

# HOW TO ENTER FINAL GRADES IN BANNER

## INSTRUCTIONS

- **Go to:** WCCCD Home Page: <http://www.wccd.edu>
  - On the right hand side of the main page, click the enter Webgate icon.
- **Secure Login Page**
  - Enter your WCCCD ID number in the User ID box (do not use hyphens or dashes)
  - Enter your PIN (initially your birth date – 6 digits)
  - Click Login
- **Self-Service Menu**
  - Click Faculty Main Menu
- **Faculty & Advisors Main Menu**
  - Select Final Grades
- **Select Term for Processing**
  - Click on the down arrow to reveal term options
  - Select appropriate term
  - Click the Submit Term button
- **Select CRN**
  - Click on the down arrow and highlight the course for which you wish to enter grades.
  - Click the Submit CRN button.

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
Human Anatomy and Physiology II - BIO 250 812  
CRN: 88479  
Students Registered: 23

**Please submit the grades often.**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend. hours 0-999.99	Registration Number
1			0.000	**Web Registered** Jul 22, 2010	None	N			28
2			0.000	**Web Registered** Jul 12, 2010	None	N			21
3			0.000	**Web Registered** Jun 21, 2010	None	N			3
4			0.000	**Web Registered** Jun 22, 2010	None	N			6
5			0.000	**Web Registered** Jun 30, 2010	None	N			14

The Attended Hours field is not used and is to be left blank.

### 1. Click to pull down a list of grade options

- ✓ *Select* the grade you have calculated for each student.  
*The following are the grading possibilities which are currently allowed:*  
{A, B, C, D, E, XW = walk away, and I = Incomplete}
- ✓ Criteria and definition of awarding Incomplete and XW Grades:
  - **Incomplete:** The awarding of an incomplete grade is at the discretion of the instructor provided the student has:
    - ✓ been attending the class
    - ✓ is passing and has an unforeseen emergency, which occurs after the last day to drop classes.
  - **XW (Walk-away status):** Attended at least 1 class during the first third of the semester and failed to withdraw during the remaining two-thirds of the semester.
- ✓ Note: Audit Option (AU) appears only if the student has selected the Audit option when they registered for the course.

### 2. IMPORTANT:

**If you award a grade of: I (incomplete), E and XW (walk away) you must record the Last Attend Date.**

**Last Attend Date Format: (MM/DD/YYYY)**

The screenshot shows a web browser window titled "Final Grades - Windows Internet Explorer" with the URL "https://webgate.wcccd.edu/PROD/DB/bwlkffgd.P\_FacFinGrd". The page displays a table of student records with columns for student ID, status, grade options, and dates. A large black redaction box covers the student names. Four numbered callouts are present: 1 points to a dropdown menu, 2 points to a date input field, 3 points to the "Submit" button, and 4 points to a navigation menu at the bottom. A red 'X' is drawn over the right side of the table. A warning message "Please submit the grades often." is displayed at the bottom left.

17	.000	**Web Registered** Jul 11, 2010	None	N			20
18	.000	**Web Registered** Jun 30, 2010	None	N			12
19	.000	**Web Registered** Jul 22, 2010	None	N			26
20	.000	**Web Registered** Aug 28, 2010	None	N			34
21	.000	**Web Registered** Jul 28, 2010	None	N			31
22	.000	**Web Registered** Jun 24, 2010	None	N			9
23	.000	No Payment Aug 11, 2010	Not Gradable	N			19
24	.000	**Registered** Jun 30, 2010	None	N			13

RELEASE: 8.2

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### 3. When you have entered all grades:

- ✓ Double check your entries for accuracy
- ✓ **Click** the **Submit** button at the bottom of the Worksheet page.

**IMPORTANT NOTE:**

- ✓ If your grade worksheet is more than one page, press the submit button for *each* page.
- ✓ CHECK THE INFORMATION AREA FOR THE MESSAGE THAT THE GRADES HAVE BEEN PROCESSED.

**NEXT:**

At this point, you may choose to enter grades for another course or exit from Banner Faculty Web.

**INSTRUCTIONS:**

**“HOW TO” ENTER GRADES FOR ANOTHER COURSE**

**4. To enter grades for another class;**

- *Scroll* to the bottom of the Grades Worksheet page
- *Click* on CRN Selection. (This returns you to the list of course sections you are teaching for the term you selected.)
  
- Choose the next course section that you want to grade.
- *Press* the Submit CRN button
- Once again, *select* Final Grades from the Faculty & Advisors Menu. (The Grades Worksheet page for the section will display.)

To EXIT, click the exit button in the top right-hand corner.