

# Final Grades Submission Guide

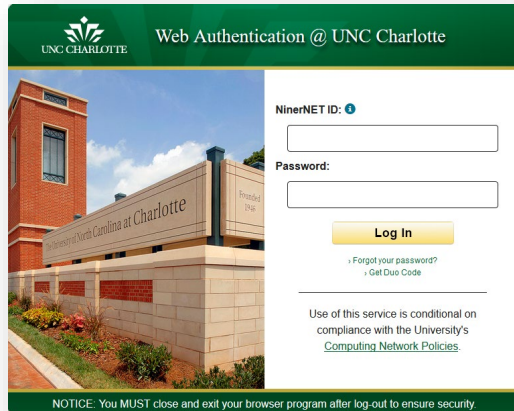
- Every registered student should receive a final grade. Final grades will be viewable once they have been rolled to Academic History during the grading period.
- Be sure you enter final grades before the published deadline.
- **IMPORTANT:** A time limit of 30 minutes has been established for grading. If you exceed this time limit, you will be required to login again to the Faculty Self-Service. To avoid exceeding this limit, please submit all grades for students within a section at one time.

## How to Submit Final Grades (Self Service)

1. Open the UNC Charlotte homepage ([www.uncc.edu](http://www.uncc.edu)).
2. Click on the [My UNC Charlotte](#) link at the top of the page.



3. Log in using your NinerNET **username** and **password**.



4. Click on the **Banner Self-Service** link on the Quick Links menu.



## 5. Click on Faculty & Advisors.

The screenshot shows the Banner Self Service @ UNC Charlotte interface. The navigation bar includes: PERSONAL INFORMATION, STUDENT SERVICES / STUDENT ACCOUNTS, FINANCIAL AID, FACULTY & ADVISORS, EMPLOYEE, WEBTAILOR ADMINISTRATION, FINANCE, and HELP EXIT. The Faculty & Advisors menu item is circled in red. Below the navigation bar, the following menu items are listed: Personal Information, Student Services / Student Accounts, Financial Aid, Faculty & Advisors, Employee Information, Web Tailor Administration, Financial Information, and Course Summary Search. The Faculty & Advisors menu item is circled in red.

## 6. Click on Final Grades.

The screenshot shows the Banner Self Service @ UNC Charlotte interface with the Faculty & Advisors menu selected. The navigation bar includes: PERSONAL INFORMATION, STUDENT SERVICES / STUDENT ACCOUNTS, FINANCIAL AID, FACULTY & ADVISORS, EMPLOYEE, WEBTAILOR ADMINISTRATION, FINANCE, and RETURN TO MENU HELP EXIT. The Faculty & Advisors menu item is selected. Below the navigation bar, the following menu items are listed: Term Selection, CRN Selection, Accreditation Menu, Advisor Menu, Course Catalog, Course Summary Search, Detail Class List, Detail Wait List, Faculty Detail Schedule, Faculty Grade Summary, Faculty Schedule by Day and Time, Final Grades, Grade Change Menu, Grade Replacement Chair Approver Queue List, Grade Replacement Dean Approver Queue List, Grade Replacement Request Approval, Grade Replacement Request On Behalf Of Student, Grade Replacement Request Processing, Guest Access Authorizations, Midterm Grades, Registration Overrides, Student Menu, and Summary Class List. The Final Grades menu item is circled in red.

## 7. Select a Term and click Submit.

The screenshot shows the Banner Self Service @ UNC Charlotte interface with the Final Grades page. The navigation bar includes: PERSONAL INFORMATION, STUDENT SERVICES / STUDENT ACCOUNTS, FINANCIAL AID, FACULTY & ADVISORS, EMPLOYEE, WEBTAILOR ADMINISTRATION, FINANCE, and RETURN TO MENU HELP EXIT. The Faculty & Advisors menu item is selected. Below the navigation bar, the following menu items are listed: Term Selection, CRN Selection, Accreditation Menu, Advisor Menu, Course Catalog, Course Summary Search, Detail Class List, Detail Wait List, Faculty Detail Schedule, Faculty Grade Summary, Faculty Schedule by Day and Time, Final Grades, Grade Change Menu, Grade Replacement Chair Approver Queue List, Grade Replacement Dean Approver Queue List, Grade Replacement Request Approval, Grade Replacement Request On Behalf Of Student, Grade Replacement Request Processing, Guest Access Authorizations, Midterm Grades, Registration Overrides, Student Menu, and Summary Class List. The Final Grades menu item is selected. Below the navigation bar, the following text is displayed: "Select the Term for processing, then press the Submit button." A dropdown menu is open, showing the following options: Fall 2019, Fall 2019, Second Summer 2019, First Summer 2019, Spring 2019, and Fall 2018. The Submit button is visible.

8. From the drop down box, select the **Course** for which you are submitting final grades and click **Submit**.

9. From the grade drop down box, select the correct grade for the appropriate student.
- **NEW!** For all F & U grades, enter the **Last Attend Date**. If the student was not in attendance, enter the date for the first day of class and enter a zero (0) in the **Attend Hours** column. Failure to enter a last day of attendance will prevent any grades from saving.
  - If any students were assigned a grade of Incomplete, please make sure to confirm the **Incomplete Extension Date** by clicking **Submit** on the confirmation page.

**Course Information**  
College Algebra - MATH 1100 001  
CRN: 11027  
Students Registered: 77

Please submit the grades often. There is a 601 minute time limit starting at 03:18 pm on Sep 06, 2019 for this page.

Record Sets: 1 - 25 26 - 50 51 - 75 76 - 77

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours
1	Confidential	80	3.000	Web Registered Apr 05, 2019	None	N		
2		80	3.000	Web Registered Jun 14, 2019	None	N		
3		80	3.000	Web Registered Apr 05, 2019	None	N		
4		80	3.000	Web Registered Jun 12, 2019	None	N		
5	Confidential	80	3.000	Web Registered Apr 08, 2019	None	N		
6		80	3.000	Registered May 23, 2019	None	N		
7		80	3.000	Web Registered Jun 07, 2019	None	N		
8		80	3.000	Web Registered Jun 07, 2019	None	N		

10. After you have entered grades for each student, review each grade for accuracy.
11. Click **Submit** when you are satisfied with your final grades. Verify that grades were saved.
- *Look for and correct any errors that may appear.*
12. To print a record of the class roster (*including any grades submitted*), click the link at the bottom of the page for a printer friendly copy.

**Course Information**  
College Algebra - MATH 1100 001  
CRN: 11027  
✓ The changes you made were saved successfully.

⚠ There are additional students to be graded on this roster.

[Click here for a printer friendly copy of this roster for your records. This will print all students.](#)

[ Continue grading this CRN | Return to Menu ]

## Frequently Asked Questions

- **Can I change a grade that I have already submitted?**
  - Grades will be rolled to the student's Academic History around 3:00 AM every day. If you would like to update a student's grade the same day the original grade was entered, you are able to make the update through the Final Grades page. If the original grade has been rolled to Academic History, you must request a grade change.
  - To begin the grade change process, select Grade Change Menu under the Faculty & Advisors tab in Banner Self-Service. If you would like to change a grade for a course offered prior to Fall 2006, please contact your department. Complete online grade change instructions on [pages 23 – 25 of the Banner Self-Service manual](#).
  
- **What if the student is registered but has never come to class?**
  - A student with the status of "Registered" or "Web Registered" is officially enrolled and must have a grade submitted. Therefore submit the grade that reflects the student's level of participation in the course. If a registered student has never attended class then please select the grade of "F" or "U" from the Grade drop down box.