receive an email from the registrar’s office directing you to the LDAA listing which shows your courses and the LDAA dates to use for ‘never attended class’ and ‘attended full class’. An example is displayed below:

![Image of LDAA Example](image)
11. Log into myBanner

12. Click on Faculty & Advisors menu option (or the Faculty Services tab)

13. Click on Term Selection and choose the appropriate term and then click Final Grades. Begin entering the appropriate grade(s) on this form. A Last Date of Academic Activity (LDAA) is required to be entered whenever a student receives a final grade of “F” or “NC”.

![Image of myBanner interface]

What date do I use for LDAA?

1. Students who never attended the class: enter the first day of the semester (refer to LDAA listing)
2. Students who attended, but failed due to unsatisfactory academic performance: enter the last day of classes for that course (refer to LDAA listing)
3. Students who stopped attending class: Enter the last date of academic activity (MM/DD/YYYY)

14. If a date is entered incorrectly, the following message will display: “You have errors on the page. Correct the errors to submit all grades for this record set.” Possible errors are displayed below. Resolve the error based on the corresponding error message.

![Image showing error messages]

15. Click on the Submit button to save the new information. The following message appears in the lower left corner: The changes you made were saved successfully.