How to Enter Final Grades


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

4. Log into Pirate Port with your Pirate ID and Passphrase.

5. Click Banner Self Service Card
6. From the Banner Self-Service main menu. Select the Faculty and Advisors link

7. Click on Final Grades

8. Click on Term Selection and select the term you are assigning grades for from the pull down menu and click the submit button.

9. Select the course from the CRN pull down menu that you would like to enter grades for.
10. Click the Submit button.

11. On the Final Grades worksheet, enter the grade for each student on the roster using the Grade pull down menu.
*** FOR GRADE OF “F” – Last Attend Date is REQUIRED ***

If last attendance date is not entered, you will receive an error and Grades will not be saved.
12. Once you have **completed entering all grades**, click the **submit** button.

** If you have a large roster, that will take longer than 30 minutes to submit, please click the submit button periodically. As a security precaution, Banner Self Service times out after 30 minutes of inactivity. You can click submit multiple times on the same course roster, even if not all grades have been entered.