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.
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.
Final Grade Entry for Faculty

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.
7. 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.

8. 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.”
Final Grade Entry for Faculty