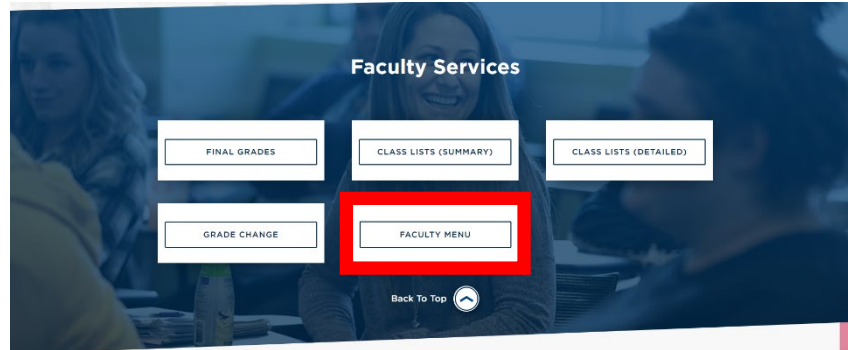
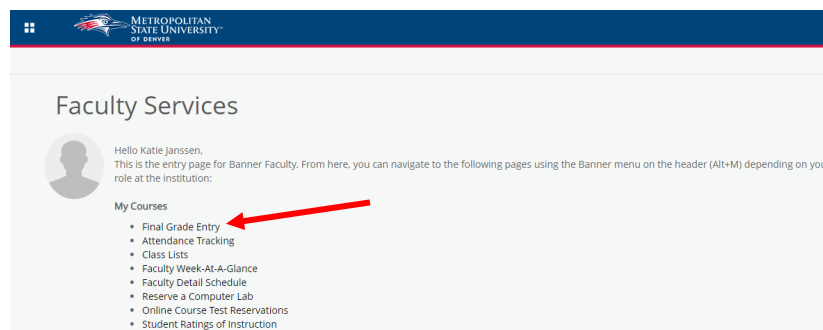


How to Enter Final Grades via Excel

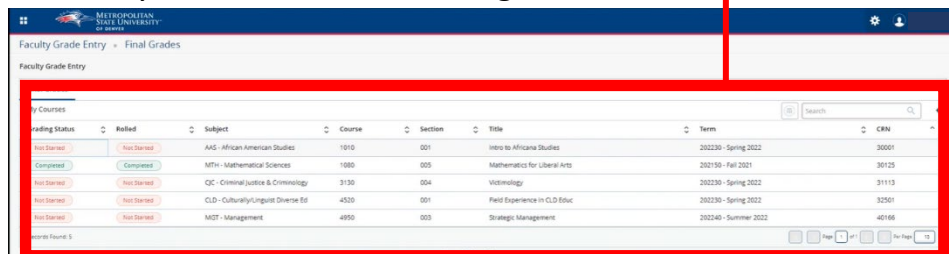
1. Start at the Faculty and Staff hub. Locate “Faculty Services” and select “Faculty Menu”




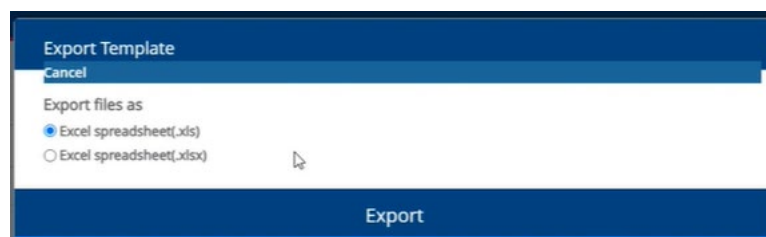
2. Select “Final Grade Entry”



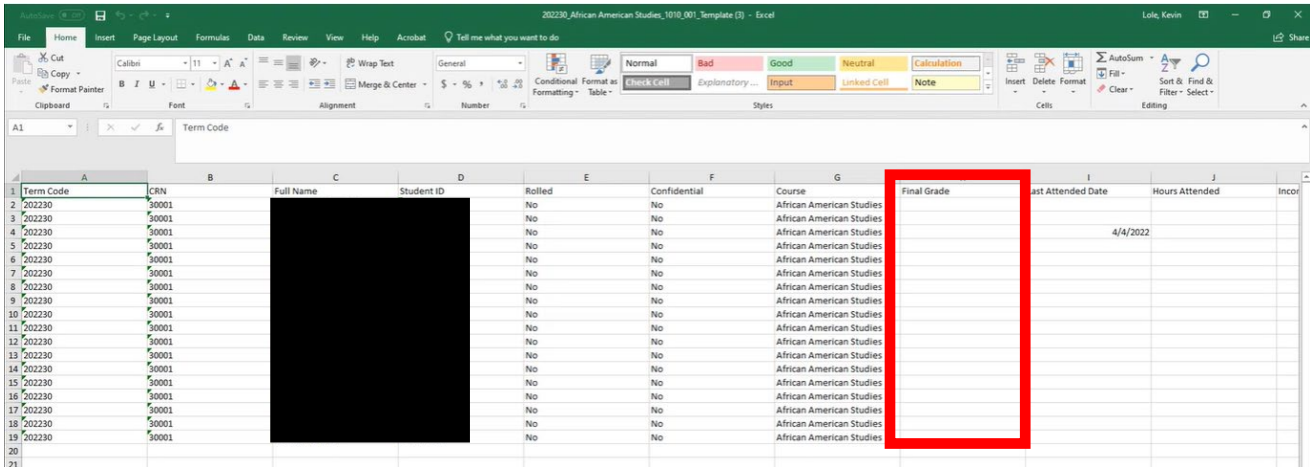
3. Select the course you would like to enter grades for



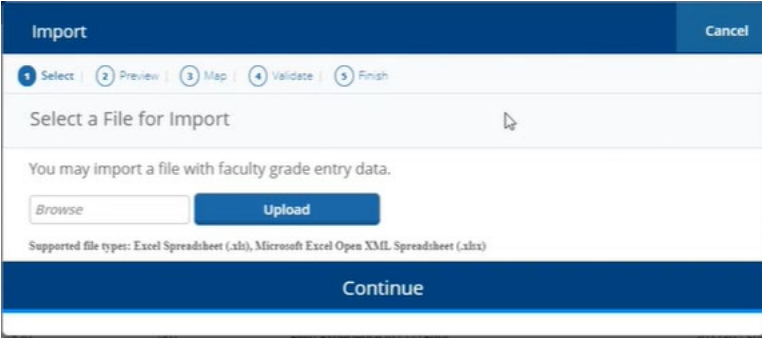
4. Select the cog  icon in the top right corner, then select “Export Template”.
5. At this point you can select .xls or .xlsx depending on which format you prefer.



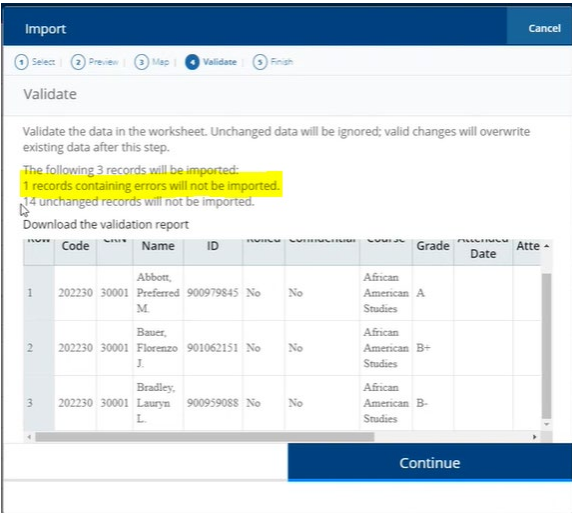
6. Once in the excel document, you can enter in the grades for students under the “Final Grade” Column.



- 7. Once you have entered all grades, save the file to a location on your computer and return to Banner.
- 8. Select the cog icon in the top right corner, then select the Import option.
- 9. Choose the correct file, and click “Upload”.



- 10. Once the file has been selected, follow the five steps to upload grades.
- 11. If a grade was entered that was not in the system, it will not import to the student’s grade.



12. Once you review all grades. Click “Save”

***Note* If you enter an “F” for a grade, you MUST enter the Last Attend Date. Failure to do so will result in an error.**

✔ Save Successful

❗ A last attend date is required for this grade.