

## FACULTY SELF-SERVICE: FACULTY GRADE ENTRY

At the end of each semester, instructors will enter their final grades via Banner 9 Faculty Self-Service. Please see the following instructions on how to submit final grades.


1. Login to the [MyUTRGV](#) portal using an approved web browser.

Banner 9 Faculty Self-Service is recommended on this web browser:




2. Select the Application *ASSIST*.
3. Click on **Faculty Grade Entry**.

### Faculty and Advising Services




Hello Mary,  
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:




#### Faculty Grade Entry

Submit your final grades and view previous terms.




#### Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



#### Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.



#### Faculty Attendance Verification

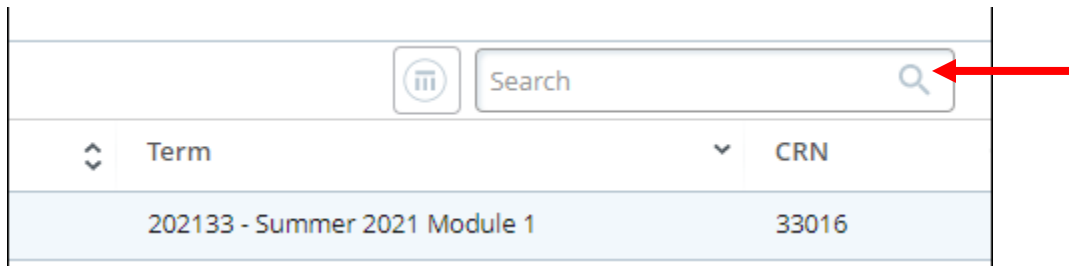
Verify official census date attendance for their classes.

If you have any questions, please email the registrar@utrgv.edu.

4. You will see a list of your assigned courses from past, current, and future terms under **My Courses** arranged in ascending order by CRN.

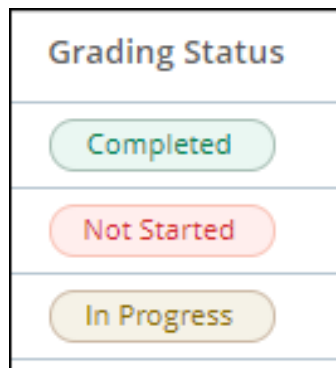
| My Courses     |             |                                 |        |         |                               |                               |       | Search |
|----------------|-------------|---------------------------------|--------|---------|-------------------------------|-------------------------------|-------|--------|
| Grading Status | Rolls       | Subject                         | Course | Section | Title                         | Term                          | CRN   |        |
| Not Started    | Not Started | INFS - Information Systems-INFS | 6350   | 01V     | Bus Intelg & Data Warehousing | 202133 - Summer 2021 Module 1 | 33016 |        |
| Completed      | Not Started | INFS - Information Systems-INFS | 6353   | 01V     | Social Media Analytics        | 202133 - Summer 2021 Module 1 | 33017 |        |

5. For instructors with larger course lists, it is recommended to use the search box to search by term name and year to pull up your current courses. (Ex. Typing in Spring 2021, Spring 2021 Module 1 etc....)



6. The **Grading Status** column shows your progress in entering grades. Below are brief definitions of each status.

- **Completed:** indicates that all grades for this section of the course have been submitted.
- **Not Started:** indicates that no grades for this section of the course have been submitted.
- **In Progress:** indicates that some but not all grades for this section of the course have been submitted. This will include any dropped grades of DR or W that have already been posted to a student's academic record.



- When ready to submit grades, go to the **My Courses** section and click anywhere in the course row to select the course.



|             |             |                                   |      |
|-------------|-------------|-----------------------------------|------|
| Completed   | Not Started | INFS - Information Systems - INFS | 6333 |
| Not Started | Not Started | FINA - Finance - FINA             | 6303 |
| Completed   | Not Started | INFS - Information Systems - INFS | 6333 |

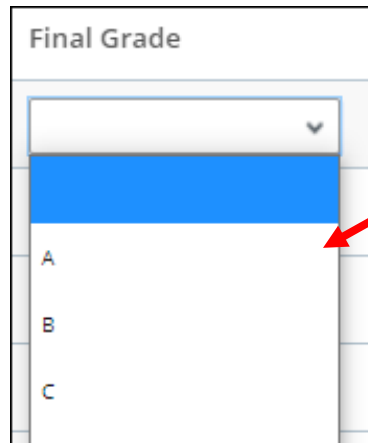
- After selecting the course, the course row will be highlighted, and the class roster will display below it.

When submitting a grade of "F" the official last day of the term per the Academic Calendar will be populated after clicking save. However, if the F is based on the student having stopped attending, enter the last day attended.

Search

| Full Name | ID       | Midterm Grade | Final Grade | Rolled | Last Attend Date if Student Stopped Attending |
|-----------|----------|---------------|-------------|--------|---|
| Student 1 | 00000001 |               |             |        |   |
| Student 2 | 00000002 |               |             |        |   |

- Select the grade from the **Final Grade** drop-down menu for each student.



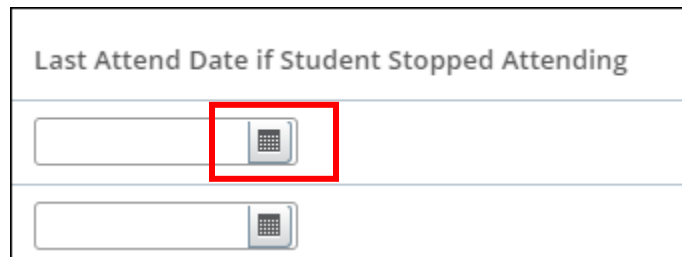
Final Grade

A

B

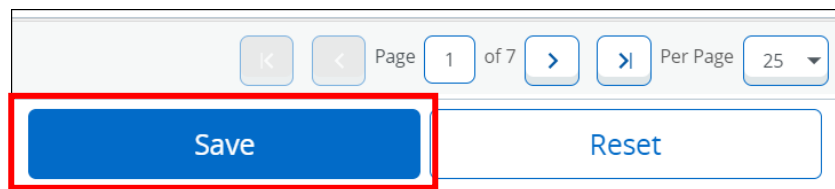
C

10. When assigning grades of “F”, the official last day of the term per the academic calendar will be populated after submitting grades. *(Note: This date will not be visible until accessing the course a second time).* However, if the “F” is based on the student having stopped attending, please enter the last day the student attended. Instructors may use attendance indicators such as Blackboard posts, quizzes, exams completed etc. to provide a last date of attendance. To enter the date, click on the calendar icon or manually enter the date in **MM/DD/YYYY** format.



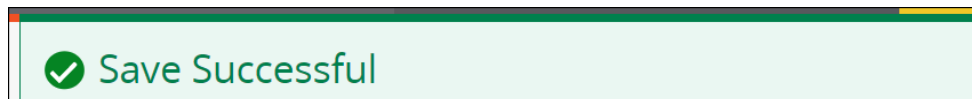
The screenshot shows a form titled "Last Attend Date if Student Stopped Attending". It contains two input fields. The top field has a calendar icon to its right, which is highlighted with a red rectangular box. The bottom field also has a calendar icon to its right.

11. Click **Save** located at the bottom of the page to submit grades.



The screenshot shows the bottom of the page with navigation controls. It includes "Page 1 of 7" and "Per Page 25" with navigation arrows. Below this, there are two buttons: "Save" and "Reset". The "Save" button is highlighted with a red rectangular box.

12. You will receive a confirmation message at the top right corner of the page if the grade submission was successful.



13. Please also review the bottom of the screen for any additional pages that may exist for your roster. Before moving on to the next page in your roster, **make sure you have saved any entered grades on the current page.**



The screenshot shows the bottom of the page with navigation controls. It includes "Page 1 of 2" and "Per Page 25" with navigation arrows. Below this, there are two buttons: "Save" and "Reset". The navigation controls (arrows and page numbers) are highlighted with a red rectangular box.

14. Once all grades have been successfully submitted for your roster, the status under the **Grading Status** column will be noted as **Completed**.

*Note: You will also notice a **Rolled** column which indicates whether the course grades have been rolled/posted to the students' academic records. The Rolled column does not require any action from faculty so the Grading Status column should be the only column referenced when attempting to review your grade submission progress. The Rolling of grades is managed by the Office of the University Registrar and this process is run after the grading submission deadline. Once the rolling process has been completed, the status under the Rolled column will be noted as Completed. At that point, instructors will no longer be able to submit grades via Assist and will need to submit a grade change form for any needed grade updates.*

| Final Grades   |             |                       |
|----------------|-------------|-----------------------|
| My Courses     |             |                       |
| Grading Status | Rolled      | Subject               |
| Completed      | Not Started | HIST - History - HIST |

15. To enter grades for another course, select the course from the **My Courses** list to begin.