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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF 345</td>
<td>Information Systems</td>
<td>Not Started</td>
</tr>
<tr>
<td>INF 6303</td>
<td>Finance</td>
<td>Not Started</td>
</tr>
<tr>
<td>INF 6333</td>
<td>Information Systems</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Last Attend Date if Student Stopped Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Calendar Icon" /></td>
</tr>
<tr>
<td><img src="image2.png" alt="Calendar Icon" /></td>
</tr>
</tbody>
</table>

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

![Save Button](image3.png)

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

![Confirmation Message](image4.png)

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**.
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 Table]

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