

# HOW TO SUBMIT FINAL GRADES IN BANNER SELF SERVICE

University of Toledo faculty use Banner Self-Service through the myUT Portal (<http://myut.utoledo.edu>) to enter final grades.

1. Log in to the myUT Portal using your UTAD username and password. Forgotten your password? Go to [myutaccount.utoledo.edu](http://myutaccount.utoledo.edu) to set a new password.
2. Click the **Faculty and Advisor** link found on the **Self Service Tab**. This will take you to the Faculty Services Menu within Banner Self-Service.
3. From the Main Menu, select **Final Grades**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. The CRN is the Course Reference Number of a course assigned when the course is created. In our previous system we referred to this as a Call number.
6. Your class roster will display in alphabetical order. Click in the "Grade" box to use the drop-down list of grades appropriate for each student; select a grade by clicking on it. You may tab to or click in the Grade field for the next student. **Do not use the up or down arrow keys or the mouse scroll wheel, as this will change the grade selected.**
7. Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. **Please do not attempt to remove or change the W grade.**
8. **To grade a student who never attended one class**, if a grade of 'W' does not appear enter an F grade, enter 01/12/2009 in the **Last Attend Date** and enter a 0 (zero) in the **Attend Hours** box.
9. **To grade a student who stopped attending your course**, if a grade of 'W' does not appear assign the appropriate grade the student earned, usually an F. Use the **Last Attend Date** box to enter the date the student last attended or the last date you have a record of any class participation. Leave the **Attend Hours** box blank.
10. For classes with more than 25 students, the list is divided into manageable groups of students called "Record Sets". You may select the "Record Set" link on the top and bottom of the page to access the next Final Grade Worksheet for that class. Be sure to click **Submit Grades** after entering each set of grades and before selecting the next set.
11. After submitting your grades, look for the message "**The changes you made were saved successfully**" – this means your grades have been received. The system may display an alert that the student has not withdrawn from the class. This is not an indication of an error. Instead it means the grades were saved however one or more student who stopped attending failed to withdraw. Your grades have still been received. Submitting grades also resets the time out counter which is initially set to 120 minutes.

12. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will be returned to the **Main Menu** where you should select **Final Grades**. Repeat steps 6-9.
13. **Were Grades Submitted Correctly?** To view confirmed grades, scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
14. When you are done using the Self Service Web, select **EXIT**. You should also close your internet browser to ensure security.

### **Additional Important Information**

- **When can students see the grades you have submitted?** Students can view their grades online after grades are rolled from the Final Grade Worksheet to Academic History by the Registrar's Office.
- The only courses (also called CRNs) that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.
- **Can grades be changed online?** You are free to change the grade of any of your students anytime during the end-of-term grading period until grades have been "rolled" by the Registrar's office. On the Final Grade Worksheet, if the value in the **Rolled** column is **Y**, that grade has been "rolled to history" and cannot be changed online. Rolled grades can only be changed by a paper Grade Change form. The Grade Change form can be found on the Registrar's Office web site at <http://registrar.utoledo.edu/UTstaff/GradeChange.pdf>.
- **Need assistance with grading during normal business hours?**  
Main Campus - call 419.530.4830 or email [Registrar@utoledo.edu](mailto:Registrar@utoledo.edu)  
Health Science Campus - call 419.383.6449 or email Tom.Short@utoledo.edu.