

Final Grade Entry for Faculty

Normally, final grades are due from faculty within 24 hours after the final exam period has ended; however, the faculty may take up to the night before the established grade deadline to enter final grades for students.

1. Login to Bannerweb through MyEGSC account.
2. From Bannerweb homepage, click the “Faculty & Advisors” link.



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Search

[SITE MAP](#) [HELP](#) [EXIT](#)

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3. Click on “Term Selection” at the top of the page. Select the term from the drop down box and click SUBMIT. This will take you back to the Faculty & Advisors page.
4. Click on “Final Grades” link.

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


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Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty & Advisors

-  [Term Selection](#)
-  [CRN Selection](#)
-  [Faculty Detail Schedule](#)
-  [Week at a Glance](#)
-  [Detail Class List](#)
-  [Summary Class List](#)
-  [Detail Wait List](#)
-  [Summary Wait List](#)
-  [Midterm Grades](#)
-  [Final Grades](#)
-  [Electronic Gradebook by Component](#)
-  [Faculty and Advisor Security Information](#)
-  [Active Assignments](#)
-  [Assignment History](#)
-  [Course Catalog](#)
-  [Syllabus Information](#)
-  [Office Hours](#)
-  [Faculty Grade Summary](#)
-  [Advisee Grade Summary](#)

5. Select the course you wish to enter grades for from the drop down box and click **SUBMIT**.
6. Beside the student's name, click on the "Grade" drop down, select a grade from the box. If a grade is not listed, it cannot be assigned for the course.

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Personal Information Faculty & Advisors

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Final Grade Worksheet

- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

Health - HLTH 2051 0

CRN: 80792

Students Registered: 5

Please submit the grades often. There is a 90 minute time limit starting at 12:12 pm on Jul 21, 2017 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Bray, Marquez K.	930093192	2.000	**Registered** Jul 21, 2017	None	N	<input type="text"/>	<input type="text"/>	4
2	Davis, Ronesha B.	930052010	2.000	**Registered** Jul 21, 2017	A	N	<input type="text"/>	<input type="text"/>	3
3	Hankerson, Ama'Rahja M.	930102375	2.000	**Registered** Jul 21, 2017	B	N	<input type="text"/>	<input type="text"/>	5
4	London, Travis K.	930096301	2.000	**Registered** Jul 21, 2017	C	N	<input type="text"/>	<input type="text"/>	1
5	Patterson, Colby D.	930098178	2.000	**Registered** Jul 21, 2017	D	N	<input type="text"/>	<input type="text"/>	2

- For students earning a grade of "F", a last date of attendance must be entered in the "Last Attend Date" field. If the student attended the entire semester and earned a grade of "F," the last date of attendance would be the last date of the term—not including final exams.
- Click "Submit".

**Additional Notes:

- Some final grade rosters will be longer than one-page long, be sure all grades have been entered for the class roster. Review the grades to make sure they are correctly assigned.
- Only students in Learning Support Courses can earn a grade of "IP"—if a student needs to be assigned a grade of "incomplete," you must submit an "incomplete grade justification" found on the MyEGSC portal under "online forms."

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