

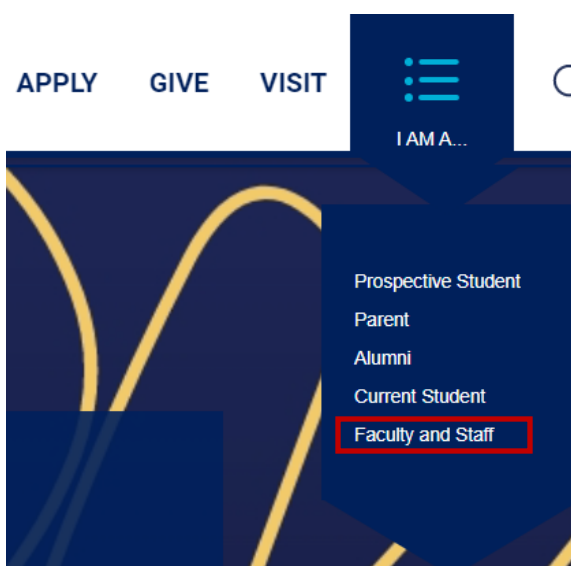
How to Enter Final Grades in Self-Service Banner

Important

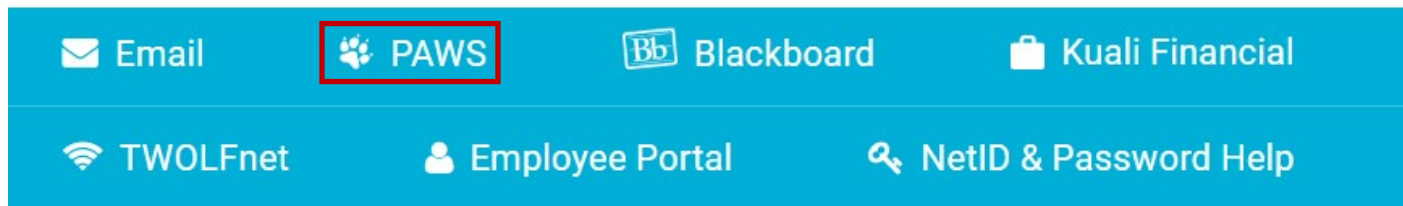
- Final grades are entered through Self Service Banner (SSB) which can be accessed through [PAWS](#).
- The ability to enter final grades will not be available in SSB until the Friday of the last week of your class.
- Final Grades must be entered by 5:00 pm on the following Wednesday.
- If you are having difficulty entering final grades, please contact the Registrar's Office.

Accessing Self-Service Banner Through PAWS

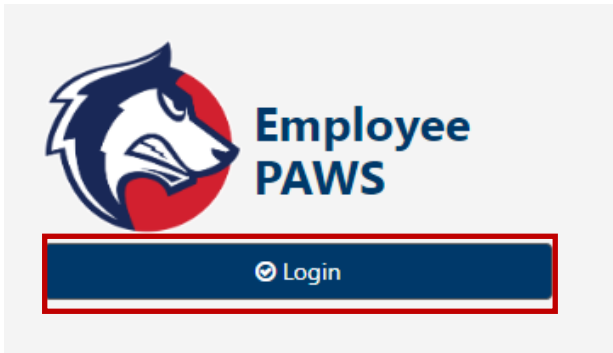
1. On our main website, www.csupueblo.edu, click the "I AM A..." flag in the top right corner and then select "Faculty and Staff"



2. Towards the top of the page, click the "PAWS" module.




3. Click "Login" on the next screen.



4. Login using your CSU System NETID credentials.

Accessing CSU Pueblo ePAWS Production



This is a production instance for CSU Pueblo's ePAWS employee portal.

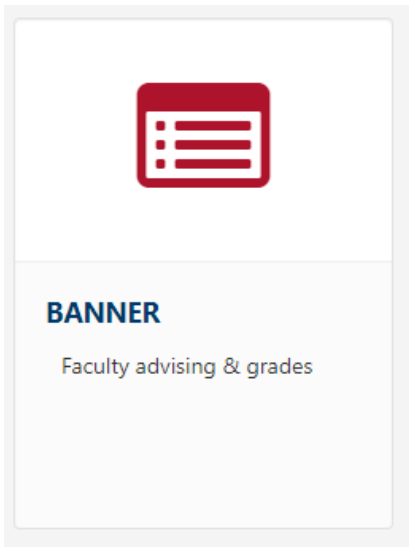
NetID:

Password:

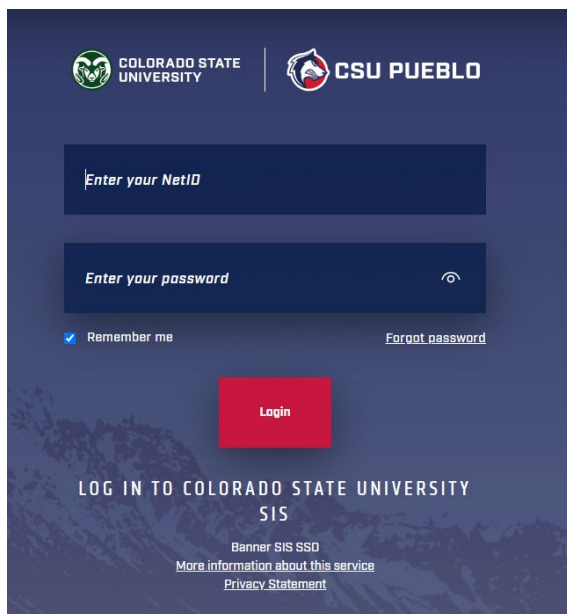
Don't Remember Login

LOGIN

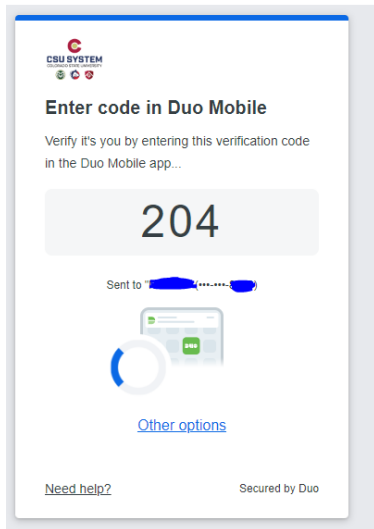
5. Select the "Banner" Module



6. Enter your login credentials.




7. Using the DUO app on your phone, enter the code that appears on screen.



Faculty and Advising Options

8. Once logged in, click "Grade Entry"

Faculty and Advising Options



Hello Sandoval, Leroy J. (He/Him).
Welcome to Self Service Banner (SSB). For training how to use SSB, Advisors and Faculty have been given access to the Blackboard course Banner Professional Learning. If you are not seeing this course in Blackboard, please contact [Carol Larson](#)

From here, depending on your faculty or advising role you may have access to one or more of the modules:

- Advising Student Profile
- Remove Advising PIN
- View Student Schedule
- Registration Approvals and Overrides
- Class Lists
- Faculty Course Detail
- Faculty Week at a Glance (Teaching Schedule)
- Browse Course Catalog
- **Grade Entry**

9. When your course is open for final grade entry, you will see it listed here.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades							
My Courses							
Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MATH - Mathematics	101	TE	Intro College Math	202410 - Spring Semester 2024	15261

Records Found: 1

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10. After clicking on the appropriate course, the class roster will appear.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there's a 'Final Grades' section with a 'My Courses' table. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The current course is 'MATH - Mathematics', '101', 'TE', 'Intro College Math', '202410 - Spring Semester 2024', and '15261'. Below this is an 'Enter Grades' section with a table for student entries. The table has columns for Full Name, ID, Final Grade, Rolled, Last Attend Date, and Attendance Comment. The table is currently empty, with 'Records Found: 3' at the bottom.

11. Select the Final Grade for each student in the drop down menu. If the student earned an “F” grade, you must enter the Last Date of attendance and indicate whether the student ever attended the course or not. **Students appearing on your roster were not dropped for no show and you must enter a date after the last day to drop for the term.**

Click Save when you are finished. Please note that you are not required to enter all final grades at once. If needed, you can save your progress when not all final grades are entered. The Grading status for the course will change from “Not Started” to “In Progress”. Once all grades are entered, the Grading Status will change to “Completed”.

This screenshot is similar to the previous one but with annotations. A yellow box labeled 'Grading Status' points to the 'In Progress' button in the 'My Courses' table. Another yellow box contains the text: 'A Final Grade of “F” requires a last date attended to be entered. You must also indicate if the student actually attended or not.' This box has lines pointing to the 'Final Grade' dropdown (showing 'B-'), the 'Last Attend Date' field (showing '02/22/2024'), and the 'Attendance Comment' dropdown (showing 'Did Attend').

12. Repeat this process for each of your eligible courses.

Additional Information:

- If final grades are not entered in a timely manner, a “NG” grade will be posted on the student’s transcript. For most courses, NG grades will become an “F” grade after one year so please be sure to submit final grades on time.
- If you made an error in reporting Final Grades, you can make changes until 5:00 pm on the Wednesday following the final week of your class.
- Once final grades are posted to students’ transcripts, there will be a green check mark in the *Rolled* column for each student. You will not be able to change a final grade here once they have rolled.
- If a final grade needs to be changed after it has been rolled, a Grade Change form needs to be completed. This form can be accessed through the Forms module in PAWS or by contacting the Registrar’s Office. **Please do not give this form to the student. This is a secure internal document to prevent false grade changes.**

Questions?

- Please contact the Registrar’s Office at 719-549-2261 or csup_registrar@csupueblo.edu.