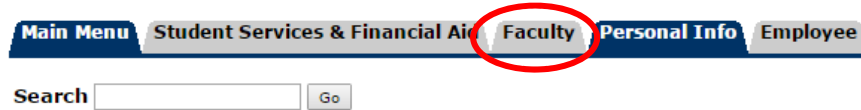


# Faculty Grade Entry

## Getting into the system

1. Log in to [BannerWeb](http://bannerweb.wpi.edu) (bannerweb.wpi.edu).
2. Select the **Faculty** tab or menu option.

WPI \*trng\*



Welcome, Professor [redacted], to the WWW Information System! Last web acc

[Sign Up Now to Update Crisis Contact Information](#)

**\*\* New \*\*** Maintain contact information to be used in the event of a crisis situation

[Student Services & Financial Aid](#)

Registration, enrollment, course schedule, academic records, student accounts, [billing & payments](#), medical in

[Faculty Services](#) ←

View Class Lists and advisee information, Enter Grades, Student Course reports, and Faculty Annual Report

3. Select the **Course Information Menu**.

## Faculty Services

[Course Information Menu](#) ←

Faculty Schedule information. Class lists and waitlists. Enter Final Grades.

4. Select **Final Grade Entry**.

## Faculty Course Information Menu

### [Term Selection](#)

Select a term code, or change the term code you are viewing.

### [Course Selection](#)

Choose a course for the term specified, or change the course selection you are viewing.

### [Course Selection \(for Grading\)](#)

Project Summary list for Grading.

### [Faculty Teaching Schedule](#)

View teaching schedule details. Includes enrollment numbers.

### [Faculty Schedule by Day and Time](#)

Displays faculty schedule in week-at-a-glance format.

### [Class List Summary](#)

Summary Class List. Enrollment count. Download to MSExcel

### [Detailed Class List](#)

Class list with pictures!

### [Wait List Summary](#)

Displays students currently on waitlists for your courses.

### [Final Grade Entry](#)

Enter final grades for your courses. [Click here for instructions via streaming video clip.](#)

### [Grade Change Request](#)

Request changes of final grades for students whose grades have been rolled to academic I

5. Select the appropriate term and click **Submit**.

*Note: Once you select a term in your BannerWeb session, you will be defaulted to that term in any BannerWeb screen you enter. To change to a new term, you'll find "Select New Term" links at the bottom of some pages, or return to the Course Information menu and choose Term Selection.*

### Grading Classes

1. Select your class from the drop-down menu and click **Submit**.
2. A list of your students will appear. Select a grade from the dropdown menu for each student.

#### *Final Grades*

Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Student, Joe	123456789	1/3 units	Registered Apr 05, 2016	None ▾	N
2	Student, Jane	223456789	1/3 units	Registered Apr 05, 2016	None ▾	N


*Note: This page displays up to 25 students. If your class is larger than that, you will have several "record sets" to choose from at the top of the page. Please be sure to grade each record set.*

#### *Course Information*

**GUIDANCE, NAVIGATION AND COMMUNICATION - AE 4733 A01**

**CRN:** 10780

**Students Registered:** 49

 Please submit the grades often. There is a 40 minute time limit starting at 09:45 am on Nov 01, 2016 for this page.

**Record Sets:** 1 - 25 26 - 49

#### *Final Grades*

Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Student, Joe	123456789	1/3 units	Registered Apr 05, 2016	None ▾	N

3. Click **Submit** at the bottom of the page OFTEN. This page times out after 40 minutes, so submit your work frequently so as not to lose it.

*Note: To change a grade you have already submitted, so long as the indicator in the "Rolled" column is set to N, you may use the steps above to change the grade. Once that indicator is set to Y, you must submit a Grade Change Request via BannerWeb, and Registrar staff will make the change for you.*