

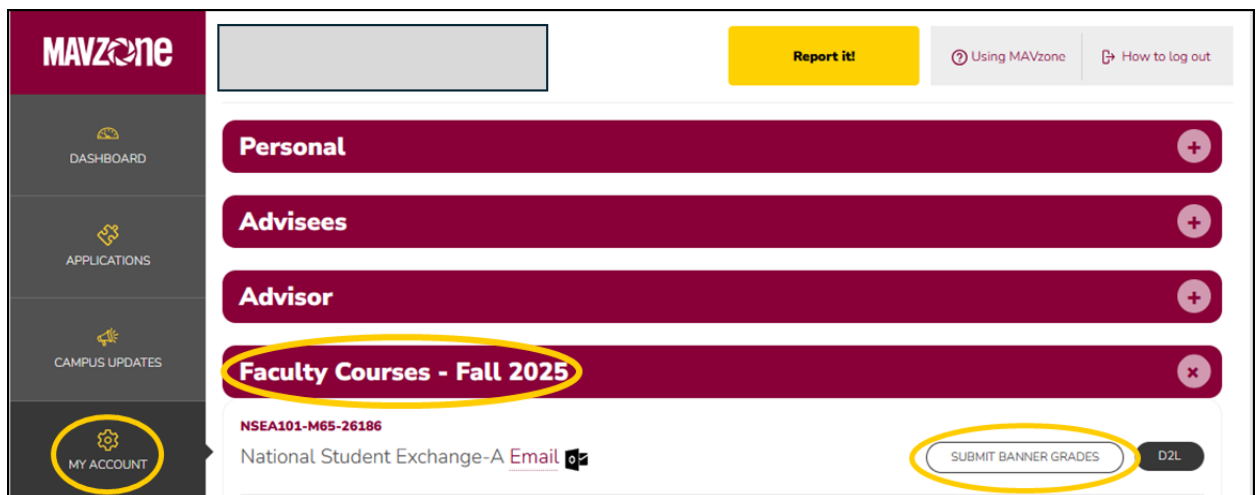
## Final Grade Submission Instructions for Faculty

### Description








- The link for grade submission will be turned on the Friday before the final exam week and will only show on current semester courses.
- Faculty must submit final grades for every student on an active course roster by the Monday after final exam week. Starting Tuesday at 8 AM, the grade link will be shut off. It will take a few days processing time before students will be able to see their grades.
- Grades should be posted in the D2L Course Gradebook for students to view throughout the semester. It is advised to copy the grades from the D2L course gradebook to submit final grades to Banner given students are using this as their grading source during the term.

### Submitting Final Grades

1. In MAVzone under **My Account** expand the **Faculty Courses – Current Semester** section and select the **Submit Banner Grades** button.



2. The D2L Grade Roster will appear, select the **Copy All** icon and all the grades will be copied to the **Grade (set)** column.

Last Name, First Name	Student ID	D2L Points	Percentage	Final Grade	Copy	Grade (set)	Banner Grade
							
							<b>Publish Grades to Banner</b>
Student ID	D2L Points	Percentage	Final Grade	Copy All	Grade (set)		
700000000	194.14 / 225.0	86.28%	B			B ▾	
700*****	205.23 / 225.0	91.21%	A			A B C D F I	
700*****	226.9 / 257.0	88.29%	B				

- If a grade other than the D2L final grade is to be assigned, select it from the **Grade (set)** drop-down menu. Select **Publish Grades to Banner** to submit grades.

  - Grades should be based on the D2L grade roster used in the academic term.
  - If a **W** is preselected, it means the student withdrew and the grade should be kept as a **W**. If **None** is preselected, please select from **A, B, C, D, F, or I**.
  - I** Grades – Incomplete grades are temporary grades given to a student only in an emergency case and are intended to allow the student one semester to complete coursework beyond the original course end date. A faculty member may choose to grant a shorter extension than the full semester.

### Questions and Additional Information

- It is vital that grades are posted by the deadline and your help is appreciated. Timely grade submission ensures accurate student records for degree conferral, financial aid, scholarships, athletic eligibility, academic honors and other factors. Please work with your Academic Department and the Registrar's Office if there are extraordinary, unexpected circumstances.
- Once the grade submission link is inactive or turned off, an instructor will need to submit a [Change of Grade Form](#) for an individual student. This form is submitted to the Registrar's Office and may take a few days for processing.

### **Registrar's Office**

Lowell Heiny Hall 400

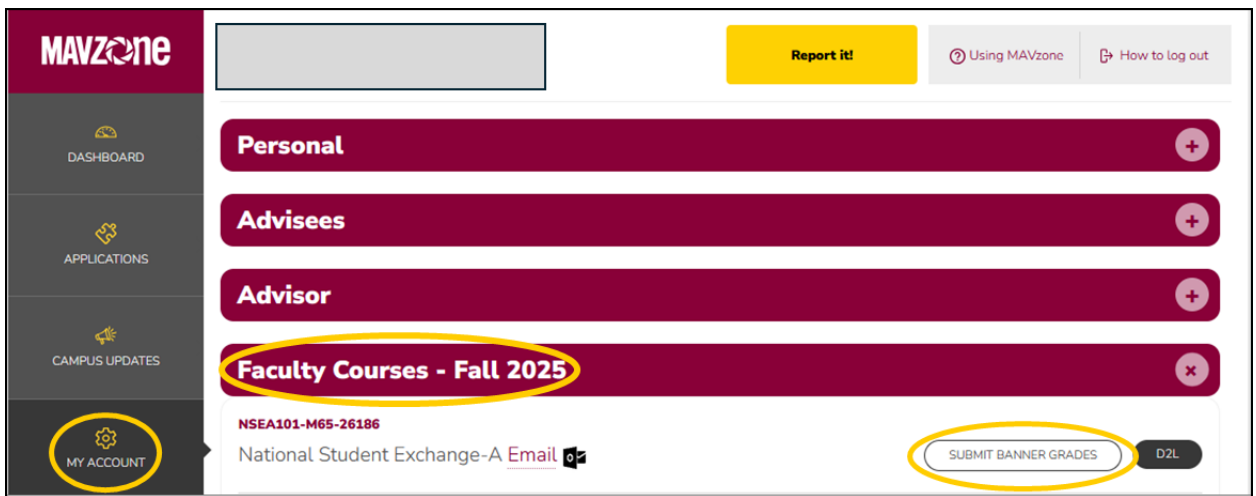
970.248.1555 | [registrar@coloradomesa.edu](mailto:registrar@coloradomesa.edu)

Registrar Resources for Faculty:

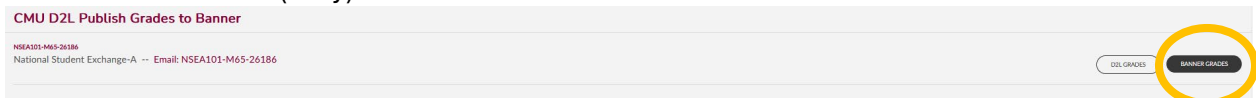
<https://www.coloradomesa.edu/registrar/faculty.html>

### **Alternative Method for Entering Grades**

1. In MAVzone under **My Account** expand the **Faculty Courses – Current Semester** section and select the **Submit Banner Grades** button.



2. Click **Banner Grades** (Gray)



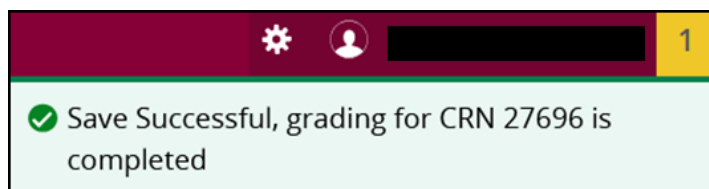
3. Click on a course labeled **Not Started**. The roster will appear below your courses.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook'. Below the tabs is a section titled 'My Courses'. A table is displayed with two columns: 'Grading Status' and 'Rolled'. The 'Grading Status' column has a dropdown menu with 'Completed' and 'Not Started' options. The 'Rolled' column has a dropdown menu with 'Completed' and 'Not Started' options. The 'Not Started' option in the 'Grading Status' column is highlighted in red, and a mouse cursor points to it.

4. Select a letter grade for each student. Click out of the drop down box then enter the grade for the next student. **Use caution while scrolling**

The screenshot shows the 'Faculty Grade Entry' interface with a table. The table has five columns: 'Final Grade', 'Rolled', 'Last Attend Date', 'Hours Attended', and 'Narrative Grade Comment'. The 'Final Grade' column has a dropdown menu with 'A' selected. The 'Save' button is visible at the bottom right. The 'Page 1 of 1' and 'Per Page 25' indicators are also visible.

5. Click **Save** when done. A Save.Successful notification will appear in the upper right of your screen when complete.
- If there are more than 25 students in the course, use the **Per Page box** to increase the number of visible students on the page.
  - If a grade is incorrect or needs to be changed, faculty may re-access the grading roster to change the grade and resubmit until the grading deadline.



**Note:**

1. If a **W** is preselected, it means the student withdrew and the grade should be kept as a **W**. If **None** is preselected, please select from **A, B, C, D, F, or I**.
2. **I Grades** – Incomplete grades are temporary grades given to a student only in an emergency case and are intended to allow the student one semester to complete coursework beyond the original course end date. A faculty member may choose to grant a shorter extension than the full semester.