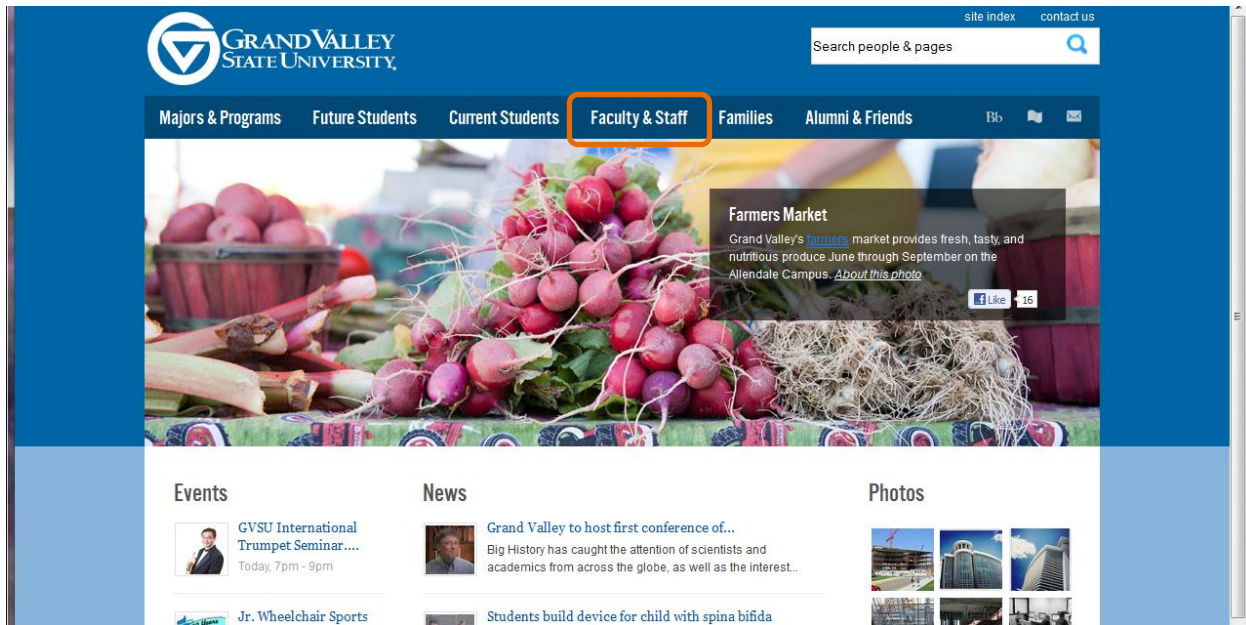GRAND VALLEY
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Student SSB Job Aid - Mid-term & Final Grade Entry

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):

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.

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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

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

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 Stu

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

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

Select Term   Apr 12, 2012 08:11 am

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 MM/DD/YYYY
1	Blue-Test, Lynn M.	G00000000	1.000	**Registered** Dec 01, 2011	A / None / A	
2	Jackson, Andrew	G00000004	1.000	**Registered** Aug 25, 2011	A- / B / B+	
3	Jefferson, Thomas	G00000002	1.000	**Registered** Aug 25, 2011	B- / C / C+	
4	Lincoln, Abraham	G00000001	1.000	**Registered** Aug 25, 2011	C- / D / D+ / F / I	

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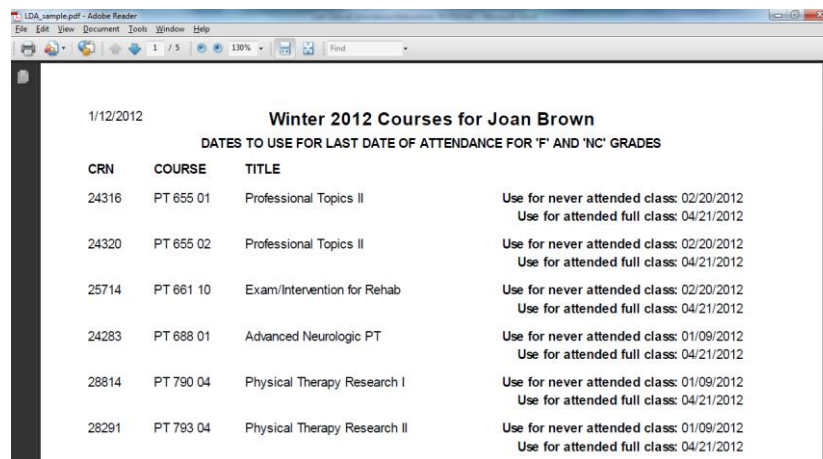
NOTE: During midterm grade submissions, faculty are NOT required to indicate a "Last Date of Academic Activity." During final grade submission, this date is required to be completed for any student who receives a final grade of "F" or "NC." For more information on the "Last Date of Academic Activity"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

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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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."

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)