How to Enter Final Grades in Banner Self Service

1 Navigate to www.sunyacc.edu/login and select "BANNER" to log in with your 500# and Pin.

2 Click "Faculty Services"

3 Click "Final Grades"

Student Information Menu
Schedule Planner Guest Mode
Schedule Planner Advisor Mode
Look Up Classes
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Midterm Grades
Final Grades
Registration Overrides
Add or Drop Classes
Electronic Gradebook by Component
Faculty and Advisor Security Information
Menu
dent's transcript; View a student's grades; Display your security setup.
Assignments
Assignment History

4 Click this dropdown.

SUNY ADIRONDACK
Self-Service Banner

SUNY-ADK | Personal Information | Student | Financial Aid | **Faculty Services** | Employee | Finance

Search [   ] Go

Select Term

Select a Term: [Fall 2023   ▾]

Submit

RELEASE: 8.7.1

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5 Select the term you are entering grades for then click Submit.

| | Personal Information | Student | Financial Aid | Faculty Services | Employee | Finance |
SUNY-ADK

Search [ ] Go

Select Term

Select a Term: [Spring 2023 ▾]

[Submit]

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6 Click this dropdown to view all assigned sections.

Self-Service Banner

| | Personal Information | Student | Financial Aid | Faculty Services | Employee | Finance |
SUNY-ADK

Search [ ] Go

Select a CRN

CRN: [Photography I - 50827 - 0 Midterm/0 Final grades for 5 Students ▾]

[Submit]

[Enter CRN Direc

Photography I - 50827 - 0 Midterm/0 Final grades for 5 Students
RELEASE: 8.7.2.9.E

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7 Click the Submit button to pick the course to grade.

Personal Information | **Student** | **Financial Aid** | **Faculty Services** | **Employee** | **Finance**

SUNY-ADK

Search [   ] [Go]

Select a CRN

CRN: [Photography I - 50827 - 0 Midterm/0 Final grades for 5 Students ▾]

[Submit]

[Enter CRN Directly

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8 Click this dropdown for each student to assign the appropriate letter grade.

: 01/23/2023 to 06/16/2023
5
0

es often. There is a 60 minute time limit starting at 01:34 pm on Jun 20, 2023 for this page.

t Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registrati
		3.000	**Registered** Jan 20, 2023	None ▾	N	[ ]	[ ]	5
		3.000	**Registered** Jan 20, 2023	None ▾	N	[ ]	[ ]	1
		3.000	**Registered** Jan 20, 2023	None ▾	N	[ ]	[ ]	2
		3.000	**Registered** Jan 20, 2023	None ▾	N	[ ]	[ ]	4
		3.000	**Registered** Jan 20, 2023	None ▾	N	[ ]	[ ]	3

9   Once you are done, click the submit button.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Att 0-9
1			3.000	**Registered** Jan 20, 2023	A ⌄	N		
2			3.000	**Registered** Jan 20, 2023	A- ⌄	N		
3			3.000	**Registered** Jan 20, 2023	A ⌄	N		
4			3.000	**Registered** Jan 20, 2023	A- ⌄	N		
5			3.000	**Registered** Jan 20, 2023	A ⌄	N		

Submit   Reset

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 01:34 pm on Jun 20, 2023 for this pag**

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades |

RELEASE: 8.7S

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10   If you need to submit an Incomplete, select the button from the top of the page and fill out the PDF document to be emailed to registrar@sunyacc.edu for processing.

Final Grades

💬 Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal infor

**REMINDER: To assign a grade of incomplete (I), a "Report of Incomplete" form must be completed and sub completed contract is received.   Get Report of Incomplete form

Course Information
Photography I - ART 104 HS4
CRN: 50827
Course Start/End Date: 01/23/2023 to 06/16/2023
Students Registered: 5
Students Graded: 5

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 01:34 pm on Jun 20, 2023 for this p**

5 Grade(s) assigned: 5 of 5 students on this page have been graded

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY