

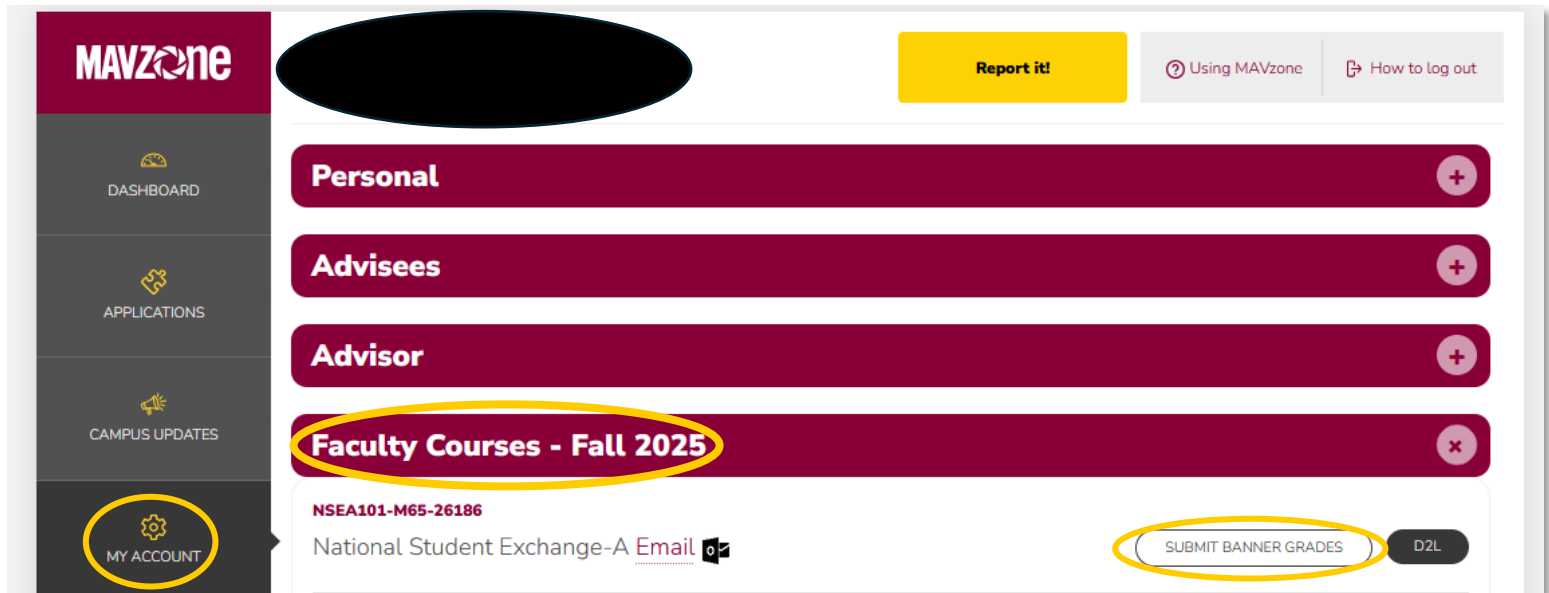
Final Grade Submission Instructions for Faculty

The link for grade submission will be turned on the Friday before the final exam week and will only show on current semester courses.

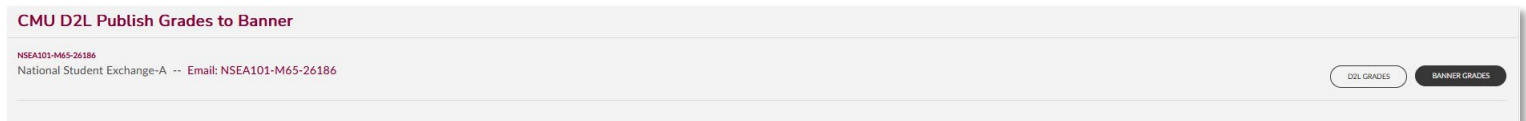
Faculty must submit final grades for every student on an active course roster by the Monday after final exam week. Starting Tuesday at 8 AM, the grade link will be shut off. It will take a few days processing time before students will be able to see their grades.

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.

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



The D2L Grade Roster will appear, select the 'Copy All' icon and all the











Final Grade Submission Instructions for Faculty

grades will be copied to the 'Grade (set)' column.

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.

Last Name, First Name	Student ID	D2L Points	Percentage	Final Grade	Grade (set)	Banner Grade
						

Student ID	D2L Points	Percentage	Final Grade	Copy All	Grade (set)
700000000	194.14 / 225.0	86.28%	B		
700*****	205.23 / 225.0	91.21%	A		
700*****	226.9 / 257.0	88.29%	B		

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.

Final Grade Submission Instructions for Faculty

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

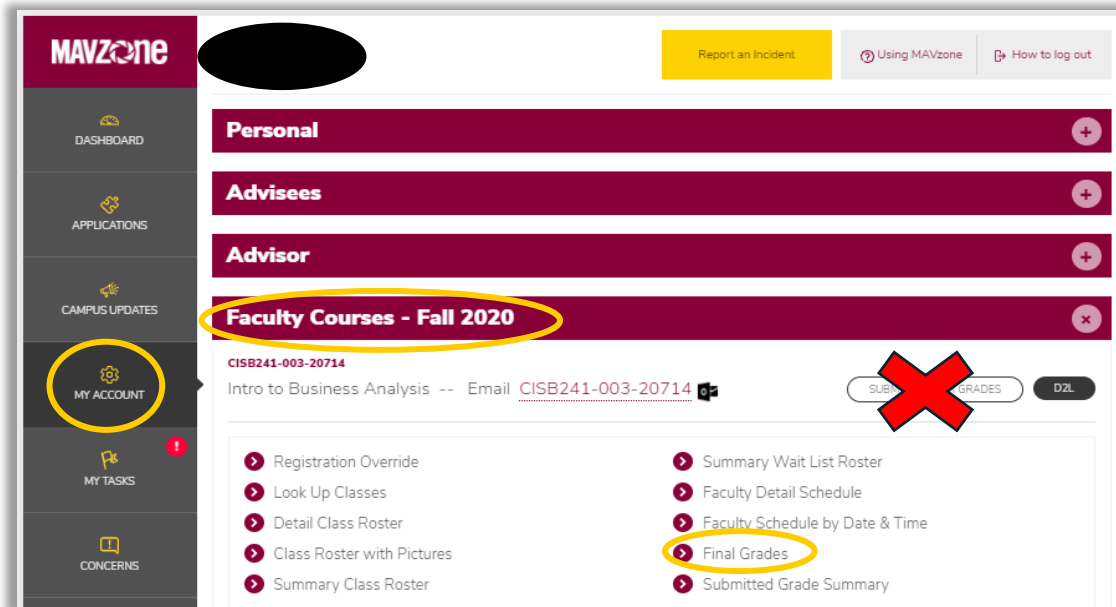
970.248.1555 | registrar@coloradomesa.edu

Registrar Resources for Faculty:

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

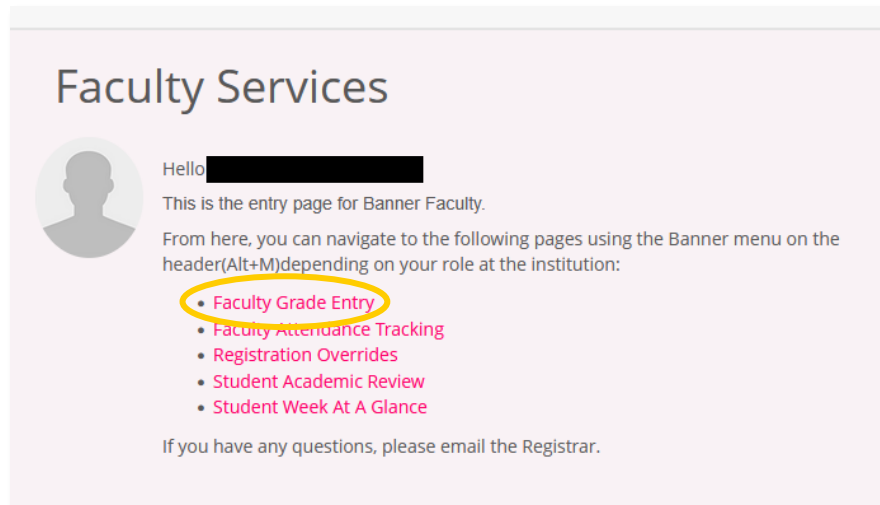
Alternatively, faculty can manually enter grades into Banner. Directions for final grade entry in Banner are below.

In MAVzone under 'My Account' expand the 'Faculty Courses' – Current Semester' section and select 'Final Grades' from the bulleted list.



Final Grade Submission Instructions for Faculty

From the Faculty Self-Service menu, select 'Faculty Grade Entry.'



The screenshot shows the 'Faculty Services' page. It includes a greeting 'Hello [redacted]' and a message: 'This is the entry page for Banner Faculty. 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:'. A list of links is provided, with 'Faculty Grade Entry' circled in yellow. The other links are 'Faculty Attendance Tracking', 'Registration Overrides', 'Student Academic Review', and 'Student Week At A Glance'. At the bottom, it says 'If you have any questions, please email the Registrar.'

Faculty Services

Hello [redacted]

This is the entry page for Banner Faculty.

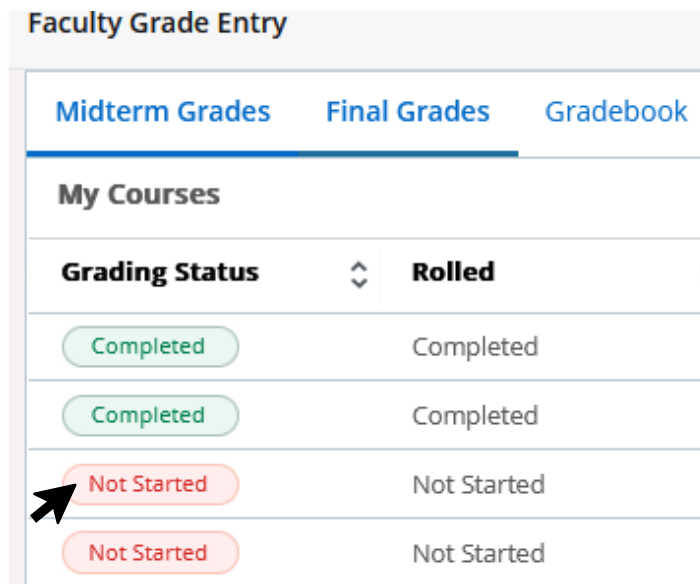
From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Faculty Grade Entry
- Faculty Attendance Tracking
- Registration Overrides
- Student Academic Review
- Student Week At A Glance

If you have any questions, please email the Registrar.

Click on a course labeled 'Not Started.'

The roster will appear below your courses.



The screenshot shows the 'Faculty Grade Entry' page. It has three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Final Grades' tab is selected. Below the tabs is a section titled 'My Courses'. It contains a table 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 table shows four rows of data, with the first two rows having 'Completed' in both columns and the last two rows having 'Not Started' in both columns. A black arrow points to the 'Not Started' button in the 'Grading Status' column of the third row.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled
Completed	Completed
Completed	Completed
Not Started	Not Started
Not Started	Not Started

Final Grade Submission Instructions for Faculty

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**

Click 'Save' when done. A 'Save Successful' notification will appear in the upper right of your screen when complete.

Do not put anything in these boxes

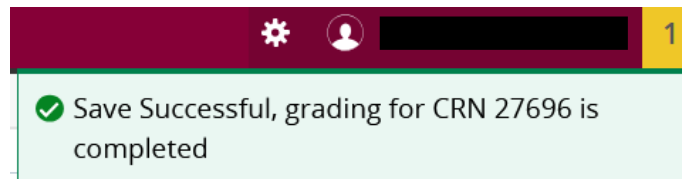
Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
A				

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Save Reset

*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.



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