

## Grading in Banner Self-Service

1. Access Banner Self-Service by logging in to the my.AState portal, entering your ID and PIN as necessary.



### Arkansas State University

**Personal Information** Student Financial Aid Faculty Services Employee

Search  Go

#### Main Menu

Welcome, [REDACTED] to Arkansas State University Self-Service! Last web access on Jan 17, 2022 at 03:21 pm

##### Personal Information

Update addresses, contact information; Change your PIN.

Please keep your address and telephone number current to help ensure that you receive important ASU communications.

##### Student

Apply for Admission, Register; View your academic records and Financial Aid.

##### Financial Aid

View your Financial Aid information.

##### Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information.

##### Employee

2. From the Main Menu, Click the Faculty Services Tab, and then click the Final Grades link. Alternately, if you are entering Midterm Grades, click the Midterm Grades link. Grading dates can be found on the Registrar's website at <https://www.astate.edu/a/registrar/faculty-staff/grading/> or listed in Banner Self-Service under the Faculty Menu.

**Personal Information** Student Financial Aid **Faculty Services** Employee

Search  Go

#### Faculty Menu

##### Student Information Menu

Term Selection

Week at a Glance

Detail Class List

Summary Class List

Midterm Grades

Final Grades

- WN Grading - Full Session and Session I Courses: The final grading worksheet for WN grading will be available
- Final Grading - Session I Courses: The final grading worksheet for first session courses will be available
- WN Grading - Session II Courses: The final grading worksheet for WN grading will be available in myCar
- Final Grading - Full Session and Session II Courses. The final grading worksheet will be available on Apr
- Final grades for all students are due by noon (12:00 PM Central) on Saturday, May 10th.

3. Select the term for which you are grading and click Submit. This will bring up a list of your assigned courses.

## Arkansas State University

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

### Select Term

---

Select a Term:

4. Choose the course for which you wish to input grades.

## Arkansas State University

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search

### Select a CRN

---

CRN:

---

- If grading is not currently open, you will receive a message stating that grading is not available. However, once grading opens, selecting your course will bring up a screen listing the students in the course, along with drop down menus to enter grades for each:

**Final Grades**

Record Number	Student Name	ID	Credits	Classification	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	FR	FN	N			13	
2			3.000	ND	B	N			21	
3			3.000	SR	None	N			6	
4			3.000	SO	None	N			9	
5			3.000	NF	A	N			5	
6			3.000	SO	B	N			12	
7			3.000	SO	C	N			2	

- After entering grades, hit the Submit button.

- After submitting grades, you can make changes to those grades by the procedure detailed in Step 5 until the Rolled column indicator changes to "Y". This indicates the grade has been "rolled" into Academic History, is viewable to the student and available on the student's transcript. If changes are needed after that point, a grade change form will be required, so be very careful when entering your grades. Typically, the Registrar's Office will roll grades several times during the final grading period.

**Final Grades**

Record Number	Student Name	ID	Credits	Classification	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	FR	FN	Y	None	None	13	
2			3.000	ND	B	Y	None	None	21	
3			3.000	SR	D	Y	None	None	6	
4			3.000	SO	None	N			9	