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SIGN ON PROCEDURES

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• Once you have accessed your account click on the Faculty & Staff tab.



SIGN ON PROCEDURES



• On the Faculty & Staff tab under Online Services, select Banner Self Service and then Faculty and Advisors

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• Under Faculty and Advisors, you will find the following menu options:



From the Faculty and Advisors menu, you have access to:

- Faculty Detail Schedule
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Look up Classes
- Advisee Grade Summary
- Faculty Grade Summary
- Degree Works

The menu item, Student Information Menu, gives you access to:

- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Academic Transcript
- Advisee Listing
- View Tlave qv 🕴 🚈 🛍 🕅 🖉 🖉 🖉

HOW TO ENABLE

How to Enter Midterm Grades

- Sign on and Navigate to Midterm Grades Faculty & Staff tab Banner Self Service Faculty and Advisors Midterm Grades
- Select the appropriate term

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Search.	Go	
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• Using the drop down arrow, select the appropriate course:

HOW TO ENTER MIDTERM GRADES



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HOW TO ENTER MIDTERM GRADES

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If you have any questions about the grading process, please contact:

Mary Heller at <u>Mary.Heller@marist.edu</u> or ext 2172 or Kathy Coomes at <u>Kathy.Coomes@marist.edu</u> or ext. 2338.

HOW TO ENTER FINAL GRADES

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• Do not enter any information in the Last Attend Date and Attend Hours columns. These are for California schools, please ignore them.



- To enter grades use the drop down selection tool. . Final grades are not dynamic, as they need to be rolled to academic history at the end of each semester Students will not be able to see their final grades until this process is done!
- When grades have been entered, click on Submit
- To view grades for the entire class click on Faculty Grade Summary, from the Faculty and Advisors menu.

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- Scroll to the appropriate Subject and click on it
- Click Course Search

Look Up Classes				
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• Click View Sections next to the course you want to view.

LOOK UP CLASSES