

Grade Reporting Using Banner Web

Final Grades, Midterm grades and 'Never Attended' Reporting

- 1 Access the DMACC Homepage (<http://www.dmacc.edu/>)
 - 2 Place the Cursor on the *Human Resources* tab, slide the cursor down and click on *Employee Web*
 - 3 Enter your *User ID* (generally your SSN) and *PIN* and click on *Login*
 - 4 Click *Faculty Services* on the *Main Menu*
 - 5 Click
 - *Mid-Term Grades* to enter either 'Never Attended' or 'Progress' (ie. midterm) grades
 - *Final Grades* to enter final grades
 - 6 *Select a Term* and click *Submit*
 - 7 *Select a Class (CRN)* and click *Submit*
 - 8 Enter grades as follows:
 - 'Never Attended' reporting - only the NA grade is permitted
 - Progress/Midterm grades - only QA and grades C- or below
 - Final Grades - only standard letter grades (including + and -)

Note: Select the grade that you wish to assign from the list displayed
 - 9 When you have entered grades for all the students you wish, click on the *Submit* button at the bottom of the page. A copy of the grades that you submitted will appear. You may want to print this page for your records
 - 10 If you wish to report grades for another class click *CRN selection* at the bottom of the page
- Note:** There is a 15 minute time limit on this screen. Please click the *Submit* button often to save your grades
- Note:** Only the first 25 students will be displayed. If there are more than 25 enrolled there will be links located at the top and bottom of the list to allow you to navigate between groups
- Note:** You can add grades or change grades as often as you want