

Entering Grades Online in Banner

Information You Will Need Before You Begin to Enter Grades:

Your own username (this is the first part of your Auburn email address)

Your password (same password as for Auburn email)

Your list of calculated grades for each student in each class section that you are responsible for grading in the current semester.

To Enter Grades:

Note - If you are off-campus or using the wireless network on campus, start the VPN application on your computer.

1. Log in to AU Access
 2. Click on the "Employee Services" tab
 3. Click on the "Self Service Banner" icon
 4. Click on "Faculty Services" tab
 5. Click on "Submit Final Grades" link
 6. Select the appropriate Term from the drop down list, then click "Submit" button.
 7. Choose the appropriate class section and CRN from the drop down list, then click the "Submit" button.
 8. Enter Grades, then click the "Submit" button. You have 90 minutes to enter your grades before you will be timed out. Remember to click the "Submit" button **frequently** to ensure that your work is saved. Each time that you click the "Submit Button" the 90 minute window begins again. Note the reminder for the starting time of your 90-minute submission period. It is located at the bottom of the page.
- If you have multiple pages** of students, be sure to click the "Submit" button **before navigating to** the next page. Certain grades (AU, W, NN, TD) will be pre-entered for you. You will not be able to change these grades. You do not need to enter any information in the spaces labeled "Last Date Attended" or "Attend Hours."
9. Note the "Success" message. It will be located at the top of the page that appears after you have clicked the "Submit" button. This indicates that your grades have been accepted by Banner. It is located above the student roster on the left. **If you click the "Submit" button multiple times for one group of grades, you will only receive the "Success" message after the first submission.**
 10. Print two copies of your grades with the "Success" message displayed. One is for your records and the other must be submitted to your department for its records. **The Office of the Registrar no longer needs a paper copy. Normally, this is printed through your browser.**

Grade Changes and The Rolling of Grades

The process of rolling grades to academic history is very different in Banner from the old OASIS system. Once grades are rolled to history, they cannot be changed in Banner by a faculty member, even though the grading period may still be open. Grades are rolled by the Office of the Registrar at 6:00 a.m. and 6:00 p.m. during the early period of grading and more often as graduation approaches. You can tell that a grade has been rolled when you can no longer select a new grade from the drop down list of grades.

Once a grade has been rolled, it can only be changed by submitting a Grade Revision Form to the Office of the Registrar.

- During the web grading period for the current term, this only requires the signature of the faculty member.
- After the web grading period is closed, these forms must include all appropriate signatures.
- These forms are available in WORKFLOW or on the Faculty Tab of AU Access.