Registrar's Office
525 S. Main Street
Ada, OH 45810
(419) 772-2024
FAX (419) 772-2627
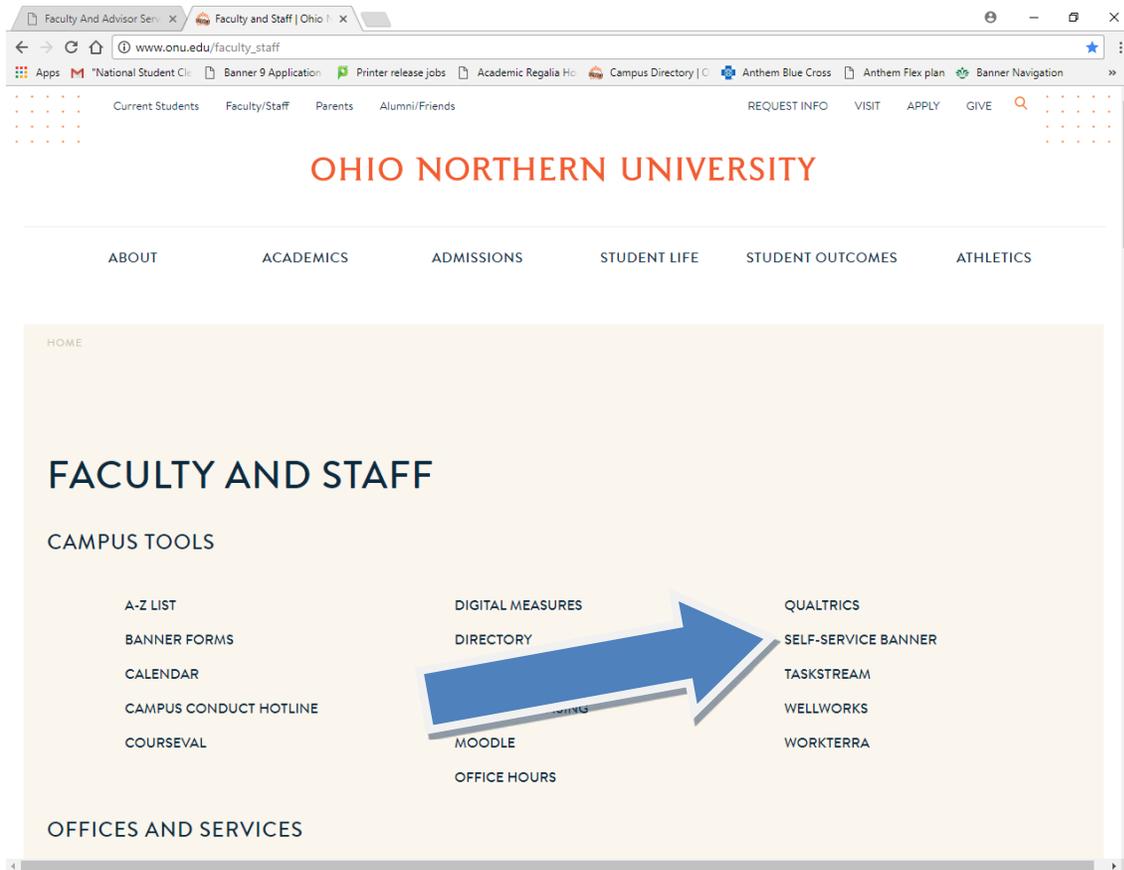registrar@onu.edu

Grade Posting Via the Web

- Grades can be submitted in Self-Service Banner <u>beginning Friday before Finals Week</u> 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.

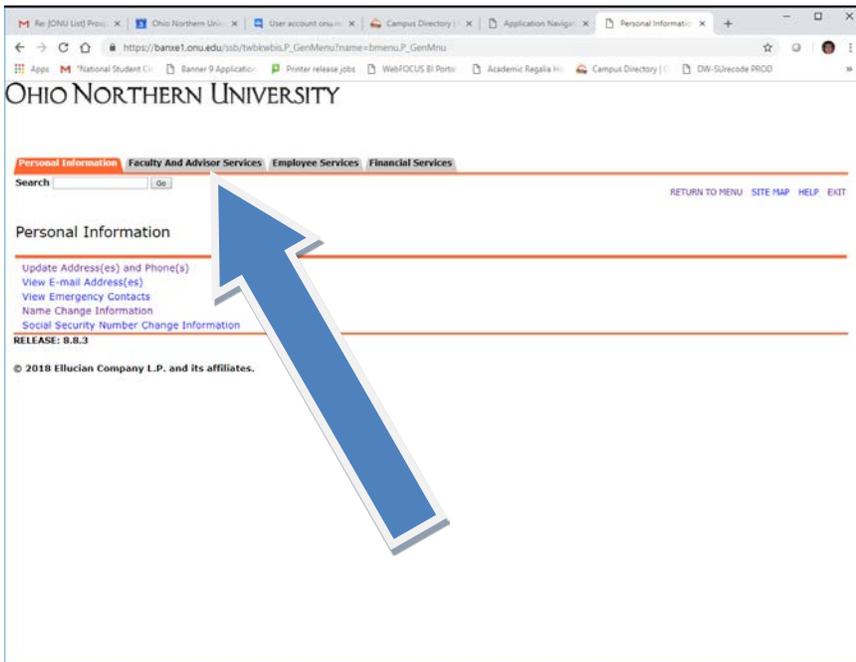## Grade Posting Instructions in Self-Service Banner

1. **Go to the ONU home page.**

2. **Click on "Faculty and staff"**
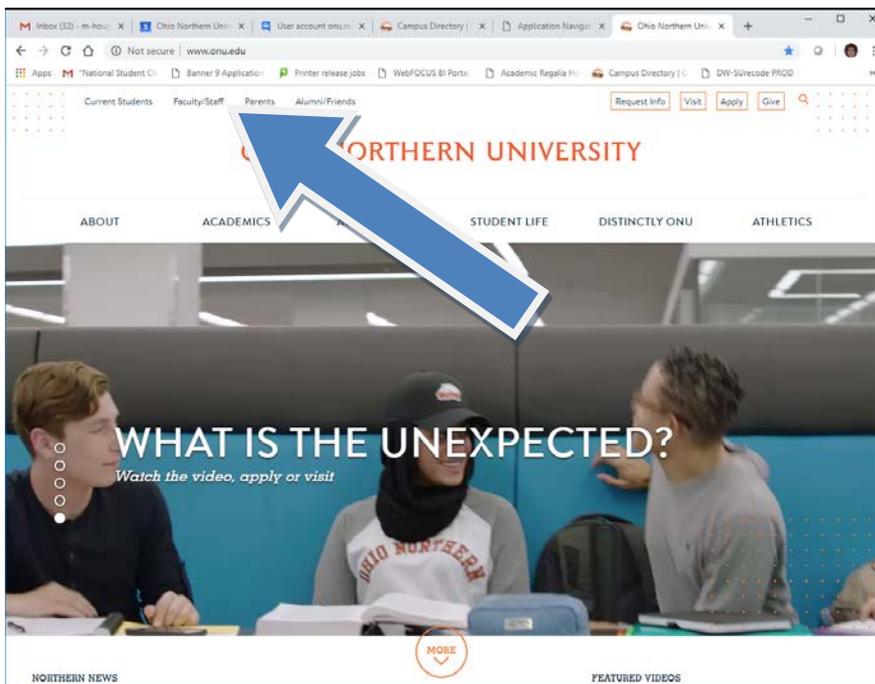
3. **Click** on **"Self-Service Banner"** and log in using your ONU user name and password

4. **Click** on **"Faculty and Advisor Services"**

5. **Click on Final Grades.**

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

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

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.

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.**

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 <u>records sets</u> at the bottom just above the submit button. Please make sure you grade all record sets (pages) before hitting submit.

*** 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.

<u>Submitting INCOMPLETES</u>

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**"