

Remember that we will need a grade for every student on your class lists.

Follow these steps to enter grades:

1. Log in to Banner Self-Service, which you can find here: <https://admin.sewanee.edu/>
2. Select the "Faculty Services" link.
3. Select "Final Grades" from the Faculty Services menu.
4. Select the Term (Summer Term-2021) and click the "Submit" button.
5. Select the course for which you wish to enter grades and click the "Submit" button.
6. Select the appropriate grade for each student from the drop down box.
7. After you have entered grades for all students in the class, click the "Submit" button.
8. If you then wish to:

Enter Grades for Another Class -- Select the "Section Selection" link at the bottom of the page; or

Return to the Faculty Services Page -- Select the "Faculty Services" link at the top of the page; or

Logout -- Select the "Exit" link in the upper right corner of the page.