Student SSB Job Aid - Mid-term & Final Grade Entry

Follow these steps for Student SSB grade entry:

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 option](image)

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

5. **Type** your User ID and PIN and **Click** the Login button.
6. **Click** the **Faculty & Advisors** menu option (or the **Faculty Services** tab) as displayed below left, to display the **Faculty and Advisors** menu as shown below right:

![Faculty and Advisors Menu](image)

7. **Click** on the **Term Selection** menu item and the following window appears:

   ![Term Selection Menu](image)

   **Select Term**

   - **Select a Term:** Winter 2013

   - **Submit**

8. From the drop down menu box, **Select** the desired term and **Click** on the **Submit** button to return to the Faculty and Advisor menu,

9. **Click** on the **Midterm** or **Final Grades** menu option, as applicable, to begin entering grades and 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:

   ![Mid Term 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.” For more information on the “Last Date of Academic Activity” process, please see the section below.

10. **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.

11. **Select** a new CRN and repeat steps 8 – 10 until complete.

**Last Date of Academic Activity (LDAA) Process**

1. Refer to the LDAA PDF e-mail sent to you by the Registrar which shows your courses and the LDAA dates to use for “student never attended” and “student attended all semester.”

2. A Last Date of Academic Activity (LDAA) is **required to be entered whenever a student receives a final grade of “F” or “NC.”** When finished, click submit.

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**Student never attended the class:** refer to email for LDAA dates to use.

**Student stopped attending the class:** last date of academic activity. See below for definition of academic activity.

**Student attended throughout the semester, but earned an "F" or "NC":** refer to email for LDAA dates to use.
Examples of Academic Activity:
- Physically attending a class
-Submitting an academic assignment either in class or on Blackboard
-Taking a quiz or an exam
-Attending a study group that is assigned by the institution
-Participating in an online discussion about academic matters

NOTE: Academic Activity does NOT include academic advising or logging into an online course without active participation.

3. If dates are entered incorrectly, you will see “You have errors on the page. Correct the errors to submit all grades for this record set.”

What date do I use for LDAA?
- **Students who never attended the class**: Refer to your email and enter the date to use if the student never attended.

- **Students who attended throughout the semester, but failed the course due to unsatisfactory academic performance**: Refer to your email and enter the date to use if the student attended all semester.

- **Students who stopped attending class**: Enter the last date of academic activity (MM/DD/YYYY)