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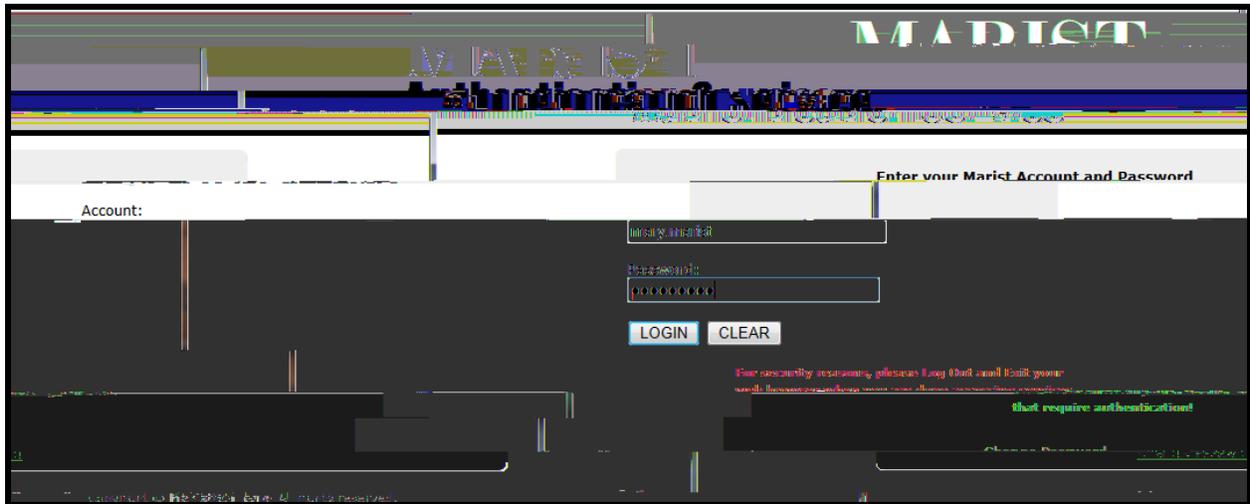
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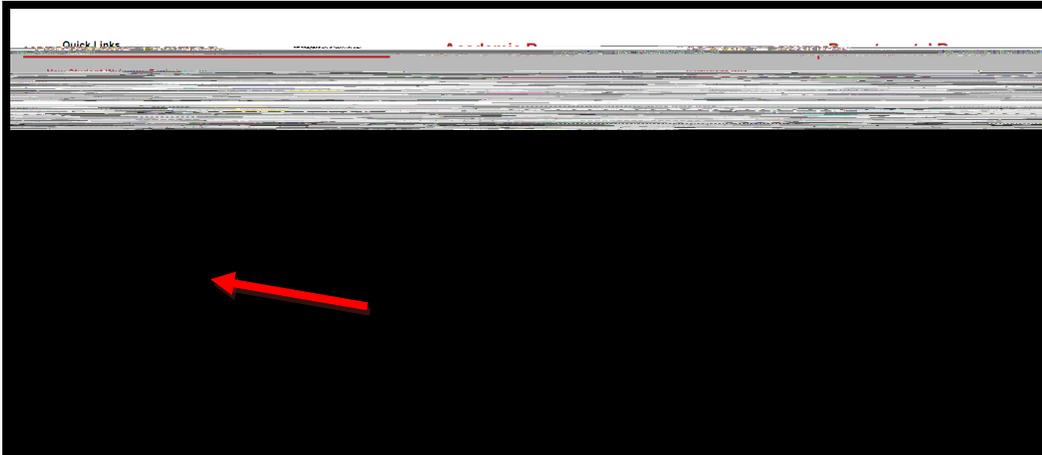
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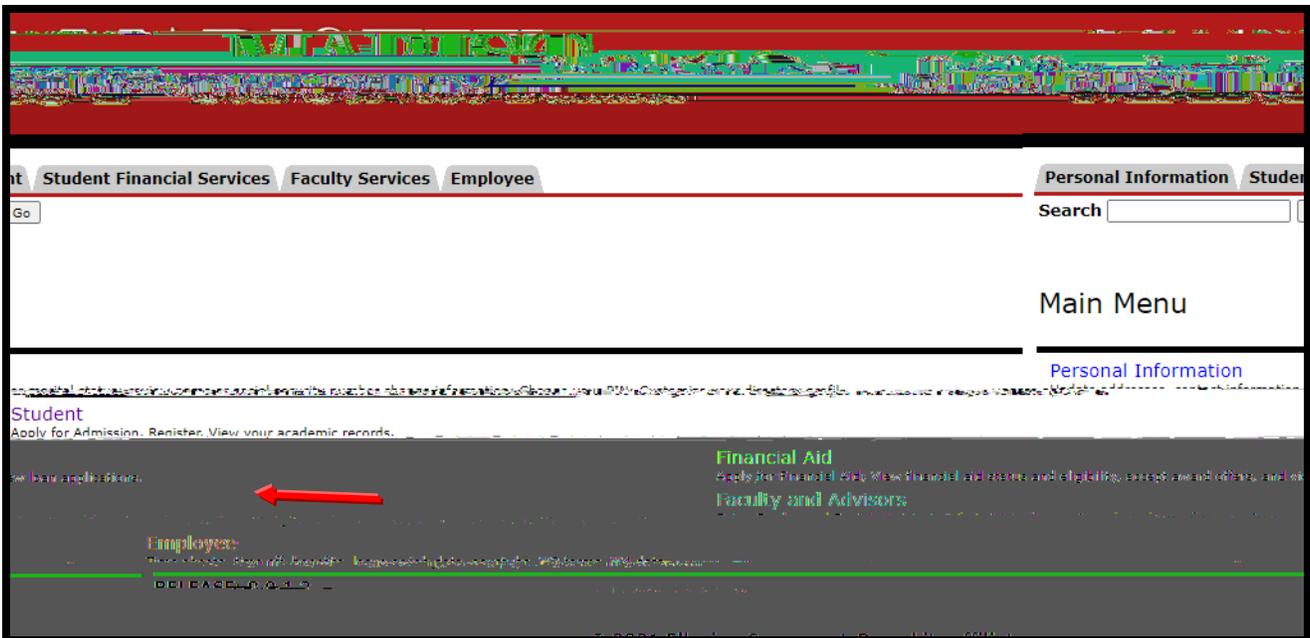


- Once you have accessed your account click on the **Faculty & Staff** tab.

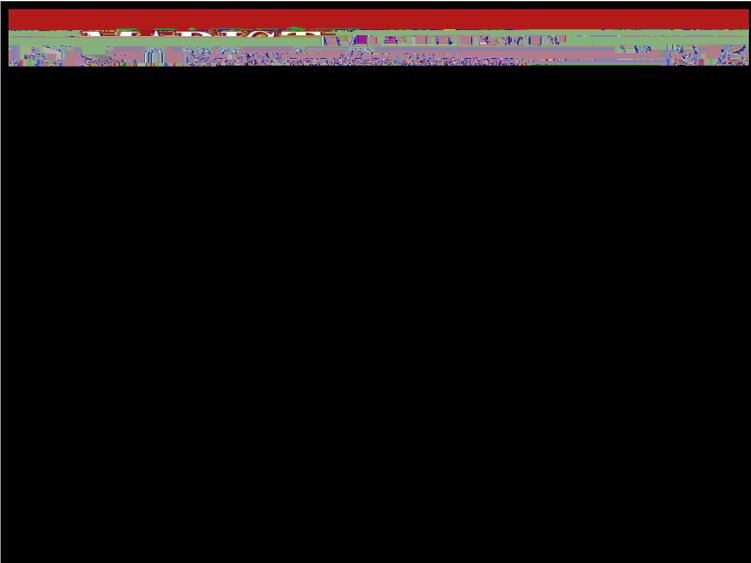




- On the **Faculty & Staff** tab under **Online Services**, select **Banner Self Service** and then **Faculty and Advisors**



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



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

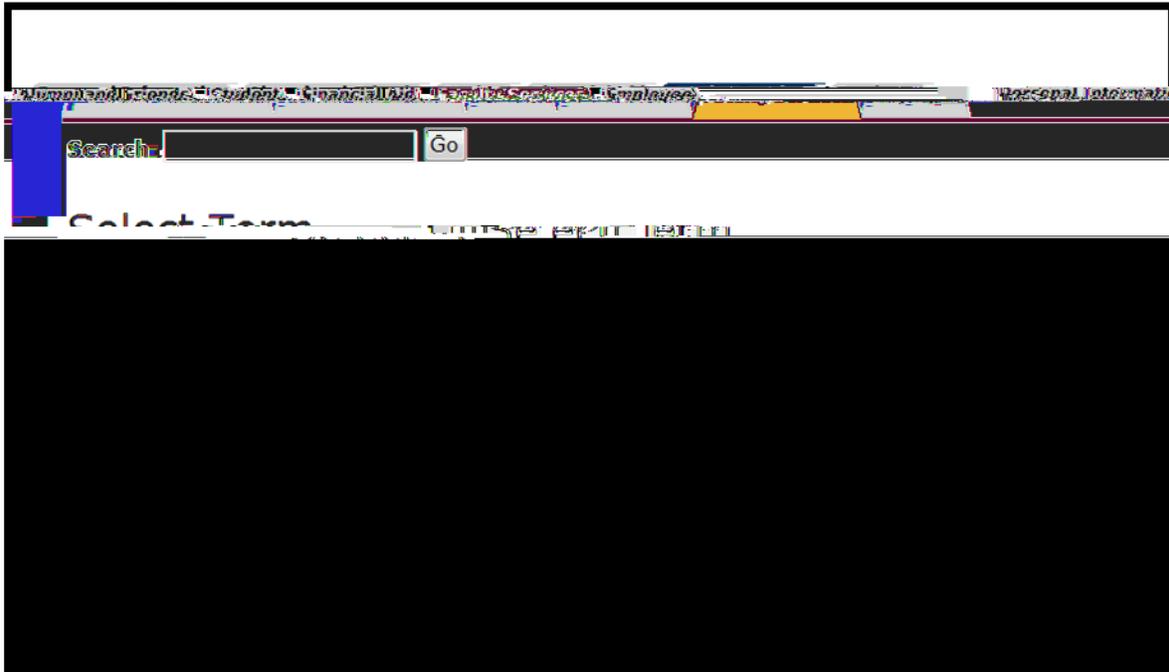
- Faculty Detail Schedule
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Look up Classes
- Advisee Grade Summary
- Faculty Grade Summary
- Degree Works

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 qvibailme of BBR! Pa tAE Bftñ

How to Enter Midterm Grades

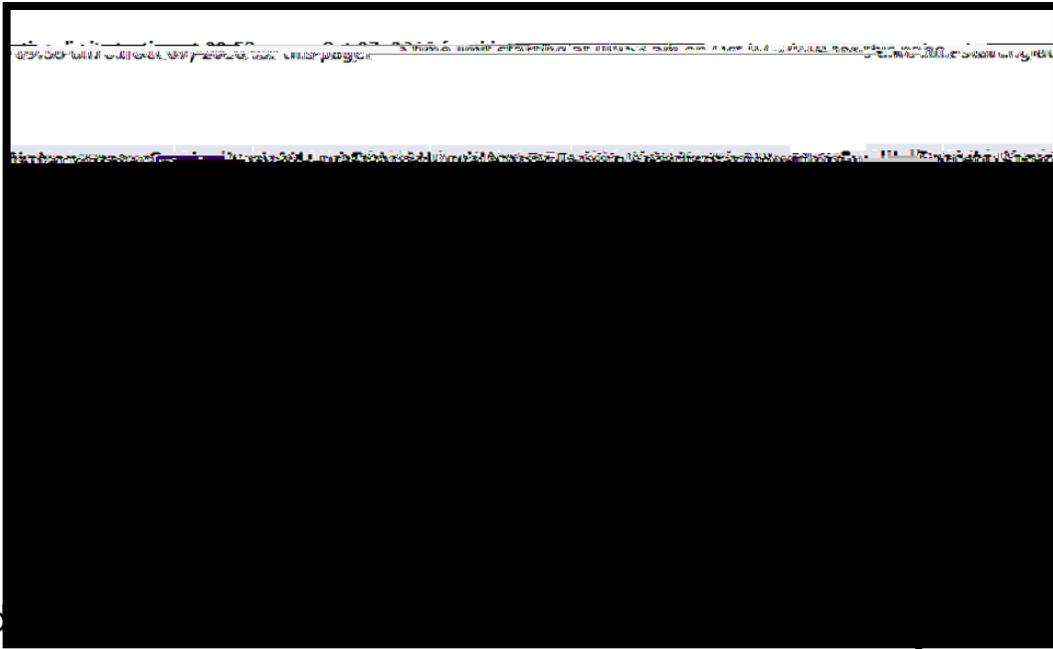
- Sign on and Navigate to **Midterm Grades**
 - Faculty & Staff tab
 - Banner Self Service
 - Faculty and Advisors
 - Midterm Grades
- Select the appropriate term



- Using the drop down arrow, select the appropriate course:

HOW TO ENTER MIDTERM GRADES

HOW TO ENTER MIDTERM GRADES



- To enter grades use u10 (eh-1.0.672d-5.5 (g-6.9 (ep d-6.9 (ew)-(nt) -6.1 (e)-1.0(ntl5.5 8e)-1.0.

HOW TO ENTER MIDTERM GRADES

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Course Information

AMERICAN LIT I - ENG 210L 112

Section: 00731

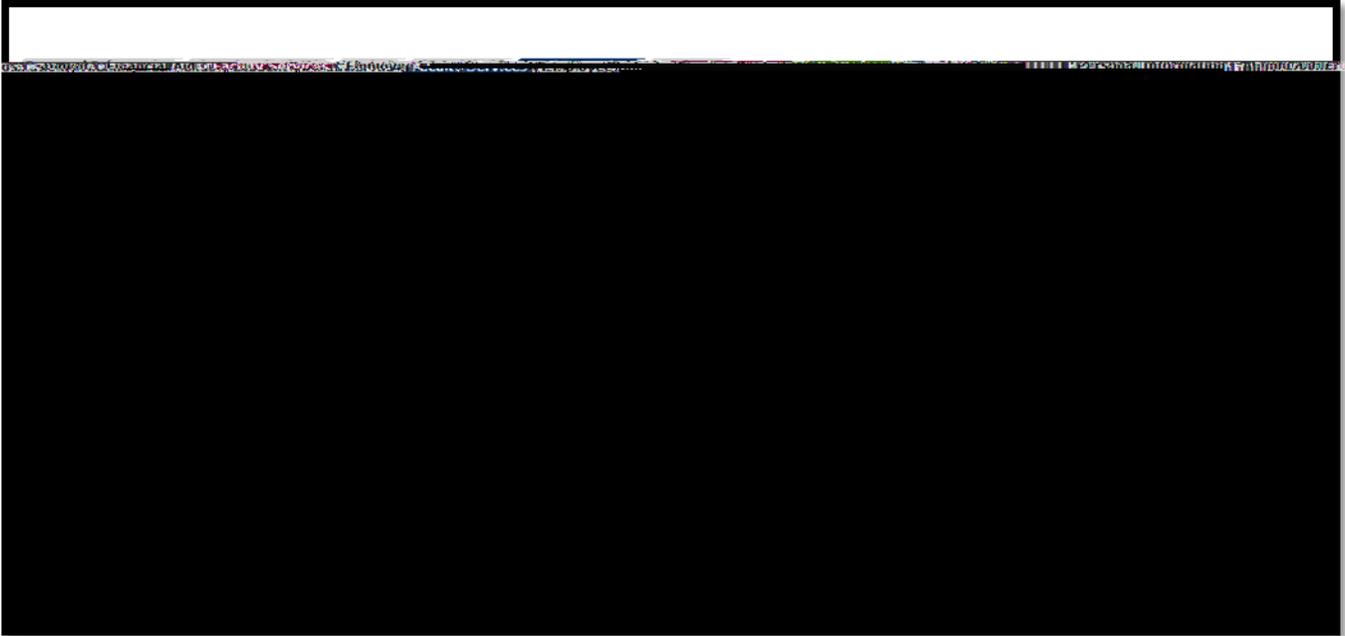
Students Registered: 6

Student Name	ID	Credits	Registration Status	Last Attend Date	Attend Hours	MidTerm Grade
Bergano, Daniel S.	10131190	3.000	**Web Registered**	Nov 11, 2010		
Richard M.	10119500	3.000	**Web Registered**	Nov 10, 2010		
James M.	10111952	3.000	**Web Registered**	Nov 03, 2010		
Cronan, Ryan P.	10122003	3.000	**Web Registered**	Nov 10, 2010		
Katelyn	10126662	3.000	**Web Registered**	Nov 10, 2010		
Jonathan T.	10133869	3.000	**Web Registered**	Nov 11, 2010		
James P.	10130408	3.000	**Web Registered**	Nov 10, 2010		

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

Mary Heller at Mary.Heller@marist.edu or ext 2172 or Kathy Coomes at Kathy.Coomes@marist.edu or ext. 2338.

HOW TO ENTER FINAL GRADES



Course Information

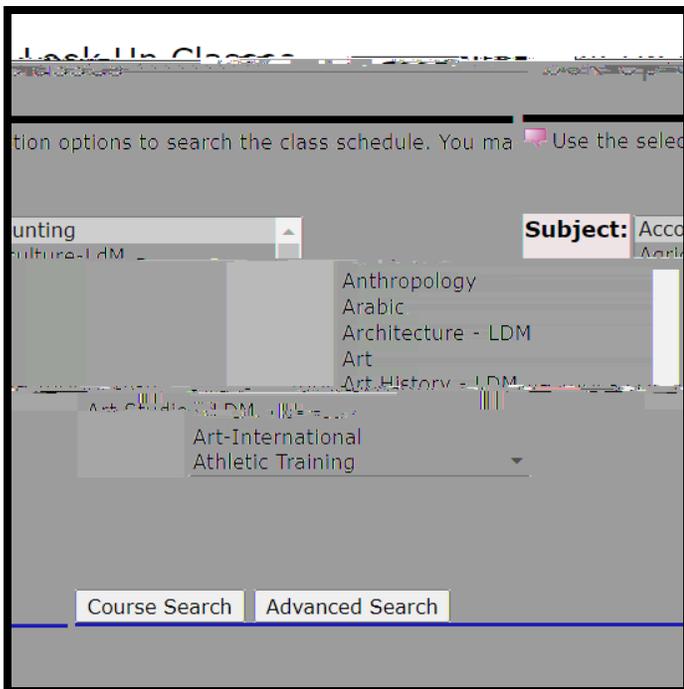
FINANCIAL AID SYSTEM - 2007-2008 110

22 Students Registered: 00003

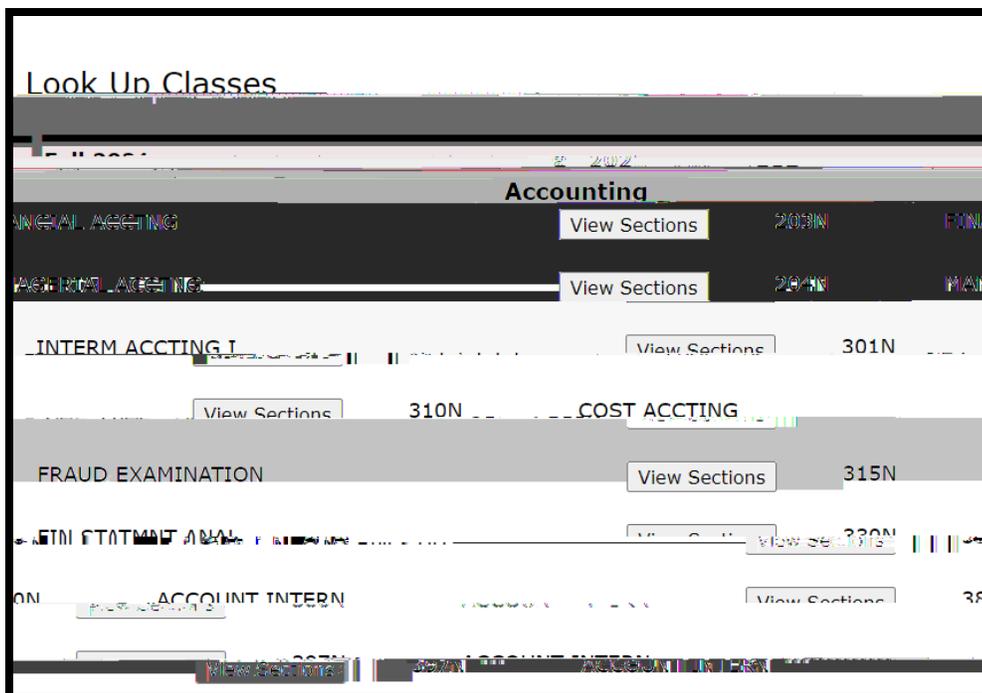
Name	ID	Credits	Registration Status	Grade	Mid Term Grades			
					Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99		
hriela	1			27, 2010, A	5	0/07/2010	1	Barrins, Ga

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

LOOK UP CLASSES



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



- Click **View Sections** next to the course you want to view.

LOOK UP CLASSES