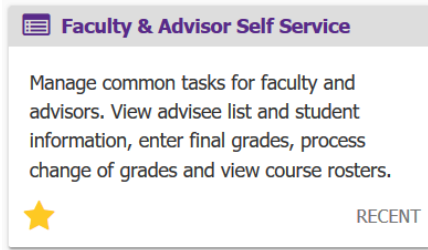
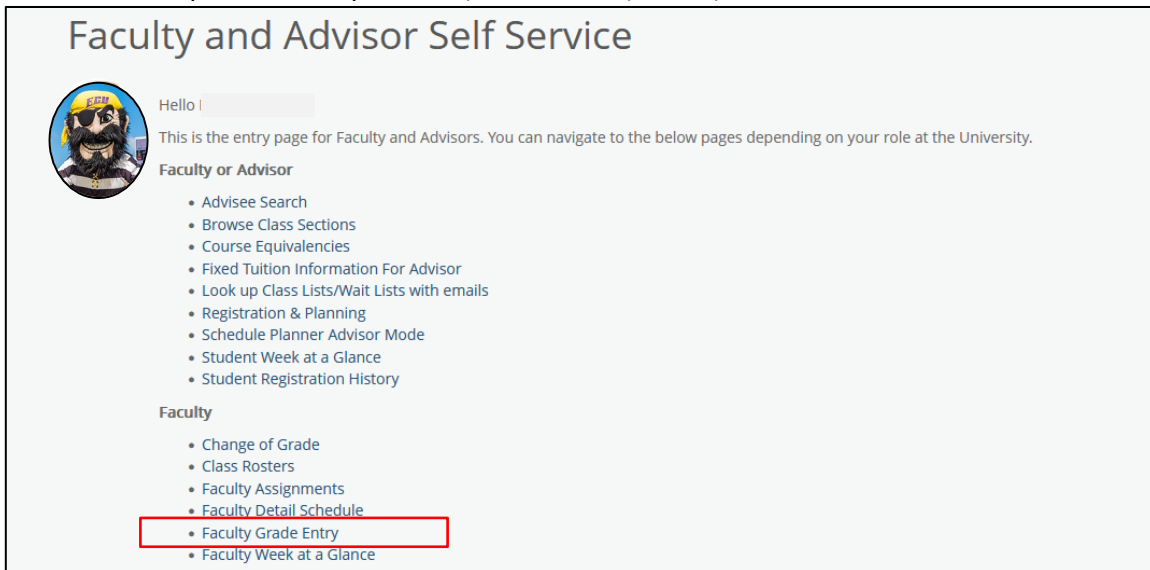


How to Enter Final Grades

1. **Log into Pirate Port** with your ECU email and Passphrase.
2. **Click on the Faculty & Advisor Self Service card.**



3. Click on **Faculty Grade Entry**. Faculty Grade Entry will open in a new tab.



4. Once Grading is OPEN, only current term courses will be displayed ** If grading is NOT OPEN, only your courses which have been graded in past terms are displayed. Grading typically opens at the start of final exams.

Status indicator bars allow you to see which courses are not started, in progress and complete. Courses with the Rolled column marked as complete have been rolled to academic history and can no longer be updated in Faculty Grade Entry. A change of grade is required.

Final Grades								
My Courses								
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN	
Not Started	Not Started	OMGT - Operations Management	3223	007	Business Decision Modeling	202030 - Spring 2020	32764	
Not Started	Not Started	OMGT - Operations Management	4743	601	Purchasing and Materials Mgmt	202030 - Spring 2020	32786	
In Progress	In Progress	OMGT - Operations Management	3223	008	Business Decision Modeling	202030 - Spring 2020	32767	
Completed	Completed	OMGT - Operations Management	4743	001	Purchasing and Materials Mgmt	201980 - Fall 2019	83063	
Completed	Completed	OMGT - Operations Management	6743	601	Purchasing and Materials Mgmt	201980 - Fall 2019	83124	
Completed	Completed	OMGT - Operations Management	4743	601	Purchasing and Materials Mgmt	201980 - Fall 2019	83065	

5. In the Grading Status column, click on the class you would like to enter grades for.

Final Grades								
My Courses								
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN	
Not Started	Not Started	BIOL - Biology	1050	001	General Biology	202030 - Spring 2020	30957	
Not Started	Not Started	OMGT - Operations Management	3223	008	Business Decision Modeling	202030 - Spring 2020	32767	
Not Started	Not Started	OMGT - Operations Management	4743	601	Purchasing and Materials Mgmt	202030 - Spring 2020	32786	

6. Your course roster will be displayed in the bottom half of the screen.

7. Enter the grade for each student on the roster using the Final Grade pull down menu. You must enter the last date the student attended/participated in the course if you are assigning an F, using the MM/DD/YYYY format. If the student stopped attending/participating, please enter the Last Attend Date. If they never attended/participated in your course, please enter the Last Attend Date as the first day of the term.

Enter Grades				
Full Name	ID	Final Grade	Rolled	Last Attend Date

*** FOR GRADE OF "F" – Last Attend Date is REQUIRED ***

If Last Attend Date is not entered, you will receive an error and Grades will not be saved.

Enter Grades				
Full Name	ID	Final Grade	Rolled	Last Attend Date

8. Click the Save button.

Records Found: 240	Page 1 of 10	Per Page 25	Save	Reset
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If you have a large roster that will take longer than 30 minutes to submit, please click the save button periodically. As a security precaution, Banner Self Service times out after 30 minutes of inactivity. You can click save multiple times on the same course roster, even if not all grades have been entered.

9. After you have entered the grades, the course roster will not “disappear” from your list. Grades that have rolled to history and can no longer be updated are marked with a green check in the Rolled column. Grades are rolled to academic history daily at 8 a.m., Noon and 5:00 p.m. If you have any grade changes that need to be made, you may go back into Faculty & Advisor Self Service and make those changes prior to the roll to academic history. Once grades have been rolled, and are not available for entry, you must submit a change of grade/removal of incomplete via the Change of Grade link in Faculty & Advisor Self Service.