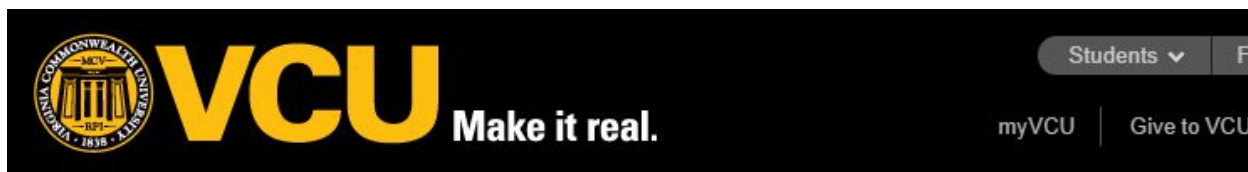


## How to post midterm and final grades to VCU Banner

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/>. Select “myVCU.”



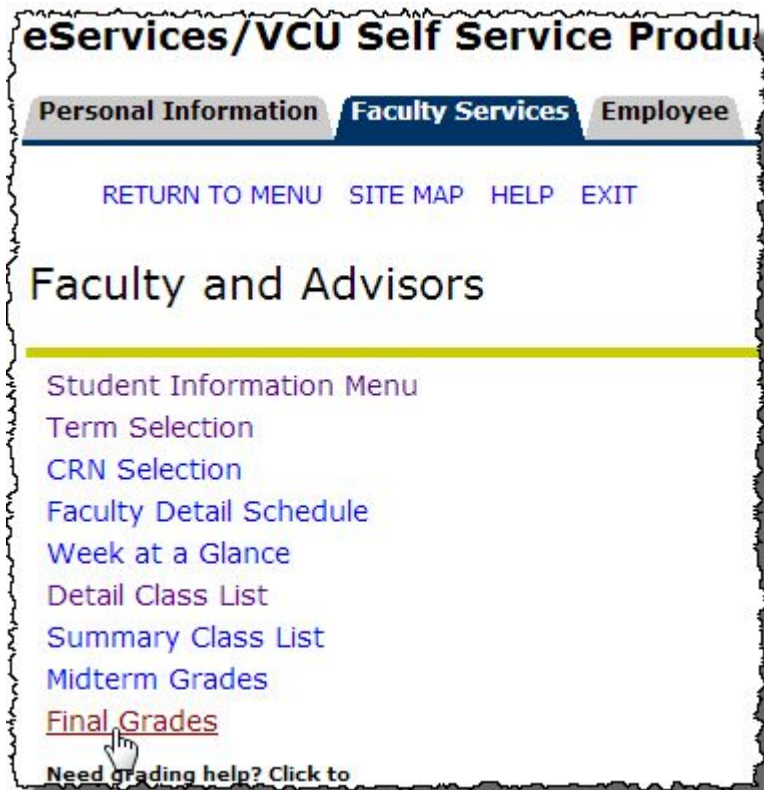
2. **Log in** using your eID and password. (Same as for email and Blackboard.)

A screenshot of the VCU Central Authentication Service login page. The page has a yellow header with the text 'VCU Central Authentication Service' in white. Below the header is a dark grey bar with a red exclamation mark icon and the text: 'Before entering your eID and password, please verify that the URL for this page begins with https://login.vcu.edu/'. The main content area is light grey and contains two input fields. The first is labeled 'Please enter your VCU eID' and has a blue border. Below it is a link that says 'Don't know your eID?'. The second input field is labeled 'And your password' and also has a blue border. Below it is a link that says 'Forgot your password?'. At the bottom of the form is a checkbox with the text 'Warn me before logging me into other sites.' and a dark grey button with the text 'Log me in »'.

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).

## eServices/VCU Self Service Production System

[Personal Information](#) [Faculty Services](#) [Employee](#) [SurveyDig](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Select Term

Select a Term:

BY CLICKING SUBMIT, I affirm that I have read and agree Statement contained in the VCU Bulletins. Further I affirm or will complete relevant training required by VCU and ap  
RELEASE: 8.5.4.3

6. Select the proper **class**.

eServices/VCU Self Service Production System

[Personal Information](#) [Faculty Services](#) [Employee](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Select a CRN

CRN:   
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.*

Grade	Last Attend Date	Attend Hours
	MM/DD/YYYY	0-999.99
None	<input type="text"/>	<input type="text"/>
None	<input type="text"/>	<input type="text"/>
A	<input type="text"/>	<input type="text"/>
B	<input type="text"/>	<input type="text"/>
C	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
F	<input type="text"/>	<input type="text"/>
I	<input type="text"/>	<input type="text"/>

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. ☺

###