Intro: Thank you for visiting the Web Tutorial for Brown University Faculty Members.
To access Self Service Banner, you will need to login to https://selfservice.brown.edu or use the Banner Web link on Brown homepage.
Log in to the Secure Area via the Brown Web Authentication Process.
Once logged in, you should see the following menu that is specific to your instructor information.

From this Menu, select the Faculty and Advisors link
Next select the Final Grades link
If this is a new session of Self-Service Banner, you must now select the term for which you wish to enter grades. Otherwise you will go directly to the Select a CRN screen.
You now must select the offering of the course that you wish to grade and click Submit.

Note: You can only grade courses for which you are assigned as an instructor.
You are now in the final grading roster for the specific course offering that you selected. From here you may enter grades for the students listed. Please use the Submit Button often to ensure that your grades are being processed completely. There is a Time Out limit which refreshes every time you hit Submit.

If you have a student that does not appear on this list, but has been taking your class, that student is not officially registered and must contact the Office of the Registrar.

For an explanation of the grade codes please use the Help link on the upper right hand corner of Final Grades Screen. Remember, once all grades have been submitted and a Y appears in the rolled column, that grade is considered final and all changes must be made in writing to the Office of The Registrar.

Please Note: The Grade Form indicates students who are scheduled to graduate. Please grade these students *first* during the May grading period.
If you submit any of the incomplete grades (INC, ABS, or INCABS) for a student, you will be prompted to confirm the extension date in a separate window.
The default extension date (defined per Faculty Rules) will display for each incomplete grade entered.

You may change the date by clicking in the Extension Date field and typing a new date. Per faculty rules, this date cannot be greater than one year from the grade submission date. Please type carefully and be sure that the new date is less than one year away! Just as with all grade entry, you can alter the Extension Date until the incomplete grade has been rolled and a Y appears in the Rolled column. Once this occurs, changes must be made in writing to the Office of The Registrar.

If the Registrar’s Office does not receive a grade change by the extension date indicated, the incomplete grade will revert to an NC.

Click the submit button when you’ve finished making changes or to accept the default date.
You will be returned to the Final Grades entry page where a message will display to confirm you’ve entered the grades successfully.

Continue to enter grades for other students if necessary.
SLIDE 12

To grade another class, simply select the CRN selection link at the bottom of the page.
When you’ve finished grading, scroll to the top of the grades page where you may select the Faculty Services Tab or the Return to Menu link, or simply click on the Exit link to logout of Self Service Banner.

Thank you for using this Banner web tutorial.