



How do instructors submit grades at Purdue?

At the end of the term, the instructor(s) of record enter course grades for students. There are two options for entering grades into the system. Grades may be entered directly into Banner or submitted through Blackboard.

Important information about entering grades.

- Grades not submitted by the deadline will require a **Form 350** to assign a grade.
- A grade of **Incomplete** requires the instructor to file a **Registrar Form 60** in the departmental office indicating (a) the reason for the I grade, and (b) what is required of the student to achieve a permanent grade. The instructor also must indicate the grade the student has earned on the work completed and the weight to be given to the remainder if the work in computing a final grade.
- Using the **FN = Failing grade** must be accompanied by an *approximate Last Date of Attendance*.
 - If the student never attended, enter the first day of the term.
 - If the student stopped attending during the term, use the last date that you can tie an academic activity to. Examples would be last Blackboard login, last date of a paper or quiz.
- Banner sessions time out in 60 minutes. Submit grades frequently to prevent losing your work.
- **Do not** enter anything in the **Attended Hours** fields.

How do instructors enter grades in Banner (SSB)/myPurdue?

Log into myPurdue at www.myPurdue.purdue.edu using your career account **user name** and **password**.

A screenshot of a 'Secure Access Login' form. It has a title 'Secure Access Login' at the top. Below the title are two input fields: 'User Name:' followed by a text box, and 'Password:' followed by a text box. Below the password field are two buttons: 'Login' and 'Cancel'. At the bottom of the form is a blue link that says 'Help with logging into myPurdue'.

Click on the **Faculty Tab**. **Note:** Your tabs may be different and will vary according to your roles.



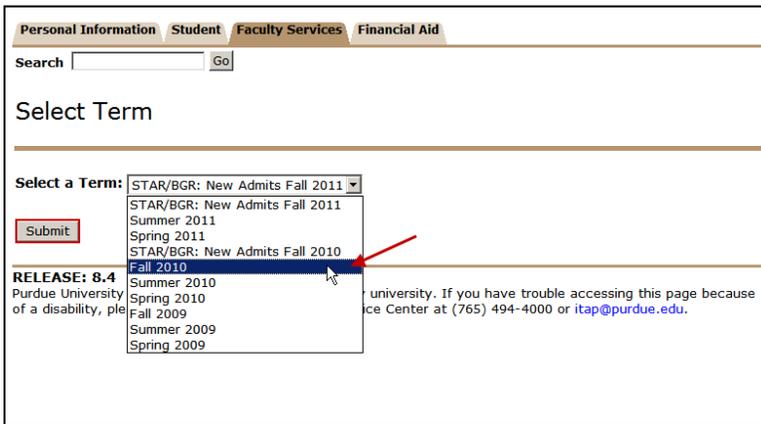
In the Quick Links box, click on the **Final Grade Entry** link.



Quick Links

- Schedule
 - Week-at-a-Glance
 - Detail Schedule
 - Office Hours
 - Evening & Final Exams
- Class List
 - Download Course Rosters
 - Detail Class List
 - Summary Class List
- Faculty Tools
 - Final Grade Entry**
 - Syllabus Information
 - Current Assignments
 - Assignment History
 - Course Catalog
 - Schedule of Classes
 - Look Up Classes

Select a term. Click **Submit**.



Personal Information Student **Faculty Services** Financial Aid

Search Go

Select Term

Select a Term: STAR/BGR: New Admits Fall 2011

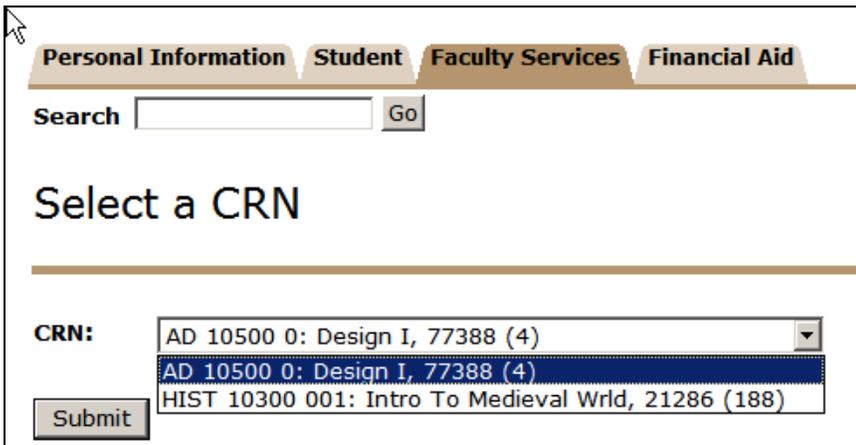
- STAR/BGR: New Admits Fall 2011
- Summer 2011
- Spring 2011
- STAR/BGR: New Admits Fall 2010
- Fall 2010**
- Summer 2010
- Spring 2010
- Fall 2009
- Summer 2009
- Spring 2009

Submit

RELEASE: 8.4

Purdue University of a disability, please contact the Center at (765) 494-4000 or itap@purdue.edu.

Select the **CRN** for the course which needs to have grades assigned. Click **Submit**.



Personal Information Student **Faculty Services** Financial Aid

Search Go

Select a CRN

CRN: AD 10500 0: Design I, 77388 (4)

- AD 10500 0: Design I, 77388 (4)
- HIST 10300 001: Intro To Medieval Wrld, 21286 (188)

Submit

The **Final Grades** page is displayed. The top of the page contains important information about grades. This includes the number of grades submitted and provides a link to download the roster in excel to print or save grades.

Back to Faculty Tab Logou

Final Grades

Enter final grades and last attendance date. If Confidential appears next to a student's name, the personal information is to be kept confidential.

- A grade of **Incomplete (I)** means the instructor will file a Registrar Form 60 in the departmental office indicating the reason for the Incomplete grade and what is required of the student to achieve a permanent grade. The instructor must also indicate the grade the student has earned on the work completed and the weight to be given to the remainder if the work in computing a final grade.
- A grade of **Failing (FN)** must be accompanied by an approximate last date of attendance.
 - If your student never attended, enter the first day of the term.
 - If your student stopped attending during the term, use the last date that you can tie an academic activity to. Examples would be last Blackboard login, last date of a paper or quiz.
- Your session will time out at 60 minutes so be sure to submit frequently to prevent losing your work.
- Do not** enter anything in the "Attended Hours" fields.

0 of 4 grades have been submitted for this class.

If you would like to save or print all grades that have been entered, you may [download the course roster](#) for this class.

The bottom of the page is where grades are entered. Enter a **grade** for each student using the drop-down box in the **Grade** column. Click **Submit**. Click **Submit** often to prevent losing your work as Banner sessions time out after 60 minutes of activity.

Note: When a grade of **Failing (FN)** is assigned, then an approximate **Last Attend Date** must be entered. A grade of **Failing (FN)** is assigned when the student never attended or stopped attending the course during the semester. The **Last Attended Date** is defined as *the last date an academic activity is recorded* (i.e., the date from the last graded course activity - quiz, exam, paper, etc.). The Last Date of Attendance is determined as follows:

- For a student that never attended the course, enter the first day of the term as the **Last Date of Attendance**.
- For a student that stopped attending the course during the term, enter an approximate date based on the last date academic activity (quiz, exam, paper, etc.) was recorded for the student.

Course Information
Design I - AD 10500 0
CRN: 77388
Students Registered: 4

Please submit the grades often. There is a 60 minute time limit starting at 01:10 pm on Nov 29, 2010 for this page.

Final Grades

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number |
|---------------|-------------------------------------|-----------|---------|--------------------------------|-------|--------|-----------------------------|-----------------------|---------------------|
| 1 | Student, Ima A. | 022621313 | 3.000 | **Registered** Aug 23, 2010 | None | N | | | 4 |
| 2 | Student, Imogene A. Confidential | 013181330 | 3.000 | **Registered** Aug 23, 2010 | A | N | | | 2 |
| 3 | Student, John Q P. | 013171157 | 3.000 | **Registered** Aug 23, 2010 | A+ | N | | | 1 |
| 4 | Student, Ima T. | 013181322 | 3.000 | **Registered** Aug 23, 2010 | B+ | N | | | 3 |

Submit Reset

Please submit the grades often. There is a 60 minute time limit starting at 01:10 pm on Nov 29, 2010 for this page.

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Incomplete Grades Summary | Student Menu | Summary Class List]

Annotations:
 - Last Attend Date must be completed only when a grade of FN is assigned.
 - The Attend Hours field is not used and is to be left blank.

Click **Submit** when grade entry is completed.

Confirm that your grades are entered for the course. See the status at the top of the Final Grades page.

Final Grades

Enter final grades and last attendance date. If Confidential appears next to a student's name, the personal information is to be kept confidential.

- A grade of **Incomplete (I)** means the instructor will file a Registrar Form 60 in the departmental office indicating the reason for the Incomplete grade and what is required of the student to achieve a permanent grade. The instructor must also indicate the grade the student has earned on the work completed and the weight to be given to the remainder if the work in computing a final grade.
- A grade of **Failing (FN)** must be accompanied by an approximate last date of attendance.
 - If your student never attended, enter the first day of the term.
 - If your student stopped attending during the term, use the last date that you can tie an academic activity to. Examples would be last Blackboard login, last date of a paper or quiz.
- Your session will time out at 60 minutes so be sure to submit frequently to prevent losing your work.
- Do not** enter anything in the "Attended Hours" fields.

4 of 4 grades have been submitted for this class.

If you would like to save or print all grades that have been entered, you may [download the course roster](#) for this class.

Note: You also can ensure that grade entry is completed by clicking on the Faculty tab and reviewing the status icons in the Faculty Grade Assignment box. The status icons you may see are as follows:

- Grades need to be entered
- Grading complete, grades can be changed
- Final grades complete, cannot be changed
- No students registered in the class

Print or save a copy of your records by clicking on the **download the course roster** link at the top of the page.

Final Grades

Enter final grades and last attendance date. If Confidential appears next to a student's name, the personal information is to be kept confidential.

- A grade of **Incomplete (I)** means the instructor will file a Registrar Form 60 in the departmental office indicating the reason for the Incomplete grade and what is required of the student to achieve a permanent grade. The instructor must also indicate the grade the student has earned on the work completed and the weight to be given to the remainder if the work in computing a final grade.
- A grade of **Failing (FN)** must be accompanied by an approximate last date of attendance.
 - If your student never attended, enter the first day of the term.
 - If your student stopped attending during the term, use the last date that you can tie an academic activity to. Examples would be last Blackboard login, last date of a paper or quiz.
- Your session will time out at 60 minutes so be sure to submit frequently to prevent losing your work.
- Do not** enter anything in the "Attended Hours" fields.

4 of 4 grades have been submitted for this class.

If you would like to save or print all grades that have been entered, you may [download the course roster](#) for this class.

To select another course for which grades need to be entered, scroll to the bottom of the Final Grades page and click on the **CRN selection** link. A pull-down box listing all of your CRNs will be displayed.

Final Grades

| Record Number | Student Name | ID | Credits | Registration | Status | Grade | Rolled | Last Attend Date | Attend Hours | Registration |
|---------------|-------------------------------------|-----------|---------|----------------|--------|-------|--------|------------------|--------------|--------------|
| | | | | | | | | MM/DD/YYYY | 0-999.99 | Number |
| 1 | Student, Ima A. | 022621313 | 3.000 | **Registered** | | B+ | N | | | 4 |
| 2 | Student, Imogene A. Confidential | 013181330 | 3.000 | **Registered** | | C- | N | | | 2 |
| 3 | Student, John Q P. | 013171157 | 3.000 | **Registered** | | FN | N | 10/22/2010 | | 1 |
| 4 | Student, Ima T. | 013181322 | 3.000 | **Registered** | | B- | N | | | 3 |

Submit Reset

Please submit the grades often. There is a 60 minute time limit starting at 02:53 pm on Nov 29, 2010 for this page.

[Term Selection **CRN Selection** | Class List | Faculty Detail Schedule | Incomplete Grades Summary | Student Menu | Summary Class List]

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