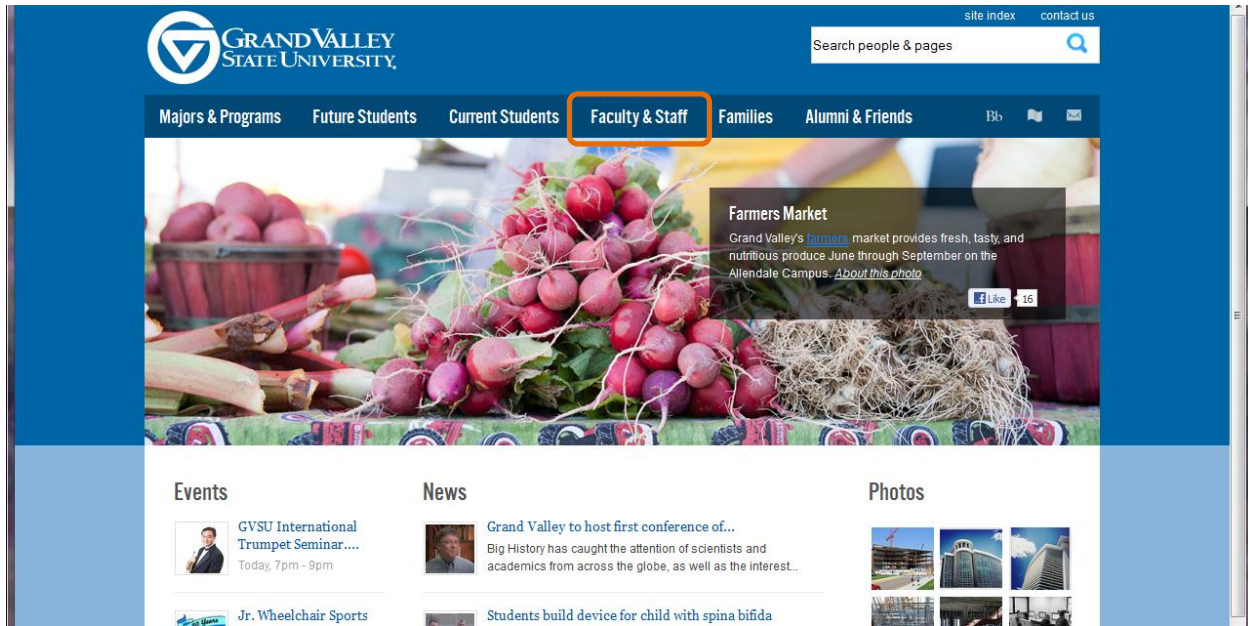
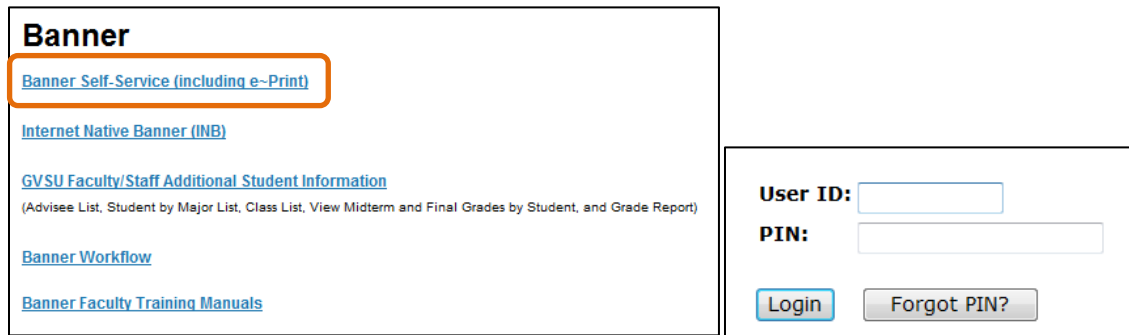


Grade Entry Instructions

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> – the following page will display:

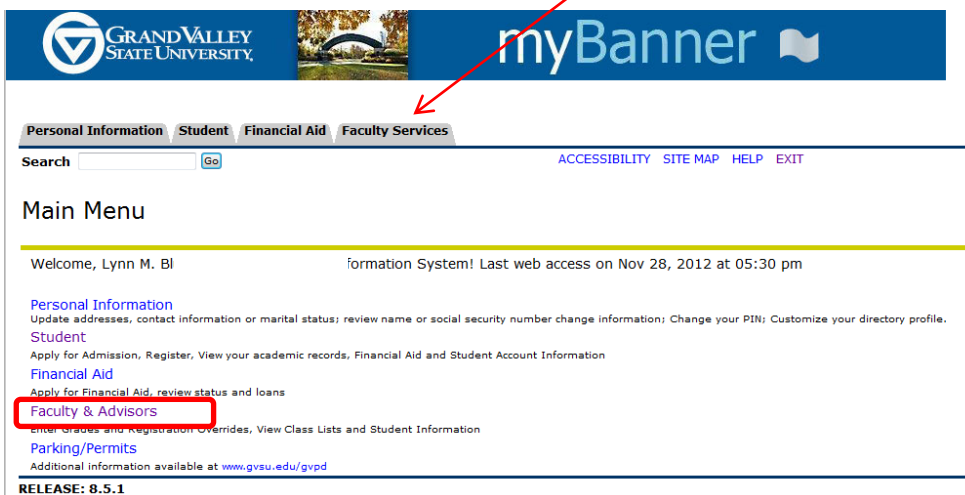


3. **Click on Faculty & Staff.** Then **Click the Banner** option in either the Faculty or Staff column and the following screen is displayed (left):

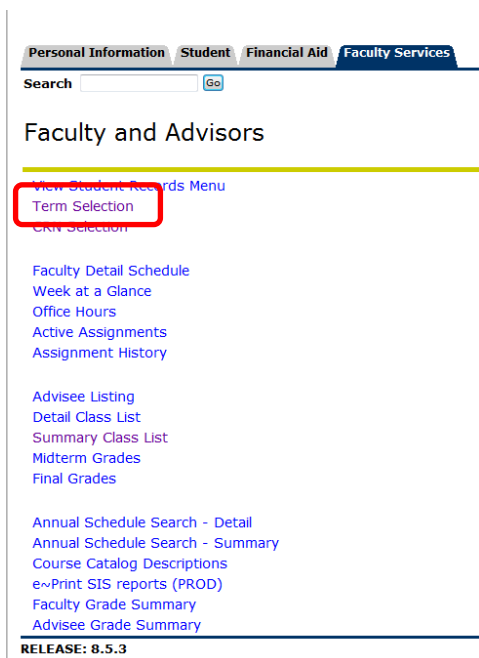


4. **Click on the Banner Self Service** option and the login screen is presented (above right).
5. **Type** your User ID (G number including the "G") and PIN. **Click the Login** button. If you forgot your PIN, click on the "Forgot PIN?" button to reset it.

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.

Select Term

Apr 12, 2012 09:11 am

Select a Term: Winter 2013

Submit

- 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:

SWS Fund of Public Relations - CAP 220 01
 CRN: 10149
 Students Registered: 4

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Activity Date
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered** Dec 01, 2011	A	
2	Jackson, Andrew	G00000004	1.000	**Registered** Aug 25, 2011	A-	
3	Jefferson, Thomas	G00000002	1.000	**Registered** Aug 25, 2011	B+	
4	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	C-	

Submit Reset

Please submit grades often. There is a 30 minute time limit on this page.

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.”

- 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:

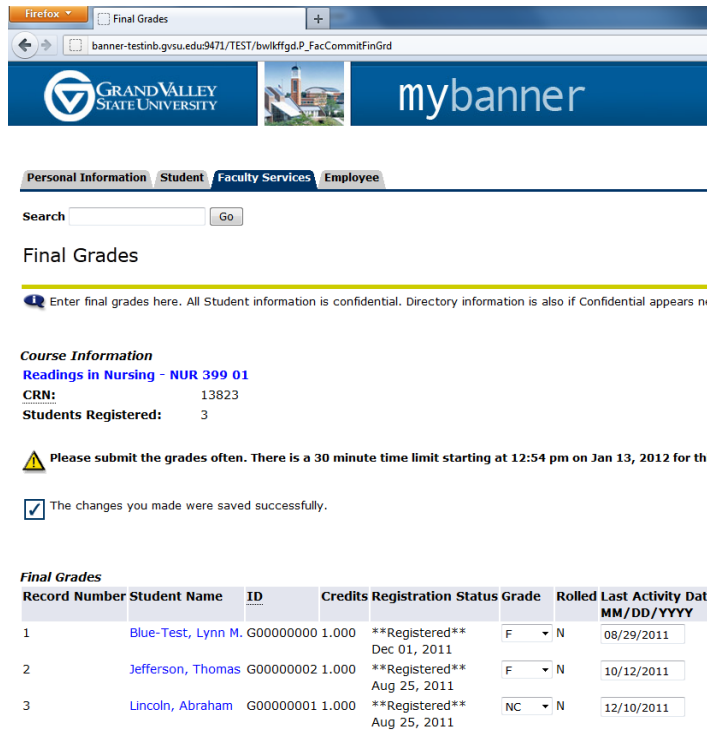
1/13/2012

Winter 2012 Courses for Joan Brown

DATES TO USE FOR LAST DATE OF ACADEMIC ACTIVITY FOR 'F' AND 'NC' GRADES

CRN	COURSE	TITLE	
24316	PT 655 01	Professional Topics II	Use if student never attended: 02/20/2012 Use if student attended all semester: 04/21/2012
24320	PT 655 02	Professional Topics II	Use if student never attended: 02/20/2012 Use if student attended all semester: 04/21/2012
25714	PT 661 10	Exam/Intervention for Rehab	Use if student never attended: 02/20/2012 Use if student attended all semester: 04/21/2012
24283	PT 688 01	Advanced Neurologic PT	Use if student never attended: 01/09/2012 Use if student attended all semester: 04/21/2012
28814	PT 790 04	Physical Therapy Research I	Use if student never attended: 01/09/2012 Use if student attended all semester: 04/21/2012
28291	PT 793 04	Physical Therapy Research II	Use if student never attended: 01/09/2012 Use if student attended all semester: 04/21/2012

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"**.



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.

You have errors on the page. Correct the errors to submit all grades for this record set.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Activity Date	Attend Hours	Registration Number	Errors
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered** Dec 01, 2011	F	N	08/24/2011			Last date of activity must be between section start date and section end date.
2	Jackson, Andrew	G00000004	1.000	**Registered** Aug 25, 2011	None	N			5	
3	Jefferson, Thomas	G00000002	1.000	**Registered** Aug 25, 2011	F	N				Last date of activity required for this grade.
4	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	NC	N	01/22/2012			Last date of activity cannot be greater than current date. Last date of activity must be between section start date and section end date.
5	Monroe, James	G00000003	1.000	**Registered** Aug 25, 2011	B-	N			4	
6	Taft, William	G00000005	1.000	**Registered** Aug 25, 2011	CR	N			6	
7	Washington, George	G00000006	1.000	**Registered** Aug 25, 2011	F	N	se 7 2011			You entered a date in an invalid date format. Last date of activity cannot be greater than current date. Last date of activity must be between section start date and section end date.

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.