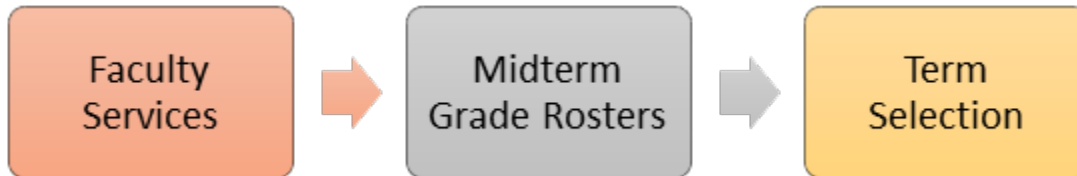


# HOW TO SUBMIT MIDTERM GRADES Via BANNER SELF SERVICE

Log in to Banner Self Service: <http://www.csbsju.edu/it-services/banner>



Select the course you wish to grade from the drop-down list and click **Submit**.

Your roster will display in alphabetical order. Click in the “Grade” box to use the drop-down list of grades appropriate for each student and select a grade by clicking on it. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys if a grade is highlighted as this will change the grade for that student.

**NOTE: If your course does not appear in the list, you are not listed as the instructor in the system. Please contact the Registrar’s Office for assistance.**

Enter a grade for each student on the roster. If the student has officially withdrawn, a ‘W’ will already appear in the grade field. If a grade of ‘W’ does not appear and the student withdrew or if the student did not attend your course, please contact the Registrar’s Office.

- When finished entering grades, click **Submit Page**.
- To grade additional courses, click on Faculty Services at the top of the page and repeat the same steps for a different course.
- To view confirmed grades (both midterm and final), scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
- When you are done using the Self Service Web, click **EXIT** in the upper right-hand corner of the page. You should also close your web browser to ensure security.