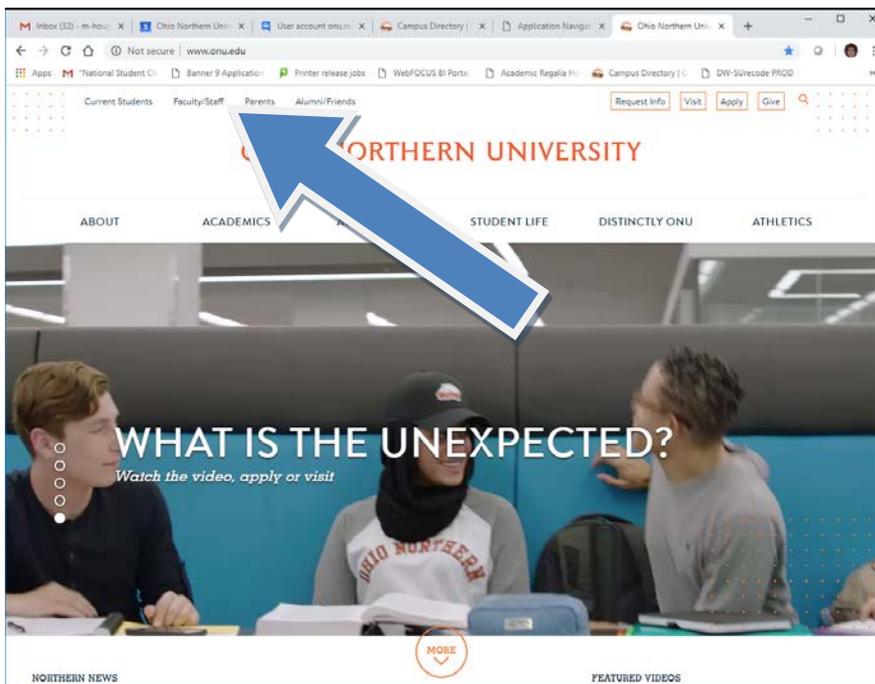


Grade Posting Via the Web

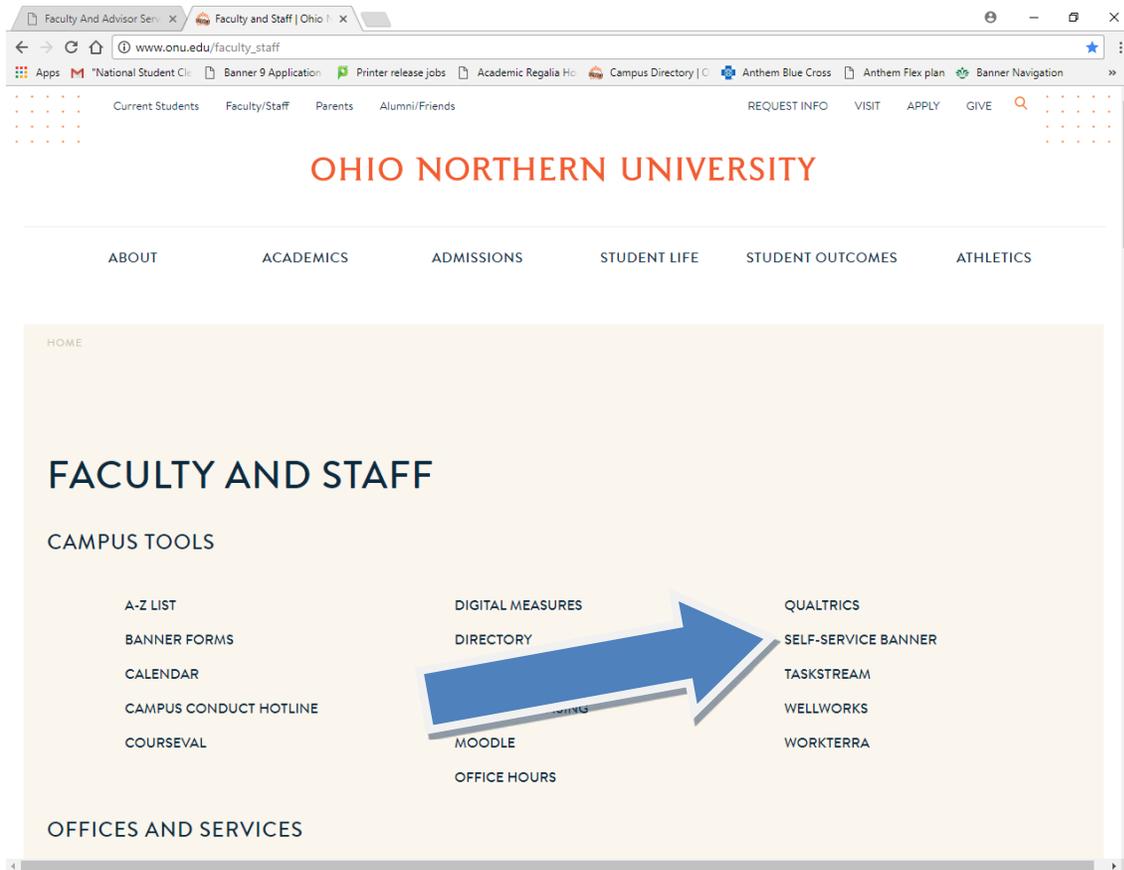
- Grades can be submitted in Self-Service Banner beginning Friday before Finals Week and are **due NO LATER than Noon on the Wednesday after Finals week**. At **NOON** we will disable this capability and remaining grades will need to be submitted to the Registrar's Office on a paper form.
- A mark/grade of **I** cannot be entered via the web since this requires your Dean's approval.
- A Withdraw (**W**) cannot be submitted on the Web since this requires your Dean's approval.
- We will 'roll the grades into academic history' several times a day **starting Monday of finals week**. Once grades are rolled into academic history they will be available for students to view on their Self-Service Banner and any changes must be processed using a 'Change of Grade' form with the appropriate approvals.

Grade Posting Instructions in Self-Service Banner

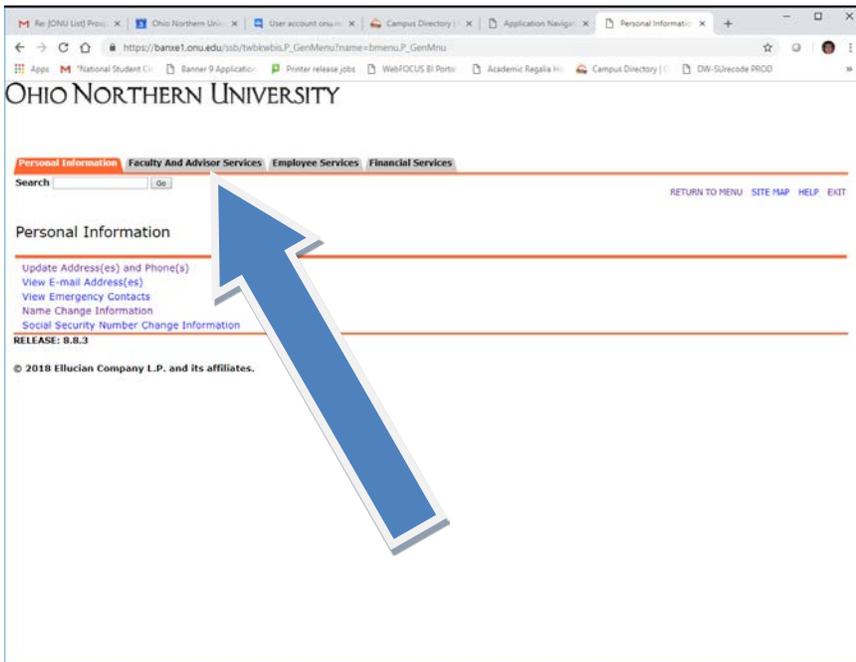
1. Go to the [ONU home page](#).
2. Click on **"Faculty and staff"**



3. Click on **“Self-Service Banner”** and log in using your ONU user name and password



4. Click on **“Faculty and Advisor Services”**



5. Click on **Final Grades**.

The screenshot shows the Ohio Northern University website's Faculty And Advisor Services section. The navigation bar includes 'Personal Information', 'Faculty And Advisor Services', 'Employee Services', and 'Financial Services'. A search bar is present with a 'Go' button. The 'Faculty And Advisor Services' menu lists various options: Student Menu, Advisor Menu, Term Selection, CRN Selection, Active Assignments, Assignment History, Faculty Schedule by Day and Time, Summary Class List, Summary Wait List, Mid Term Grades, Final Grades, Faculty Grade Summary, Registration Overrides, Advisee Listing, Syllabus Information, Office Hours, Class Schedule Search, Course Catalog, and Dynamic Course Offering. A blue arrow points to the 'Final Grades' link. Below the menu, there is a 'RELEASE: 8.8.3' notice and a copyright notice for 2018 Ellucian Company L.P. and its affiliates.

6. Select the **correct term** from the drop down and **click submit**.

The screenshot shows the Ohio Northern University website's Select Term page. The navigation bar is the same as in the previous screenshot. The page title is 'Select Term'. Below the title, there is a message: 'Select the Term for processing then press the Submit Term button.' A dropdown menu is open, showing a list of terms. A blue arrow points to the '2018-19 Spring Semester' option. Below the dropdown, there is a 'Submit' button. The page also includes a 'RELEASE: 8.7.1' notice and a copyright notice for 2018 Ellucian Company L.P. and its affiliates. The user's name 'Melanie J. Hough' and the date 'Dec 03, 2018 08:36 am' are visible in the top right corner.

7. **Select the course** for which you want to enter grades from the drop down and **click submit**.

The screenshot shows the 'Select CRN' page on the Ohio Northern University website. The page has a navigation bar with 'Personal Information', 'Faculty And Advisor Services', 'Employee Services', and 'Financial Services'. Below the navigation bar is a search bar and a 'Go' button. The main content area is titled 'Select CRN' and contains a dropdown menu for CRN selection. The dropdown menu is currently open, showing three options: 'ABUS 2011 01: PC Applications for Business, 22371 (40)', 'ABUS 2011 01: PC Applications for Business, 22371 (40)', and 'MATH 1251 02: College Algebra, 23392 (19)'. A large blue arrow points to the dropdown menu. Below the dropdown menu is a 'Submit' button. The page also includes a 'RELEASE: 0.7.1' and a copyright notice for 2018 Ellucian Company L.P. and its affiliates.

8. **Enter grades** by clicking the 'drop down button' in the Grade column, **select a grade** for each student and when completed, **click "Submit"** at the bottom of the page.

The screenshot shows the 'Final Grade Worksheet' page on the Ohio Northern University website. The page has a navigation bar with 'Personal Information', 'Faculty And Advisor Services', 'Employee Services', and 'Financial Services'. Below the navigation bar is a search bar and a 'Go' button. The main content area is titled 'Final Grade Worksheet' and contains a table with columns for Record Number, Student Name, ID, Credits, Registration Status, Grade, Rolled Last Attend Date, Attend Hours, and Registration Number. A large blue arrow points to the 'Grade' column. The table contains 9 rows of data. The 'Grade' column has a dropdown menu for each row. The 'Attend Hours' column has a text input field for each row. The 'Registration Number' column has a text input field for each row. The page also includes instructions for entering grades and attendance hours, and a 'Submit' button at the bottom.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1				**Registered** Jun 03, 2018	None * N			19
2				**Registered** Jun 03, 2018	None * N			27
3				**Registered via web** Mar 29, 2018	None * N			3
4				**Registered** Jun 03, 2018	None * N			22
5				**Registered via web** May 08, 2018	None * N			13
6				**Registered** Jun 03, 2018	None * N			38
7				**Registered** Jun 03, 2018	None * N			20
8				**Registered** Jun 03, 2018	None * N			16
9				**Registered**	None * N			11

9. Make sure you **enter a last date of attendance** for any 'U' or 'F' grades given in the correct format. Also be sure to **click the submit button** at the bottom.

11		May 28, 2018	**Registered via web**	None	N			35
12		Jul 23, 2018	Course Withdraw after census	W	N			17
13		Nov 06, 2018	**Registered via web**	None	N			2
14		Apr 04, 2018	**Registered**	None	N			23
15		May 31, 2018	**Registered**	None	N			34
16		Jun 21, 2018	Course Withdraw after census	W	N			6
17		Oct 30, 2018	Total Withdraw after census	W	N			24
18		Oct 05, 2018	**Registered**	None	N			39
19		Aug 27, 2018	Course Withdraw after census	W	N			1
20		Nov 09, 2018	**Registered via web**	None	N			37
21		Aug 21, 2018	Course Withdraw after census	W	N			18
22		Nov 06, 2018	**Registered**	None	N			26
23		May 31, 2018	**Registered**	None	N			31
24		Jun 06, 2018	**Registered**	None	N			8

Submit Reset

Please submit the grades often. There is a 60 minute time limit starting at 08:47 am on Dec 03, 2018 for this page.

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

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10. Repeat the process for all of your courses

NOTE: If you have more than 25 students in your class, there will be additional pages of grades called **records sets** at the bottom just above the submit button. Please make sure you grade all record sets (pages) before hitting submit.

11			**Registered via web**	None	N			5
12		Apr 03, 2018	**Registered via web**	None	N			14
13		May 14, 2018	**Registered**	None	N			22
14		Jun 03, 2018	**Registered via web**	None	N			11
15		Apr 15, 2018	**Registered**	None	N			23
16		Jun 03, 2018	**Registered**	None	N			17
17		Jun 05, 2018	**Registered**	None	N			9
18		Apr 10, 2018	**Registered**	None	N			24
19		Jun 03, 2018	**Registered via web**	None	N			6
20		Apr 03, 2018	**Registered**	None	N			34
21		Jun 03, 2018	**Registered**	None	N			30
22		Jun 03, 2018	**Registered**	None	N			40
23		Jun 03, 2018	**Registered**	None	N			35
24		Jun 03, 2018	**Registered**	None	N			18
25		Jun 03, 2018	**Registered**	None	N			26

Record Sets: 1 - 25 26 - 40

Reset

Please submit the grades often. There is a 60 minute time limit starting at 08:51 am on Dec 03, 2018 for this page.

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

RELEASE: 8.7

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*** Grades of **U** or **F** will require you to enter an **actual last date of attendance**, using the **MM/DD/YYYY** format (no dashes "--"), **IF** the student did not complete the course. The last date of attendance is required to calculate the return of financial aid funds.

The last date of attendance is the last date the student attended/performed an academic activity (attended a lecture, lab, final exam, , clinical, etc. or turned in an assignment via Moodle, participated in an on-line discussion, or otherwise had contact with the faculty member regarding class material.)

If the student completed the course and received a failing grade, you **DO NOT NEED** to enter a last date of attendance.

Submitting INCOMPLETES

You can submit Incompletes via email to your college dean who will then forward them to the Registrar's office.

Complete the form on our website (https://www.onu.edu/files/incompletes_revised_apr_2018.pdf) and email it to your college dean's office:

Getty College of Arts and Sciences s-schroeder@onu.edu,

Dicke College of Business business@onu.edu,

Thomas J. Smull College of Engineering engineering@onu.edu,

Rudolph H. Raabe College of Pharmacy pharmacy@onu.edu

YOU should keep a copy (bcc yourself) for your records but **please DO NOT cc this office.**

I suggest using the email Subject "<Student Name> - Incomplete in <SUBJ CRSE SC>"
e.g. "**Kermit T. Frogg - Incomplete in CHEM 1001 05**"