How to post midterm and final grades to VCU Banner

By Tim Bajkiewicz, Ph.D.; last updated Fall 2014

This handout describes how to post midterm and final grades to VCU Banner, the official system for grades and other student information. It’s very important to understand that Banner is not Blackboard. Grades must be entered into Banner to be officially submitted; it’s best practice to also post them onto your class Blackboard page for your students to see. (They’ll see the official, final grade when they log in and see their grades for the entire semester.) It’s not possible to transfer your grades from Blackboard into Banner—you have to enter them manually into Banner for official submission.

1. **Go** to the VCU homepage, [http://www.vcu.edu/](http://www.vcu.edu/). Select “myVCU.”

2. **Log in** using your eID and password. (Same as for email and Blackboard.)
3. On the left side, under the “Home” tab and Resources – General Resources select “eServices/VCU Self Service.”

4. Under the “Faculty Services” tab select “Midterm Grades” or “Final Grades.”
5. Select the correct term (by default the current term is the top choice).

Select Term

Select a Term: Fall 2014

Submit

BY CLICKING SUBMIT, I affirm that I have read and agree with Statement contained in the VCU Bulletins. Further I affirm or will complete relevant training required by VCU and applicable regulations.

RELEASE: 8.5.4.3

6. Select the proper class.

Select a CRN

CRN:

MASC 465 001: NEWSCASTING, 13621 (11)
MASC 465 001: NEWSCASTING, 13621 (11)
MASC 491 004: TOPICS: MEDIA CAREERS, 29127 (33)
7. Using the pull-down menu, **carefully enter the grades.**
   a. See the top of the page about “Last Attend Date” and “Attend Hours.” (You can leave these blank unless and F or I, I believe.)
   b. Note the time limit for entering grades.
   c. **Save often.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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<tr>
<td>None</td>
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<td>E</td>
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</tr>
</tbody>
</table>

8. **Can you change the grades after you enter them?** Usually only if it’s within a few minutes or hours and only if the Banner computer hasn’t finalized those grades. You’ll know when you log back in to check. It’ll either let you change them or not.

9. **Do you need to enter grades after the official submission deadline is past?**
   This requires that you fill out an official Change of Grade form for each student. Contact the Robertson School front office for the form. Please try not to do this too often or at all. 😊

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