Entering Final Grades

This is the process that you would use to enter final grades when the final grading period has opened for a term.

Go to banner.jefferson.edu. Enter your campus key and password.

Click on the link for Faculty and Advisors.

Faculty and Advisors

Self Service Banner 9 Faculty & Advisor Menu

Self Service Banner 9 Job Aid (Updated 8/30/202
PDF document comparison of the SSB8 and SSB9 functionality

Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.

Class Schedule

Course Catalog

East Falls Additional Advising Links

Starfish

TJU Student Attendance

Interfolio

Advisee Listing

Click on the link for Self Service Banner 9 Faculty & Advisor Menu.

- Advisee Listing
- Class List
- View Student Profile
- Student Academic Review (Faculty Only)
- Faculty Week at a Glance
- Detail Schedule (Faculty Only)
- Registration History
- Student Week At A Gla
- Faculty Grade Entry

Click on the link for Faculty Grade Entry.

Faculty Grade Entry

Midterm Grades | **Final Grades**

My Courses

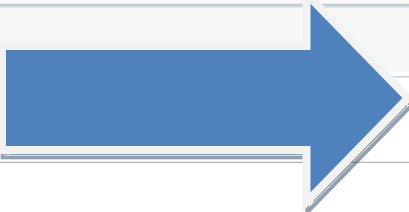| Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	TAX - Tax	660	1	Individual Taxation & Plann	202301 - Fall 2023	74471
Not Started	Not Started	BHSX - Behavioral Health Servcs (CPS)	351	1	Behavioral Hlth Pol&Services	202301 - Fall 2023	78815
Completed	Completed	ACCT - Accounting	101	1	Financial Accounting	202202 - Spring 2023	82470

Click on the tab for Final Grades.

The sections for which you are assigned as the primary instructor will appear. Select the section for which you are entering final grades.

The sections for which you are assigned as the primary instructor will appear on the pulldown list. Select the section for which you are entering final grades and click on Submit.

Final Grade		Rolled	Last Attend Date		Hours Attended		Narrative Grade Comment
A	⌄		▦				
C+	⌄		▦				
B+	⌄		▦				
A-	⌄		▦				
D	⌄		▦				

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Save   **Reset**

Select the appropriate final grade from the pulldown list. Click on Save.

✔ Save Successful, grading for CRN 78815 is completed

You will see a message indicating the changes you made were successfully saved.

When finished, move to your next section roster and repeat the grade entry.

You may want to print a copy of each page for your records.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade
1			3.000	**Web Registered** Aug 05, 2019	I ▾

To enter an incomplete final grade for a student, select the "I" grade from the pulldown list of options.

Final Grade	⬍	Rolled ⬍	Last Attend Date	⬍	Hours Attended	⬍	Narrative Grade Comment
A ⌄			🔲				
C+ ⌄			🔲				
B+ ⌄			🔲				
A- ⌄			🔲				
F ⌄			08/28/2023 🔲				

To help distinguish an 'earned' F from a student who stopped attending without officially dropping or withdrawing from the class, you can enter a Last Attend Date that matches the date the class began. This will let areas know that the student never officially attended the class.