

FACULTY GRADE ENTRY

Final grades can be entered either in Canvas or directly in Banner Self Service – PLEASE review page 2 of this document for directions on entering grades directly in Canvas

FINAL GRADING IN SELF SERVICE

1. Login to Self Service via my.AState
2. Go to “Faculty Grade Entry” on the Self Service home page
3. Open the **Final Grades** tab to display a list of courses where you are an instructor.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61188
Not Started	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202260 - 2022 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

4. Select the relevant class section and your full roster will appear. When grading is available grade drop-down boxes will appear; select a grade from the drop-down for each student

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Cash, Johnny						
Green, Al						
Jordan, Louis T.						
Reeves, Bass						
Shankman, Matt						

5. After you have assigned grades, scroll to the bottom and select “Save”



6. You can save and return later if not all grades are available. Classes with missing grades show the grading status “In Progress”, once all grades are entered the grading status changes to “Completed”

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61188
Completed	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT	202260 - 2022 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I	202360 - 2023 Fall	64706

You can make changes to entered grades following the steps above until the grades are rolled into academic history. Rolled grades are viewable to the student and available on the student’s transcript. A rolled grade can be identified by a green check in the “Rolled” column on the grading roster.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Cash, Johnny			C	✓		
Green, Al			C	✓		
Jordan, Louis T.						
Reeves, Bass			A	✓		
Shankman, Matt				✓		

**** If final grading has ended, you need to submit a Change of Grade form to the Registrar’s Office to update to the appropriate letter grade (Change of Grade forms can be collected from your College Dean’s office).****

*****If you have any questions regarding Final Grading, please contact either Chris Boothman (cboothman@astate.edu) or Caroline Moseley (mmoseley@astate.edu) for further information.*****

FINAL GRADING IN CANVAS

1. In order to enter final grades in Canvas, you will need to activate the “Submit Grades to Banner” application if this is not already available on your left navigation menu. If this is already available, please view step 5 of this guide.
2. Click on Settings on the left navigation menu of the course.
3. Click the Navigation tab at the top.
4. Locate the “Submit Grades to Banner” menu item, click the three dots and click Enable. Click Save. The “Submit Grades to Banner” menu item will appear.

The screenshot shows the Canvas course navigation menu on the left. The 'Settings' option is selected. In the main content area, a list of course items is displayed. The 'Submit Grades to Banner' item is highlighted in grey, and a tooltip 'Edit Course Navigation' is visible next to it. Other items include Rubrics, New Analytics, BioSig-ID™ Admin, Cisco Webex, My Media, LockDown Browser, Course Evaluations, Files, Outcomes, Screencast-O-Matic, Media Gallery, Assignments, Zoom, Discussions, Quizzes, ProctorU, and People. Each item has a three-dot menu icon to its right.

5. Click on the “Submit Grades to Banner” menu item and wait for the page to load. You will be prompted with both Mid-Term and Final grading tabs at the top of the page. Please click Final Grades tab and your class roster will be listed. The student’s current grade as a percentage will appear.
6. Please enter your final grade as a letter grade (please ensure you enter valid grades as per the level of the course (e.g. undergraduate vs graduate) and course type (e.g. letter grade, pass/fail, credit/no credit etc.)

The screenshot shows the 'Final' grading tab selected. A message at the top states 'There are 24 students with unsubmitted grades.' Below this is a table with the following columns: Student Name, Current Grade, Submitted, Final, and Extension Date (mm/dd/yyyy). The table contains three rows of student data.

Student Name	Current Grade	Submitted	Final	Extension Date (mm/dd/yyyy)
[Redacted]	86.08% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
[Redacted]	96.29% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
[Redacted]	98.58% ()	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

7. Ignore the Extension Date column and scroll to the bottom and hit Submit. After a short time, you should receive a confirmation message that your grades have been successfully entered. Any incorrectly formatted grades will result in an error message that appears. Please be sure to check these closely as failure to enter a grade will result in this appearing on an outstanding grades report generated by the Registrar’s Office.
8. Instructors are encouraged to subsequently check Self-Service Banner to ensure the grades have successfully migrated.