

How and when do I enter grades?

This worksheet will only be available during final grading times (usually a couple of days before Finals Week). All **grades are due the Monday after Graduation, at 10am**. If you try to post grades before the system is activated, you will get the message, "The Final Grade Worksheet is unavailable."

In the event of an emergency, your grades will still need to be submitted by this date. Please contact Department chairperson for options in case of an emergency.

iLearn NOTE: Grades in iLearn are not connected to SSB in anyway. **You MUST still enter grades in SSB**. You may enter grades in iLearn to be immediately viewable by the students.

Before Entering Grades: Please enter your **Last Date of Attendance** for your students using the **Attendance Reporting** option. You may also enter LDA's for students on the grading worksheet, but using Attendance Reporting will save you time.

Note: It is possible to use more than one sitting, even more than one day, to complete the entry of grades for a particular class section. However, once entered, a grade may be adjusted online only during the day of original entry. The grade is posted to the student record that same night and becomes viewable by the student the following day. Therefore, after the day of original entry, any grade changes must be made by filing a paper Change of Grade form in the Records Office, Derryberry Hall Rm 102. The professor of the course is the only person who can submit a Change of Grade form and must present a photo ID to the Records Office. **PLEASE MAKE SURE YOUR GRADES ARE CORRECT WHEN YOU ENTER THEM.**

1. Log in to **SSB**
2. Click on **Faculty Services**
3. Click on **Final Grades**
4. Select a **Term**.
5. Select a **Course** from the pull down menu.
6. Select the **Grade** from the pull down menu that the student should receive.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Reported Attend	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	About, Student One	T00097417	3.000	**Registered** Aug 06, 2008	None	N	None			1
2	Binkley, Student Two	T00097418	3.000	**Registered** Aug 06, 2008	None	N	Yes			2
3	Copeland, Student Four	T00097420	3.000	**Registered** Aug 06, 2008	None	N	Yes			3
4	Dunn, Student Five	T00097421	3.000	**Registered** Aug 06, 2008	None	N	Yes			4

* If you see an "N" in the Rolled column, then you can still make changes to the grade. If you see a "Y", you must submit a paper grade change form to the Records Office to change the grade. It is not necessary to enter all of your grades on the same day or at the same time. However, if there is a Y in the

Rolled Column, then you may not change the grade at that time. Grades post (roll) to Academic History each night.

Grade

None ▾

- None
- A
- B
- C
- D
- F
- I
- NF
- X

PLEASE NOTE: It is important that you have submitted LDA for your students prior to entering grades. If you have reported that the student Never Attended by giving him or her an LDA of “N” then the grade you will enter in the grades area will be an “NF”. An LDA of the first day of open registration will be listed there already. It is best to enter the LDA on the Attendance Reporting link in Banner before you enter grades; that sheet feeds data to the grades worksheet.

It is not necessary to enter an LDA on this form for any grade other than an NF. Please see the Note above.

* **NOTE:** When you enter a failing grade, you may receive this notification:



The student has not withdrawn from the class.

This is just a notification that lets you know the student has not officially withdrawn from the class. It will still save your grades. Just ignore this notice.

7. Click **Submit** to save the grades and LDA.

Tip: After you successfully submit a page/record set, the message, "**The changes you made were saved successfully**" will display; however, it does not indicate if a grade for a student has been omitted. Grades that have been successfully reported will display in the grade column field. You may also go to **Summary Class List** to check the grades you just entered. This link offers a view that is easier to check and to print.

NOTE: There is a **30 minute time** limit on this page. You need to make sure to save (submit) your grades often to remain active in SSB. (Otherwise, you may time out and loose the grades you had already entered).

To enter the Grades for another class:

1. You must go back to the **Faculty Menu**
2. Click **CRN Selection**
3. Choose another course from the pull down menu and click **Submit**
4. Then click on **Final Grades** to report the grades for this class.

NOTE: Make sure to log out of SSB when you have finished your session. Another person who finds the computer unattended will be able to view info intended to be kept confidential (such as your pay stubs, deposit info, student information, etc...).