

## STEPS FOR WEB GRADING - SELF SERVICE BANNER

Our office can no longer accept faxed grade rosters. All grades must be entered by the instructor through your MyVU account.

**Please do not wait until the last minute to check on your MyVU access to web grading.**

**Verify NOW that you can log in to your MyVU account and access Final Grades on Self Service Banner.**

### Access Final Grades using the following steps:

1. Sign in to MyVU at my.vinu.edu
2. Scroll down, and under "Instructional" click on "Final Grades"
3. Choose the correct term in the drop down box: Fall 20XX for the fall semester, 1st trimester and year-long and year-long courses; Spring 20XX for spring and 3rd trimester courses
4. Choose CRN to be graded
5. After entering final grades on the web grade roster, be sure to click SUBMIT on each page of the roster.

If there were no errors, you will receive a message "The changes you made were saved successfully."

To go to your next section, scroll to the bottom of the page and click on "CRN Selection".

**DO NOT ENTER ATTEND HOURS OR ROLLED LAST ATTEND DATE OR YOUR GRADES WILL NOT POST! The only time you enter a last attend date is if you enter "F" as a final grade.**

The quality of a student's work is indicated by the semester grades reported by the instructors to the Registrar at the close of each term as follows: *A* and *A-* represent work of excellent quality; *B+*, *B* and *B-* represent work above average; *C+* and *C* represent average work; *D* represents below average and non-transfer quality; and *F* represents not passing. **Please note that VU's grading scale does not include a grade of C-; therefore, Banner will not accept a C- as a valid grade.**

Grades of 'CR', 'I', 'W', 'WF', and 'WN' may not be submitted as final grades at any time. If an instructor has previously submitted a Student Drop Form for a student, that student's final grade should be left **blank** during final grade entry. The Registrar's Office will record the grade of 'W' when processing the drop. If you did not submit a Student Drop Form on or before the drop deadline, and the student finished the course for high school credit, a final grade **must** be entered.

**BE SURE TO CAREFULLY PROOF YOUR GRADE ROSTER.** Be sure every student received a grade. Only those students for which you submitted drop forms should have no grades submitted.

**HINT: If your roster will not save successfully, look for a grade of 'F' with no last date of attendance entered.**

Once the last date of attendance has been entered, your roster should save. The last date of attendance to be used will be given to the instructors in the grading window email sent by the Project EXCEL office.

If you need to change a grade during the grading period but Banner prohibits the change, submit the change to the Project EXCEL office on a Grade Change Form.