

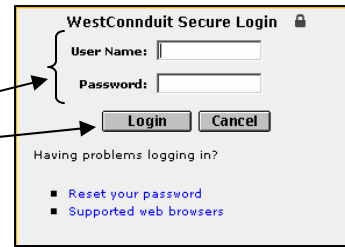
# Entering your Grades Online

## Introduction/Utility

Will demonstrate to faculty how to enter their midterm and final grades online using Banner through WestConduit.

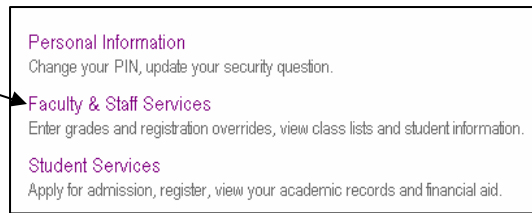
## Logging into Banner

1. Open an Internet browser.
2. Go to **WestConduit.wcsu.edu**
3. Enter your **User Name** (Windows username) and 6-digit **Banner PIN**.
4. Click **Login**.
5. From WestConduit, click the **Banner** tab.

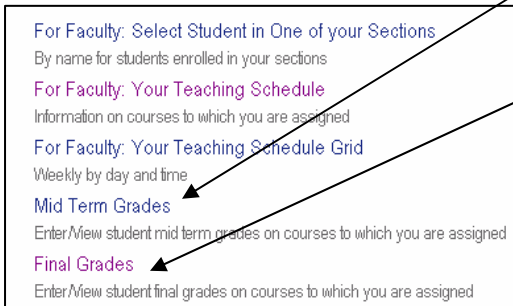


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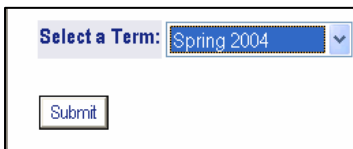
1. Choose **Faculty & Staff Services**.



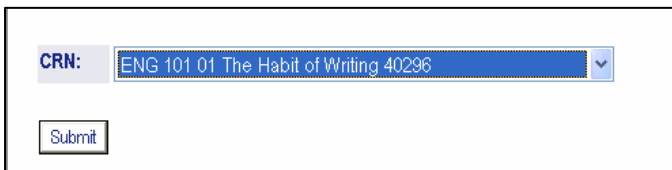
2. From the list of option, choose **Mid Term Grades** or **Final Grades**.



3. **Select a Term** from the dropdown list and click **Submit**.



4. Select the course (**CRN**) from the dropdown list and click **Submit**.



- The Grade Worksheet for the term selected will appear containing all of the students enrolled in the course.

**Course Attributes**

Title: The Habit of Writing  
 Course: ENG 101 - 01  
 CRN: 40296  
 Students Registered: 22

**Final Grades**

Record Number	Student Name	Credits	Registration Status	Class	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Alexis, Corey A.</a>	3.00	**Web Registered** Dec 24, 2003	Freshman	None	N			16
2	<a href="#">Alltand, Jennifer A.</a>	3.00	**Web Registered** Nov 21, 2003	Senior	None	N			4
3	<a href="#">Babasick, Meghan J.</a>	3.00	**Registered** Dec 09, 2003	Freshman	None	N			8
4	<a href="#">Bartholomew, Kristen M.</a>	3.00	**Web Registered** Dec 03, 2003	Senior	None	N			5
5	<a href="#">Ellul, Jessica S.</a>	3.00	**Registered** Dec 10, 2003	Freshman	None	N			13
6	<a href="#">Ferreira, Marcia D.</a>	3.00	**Registered**	Freshman	None	N			12

**Student Name      Credits      Registration Type      Class      Grade      Last Attend Date**

- From the Grade dropdown box, select the grade the student received and the Last Attend Date if applicable (used when a student stops attending your course—use with F, W, WF, WFP).

13	<a href="#">Macchiaroli, Peter</a>	3.00	**Registered** Jan 05, 2004	Freshman	B+	N			19
14	<a href="#">McCormick, Rachel</a>	3.00	**Registered** Jan 05, 2004	Freshman	C-	N			18
15	<a href="#">Pacheco, Diana C.</a>	3.00	**Web Registered** Dec 11, 2003	Freshman	F	N	04/2004		14
16	<a href="#">Panzica, Thomas J.</a>	3.00	**Registered** Jan 05, 2004	Freshman	B-	N			21
17	<a href="#">Rush, Cuyler H.</a>	3.00	**Web Registered** Dec 09, 2003	Freshman	A	N			7
18	<a href="#">Shutak, Melissa A.</a>	3.00	**Web Registered** Nov 21, 2003	Senior	B-	N			3
19	<a href="#">Troester, Kristen J.</a>	3.00	**Registered** Jan 05, 2004	Freshman	C+	N			17
20	<a href="#">Williams, Sheldon E.</a>	3.00	**Web Registered** Dec 20, 2003	Freshman	B+	N			15
21	<a href="#">Witt, Kelly M.</a>	3.00	**Registered** Jan 05, 2004	Freshman	B	N			20
22	<a href="#">Zysk, Izabela K.</a>	3.00	**Registered** Dec 10, 2003	Freshman	WF	N	03/17/2004		11

None  
A  
A-  
AUD  
B  
B+  
B-  
C  
C+

Submit    Reset

- Press **Submit** when all grades for the course have been entered.

## Grade Key

None	<b>None—No grade has been entered</b>
A	
A-	
AUD	<b>AUD—Audit</b>
B	
B+	
B-	
C	
C+	
C-	
D	
D+	
D-	
E	<b>E—Exam (entered by Registrar's Office)</b>
F	
FP	<b>FP—Failed a Pass/Fail course</b>
INC	<b>INC—Incomplete</b>
NG	<b>NG—No Grade</b> * (this grade is no longer used)
P	<b>P—Pass a Pass/Fail course</b>
RM	<b>RM—Remedial work is required</b>
RP	<b>RP—Repeat course</b>
T	<b>T—Transfer (entered by Registrar's Office)</b>
W	<b>W—Withdrawn</b>
WF	<b>WF—Withdrawn failing for a standard graded class</b>
WFP	<b>WFP—Withdrawn failing for a Pass/Fail course</b>