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.
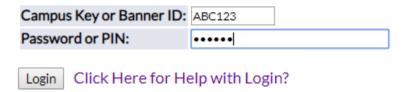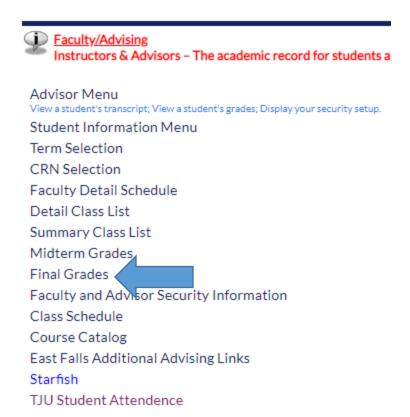

Go to banner.jefferson.edu. Enter your campus key and password or PIN.

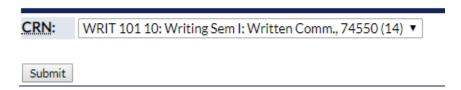Click on the link for Faculty and Advisors.

Faculty and Advisors

Faculty/Advising
Instructors & Advisors – The academic record for students a

Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Detail Class List
Summary Class List
Midterm Grades
Final Grades
Faculty and Advisor Security Information
Class Schedule
Course Catalog
East Falls Additional Advising Links
Starfish
TJU Student Attendence

Click on the link for Final Grades.

Select Term

Select a Term: Fall 2019 ▾

Submit

Select the appropriate term from the pulldown list, then click on Submit.

Select a CRN

CRN: WRIT 101 10: Writing Sem I: Written Comm., 74550 (14) ▾

Submit

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 Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			3.000	**Web Registered** Aug 05, 2019	A ▾	N			3	✉
2			3.000	**Registered** Mar 18, 2019	A ▾	N			1	✉
3			3.000	**Web Registered** Aug 16, 2019	B ▾	N			5	✉
4			3.000	**Web Registered** Aug 16, 2019	B ▾	N			6	✉
5			3.000	**Web Registered** Aug 08, 2019	C ▾	N			4	✉
6			3.000	**Registered** May 22, 2019	C ▾	N			2	✉
7			3.000	**Registered** Jun 25, 2019	None ▾	N			1	✉

Submit Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 11:41 am on Oct 16, 2019 for this page.

Select the appropriate final grade from the pulldown list. Click on Submit in the lower left corner of the screen.

✔ The changes you made were saved successfully.

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.

⚠ The extension date default is Jan 25, 2020. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1			I	N	F ▾	01/25/2020	

Submit Cancel Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 11:45 am on Oct 16, 2019 for this page.

The default extension date will populate. This is the date by which the final grade needs to be changed from an "I" grade before it converts to the default grade of "F". Please do not change the extension date or incomplete final grade since these are default values.