

Entering Final Grades through Banner

1. Log into [TUportal](http://tuportal.temple.edu) (tuportal.temple.edu).
2. Select the **Teaching Tools** tab and navigate to the “**Self-Service Banner for Faculty**” channel
OR
Select the link to “**Self-Service Banner**” under the **TUapplications** menu at left, and select the “**Faculty and Advisors**” button under the Main Menu.
3. Select “**Enter Final Grades**”.
4. Select the term for which you wish to enter grades and click ‘**Submit**’.
5. Select the section you wish to grade from the menu of available CRNs (you will see all of the sections for which you may enter final grades) and click ‘**Submit**’. Alternately, you may enter the CRN directly.
6. The list of registered students will appear.

Please note:

- Each grade defaults to “ENTER” until a grade is selected.
 - Students who have withdrawn from the course will appear on your list with an unchangeable grade of “W”.
 - Entered grades will roll to academic history every day at 5:00AM EST (7:00PM for TUJ). You may make changes to your grades up until they roll, but once grades roll (indicated with “Y”) they can only be changed through the Change of Grade workflow.
 - The system will time out every 60 minutes, but clicking on ‘Submit’ will reset the timer.
7. To enter a grade for a student, select the appropriate grade from the drop down menu. Only the options appropriate to the grade mode chosen by that student at registration will be displayed.
 8. To give a student an Incomplete, select “I” as you would any other grade. After you submit your grades, you must then assign the required **Incomplete Final Grade** (formerly called “default grade”) on the next screen. The Incomplete Final Grade deadline will automatically populate one year from the date the incomplete was issued.
 9. Remember to select ‘**Submit**’ before moving onto the next page and when you are finished. After you submit any grading action, you will see a message that your changes have been saved on the SSB screen and you will also receive an email notification.
 10. After all grades are entered, check your work by selecting “**Summary Class List**” from the main menu. The list reflects all grades – both rolled and unrolled. For grading to be complete, you must submit a grade for every student on the list. If the Summary Class List displays a final grade of “ENTER”, please click on that link and submit a final grade for that student.

Grade Audit Reviews

- Click on “**Grade History**” on the main menu to view original grades and any revised grades submitted. This tool will assist you in tracking any historical grades (“Original Final Grade”) and Change of Grade (“Revised Final Grade”).
- Click on “**Incomplete Final Grade Summary**” on the main menu to track all incomplete default grades assigned. Default grades do not appear on the student’s record until the extension date expires.