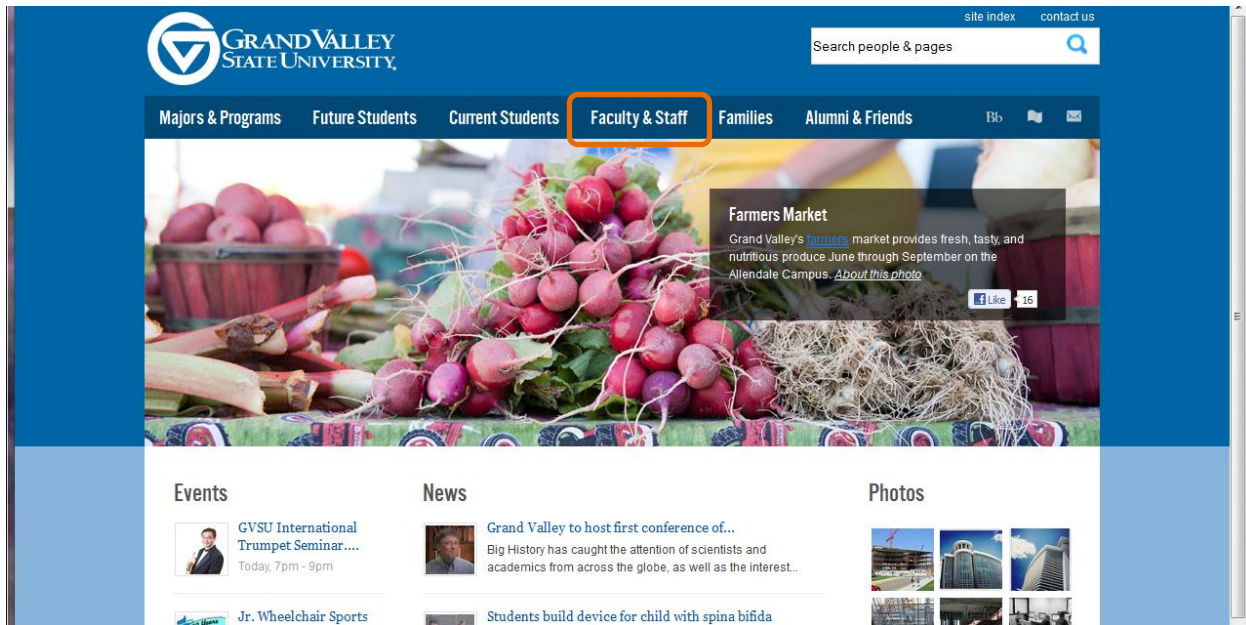


Student SSB Job Aid - Mid-term & Final Grade Entry

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> – 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):

<h3>Banner</h3> <p>Banner Self-Service (including e-Print)</p> <p>Internet Native Banner (INB)</p> <p>GVSU Faculty/Staff Additional Student Information (Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report)</p> <p>Banner Workflow</p> <p>Banner Faculty Training Manuals</p>	<p>User ID: <input type="text"/></p> <p>PIN: <input type="text"/></p> <p><input type="button" value="Login"/> <input <="" p="" type="button" value="Forgot PIN?"/> </p>
---	---

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:

Main Menu

Welcome, _____ to the WWW Information System

Personal Information
Update addresses, contact information or marital status; review name or social

Student
Apply for Admission, Register, View your academic records, Financial Aid and St

Financial Aid
Apply for Financial Aid, review status and loans

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Informat

Parking/Permits

Additional information available at www.gvsu.edu/gvpd

Faculty and Advisors

View Student Records Menu
Term Selection
CRN Selection

Faculty Detail Schedule
Week at a Glance
Office Hours
Active Assignments
Assignment History

Advisee Listing
Detail Class List
Summary Class List
Midterm Grades
Final Grades

Annual Schedule Search - Detail
Annual Schedule Search - Summary
Course Catalog Descriptions
e~Print SIS reports (PROD)
Faculty Grade Summary
Advisee Grade Summary

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

Apr 12, 2012 09:11 am

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:

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	A	
4	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	A	

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

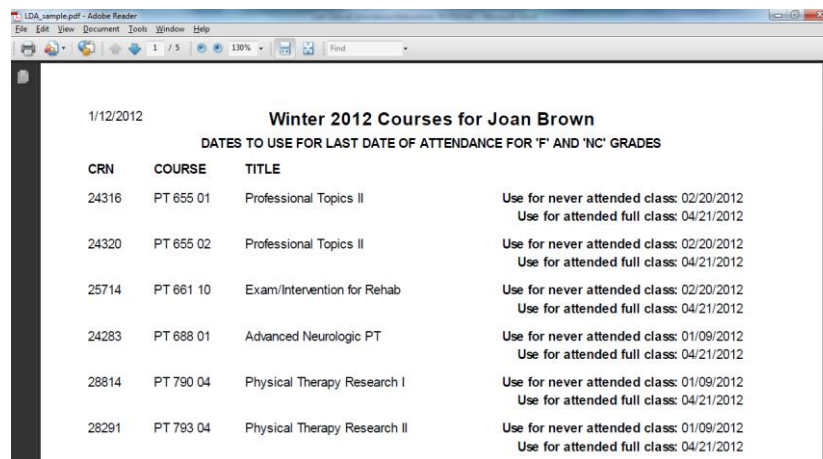
NOTE: During midterm grade submissions, faculty are NOT required to indicate a “Last Date of Academic Activity.” During final grade submission, this date is required to be completed for any student who receives a final grade of “F” or “NC.” For more information on the “Last Date of Academic Activity”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



1/12/2012

Winter 2012 Courses for Joan Brown

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

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

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.

Final Grades

Fall 2011
Jan 09, 2012 10:21 am


Enter final grades here. All Student information is confidential. Directory information is also if Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Readings in Nursing - NUR 399 01

CRN: 13823

Students Registered: 3

 Please submit the grades often. There is a 30 minute time limit starting at 10:21 am on Jan 09, 2012 for this page.

☒ The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled Last Attend	Time Attend	Hours	Registration
							MM/DD/YYYY	0-999.99		
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered**		F	08/29/2011			1
2	Jefferson, Thomas	G00000002	1.000	**Registered**		F	10/12/2011			3
3	Lincoln, Abraham	G00000001	1.000	**Registered**		NC	12/17/2011			2

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.

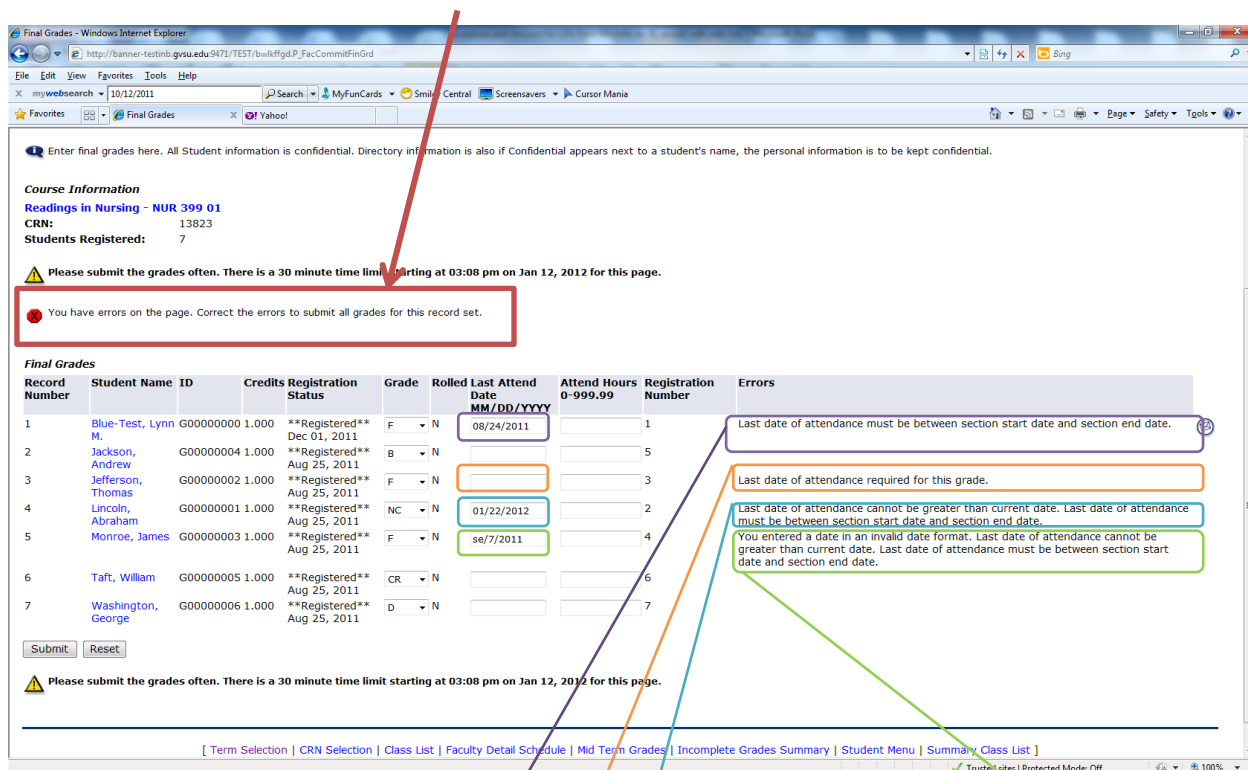
Student attended throughout the semester, but earned an “F” or “NC”: refer to email for LDAA dates to use.

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."



Enter final grades here. All Student information is confidential. Directory information is also if Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
 Readings in Nursing - NUR 399 01
 CRN: 13823
 Students Registered: 7

Please submit the grades often. There is a 30 minute time limit starting at 03:08 pm on Jan 12, 2012 for this page.

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 Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered**	F	N	08/24/2011		1	Last date of attendance must be between section start date and section end date.
2	Jackson, Andrew	G00000004	1.000	**Registered**	B	N			5	
3	Jefferson, Thomas	G00000002	1.000	**Registered**	F	N			3	Last date of attendance required for this grade.
4	Lincoln, Abraham	G00000001	1.000	**Registered**	NC	N	01/22/2012		2	Last date of attendance cannot be greater than current date. Last date of attendance must be between section start date and section end date.
5	Monroe, James	G00000003	1.000	**Registered**	F	N	se/7/2011		4	You entered a date in an invalid date format. Last date of attendance cannot be greater than current date. Last date of attendance must be between section start date and section end date.
6	Taft, William	G00000005	1.000	**Registered**	CR	N			6	
7	Washington, George	G00000006	1.000	**Registered**	D	N			7	

Submit Reset

Please submit the grades often. There is a 30 minute time limit starting at 03:08 pm on Jan 12, 2012 for this page.

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Incomplete Grades Summary | Student Menu | Summary Class List]

Solution: Change the date to MM/DD/YYYY format

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)