

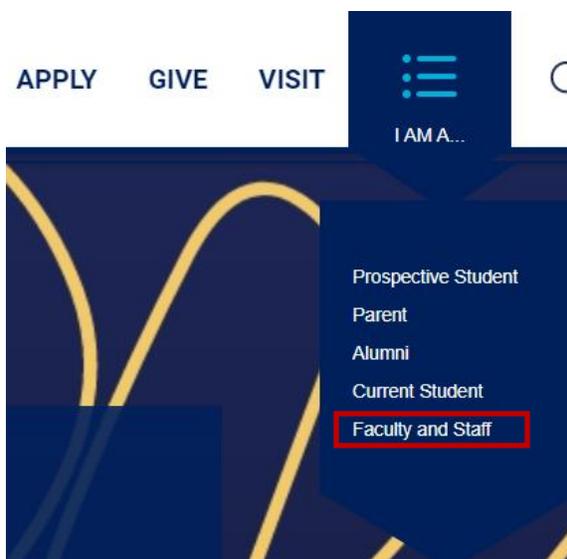
How to Enter Final Grades in Self-Service Banner

Important

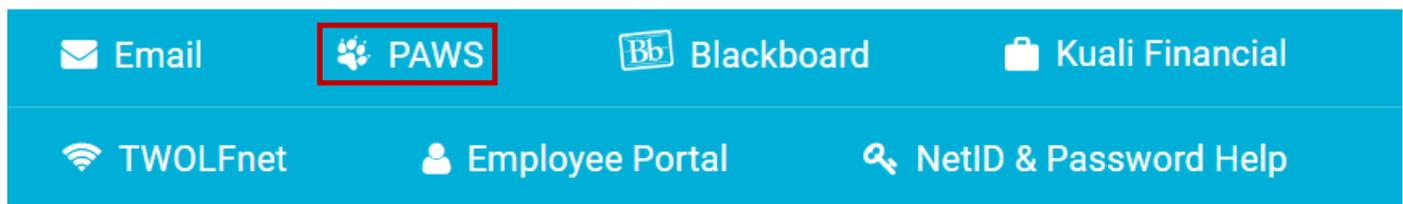
- Final grades are entered through Self Service Banner (SSB) which can be accessed through [PAWS](#).
- The ability to enter final grades will not be available in SSB until the Friday of the last week of your class.
- Final Grades must be entered by 5:00 pm on the following Wednesday.
- If you are having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

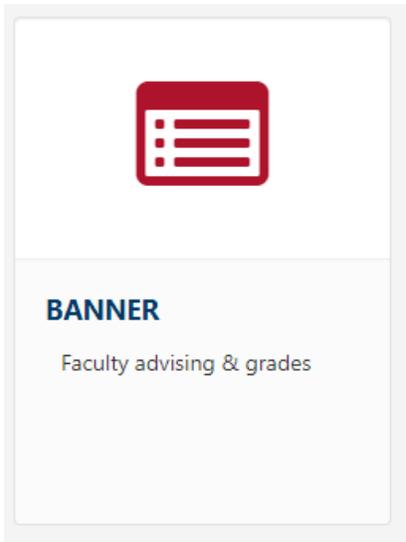
NetID:

Password:

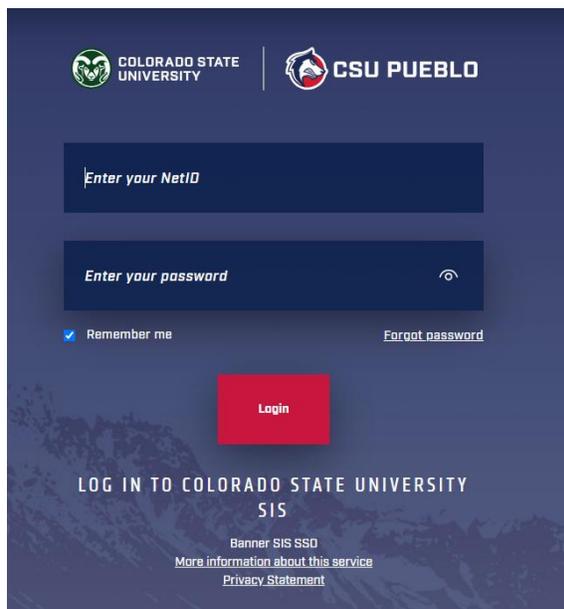
Don't Remember Login

LOGIN

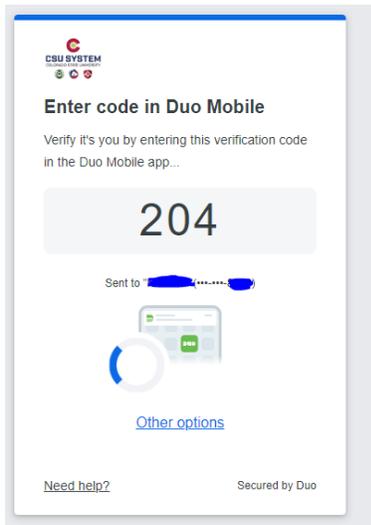
5. Select the “Banner” Module



6. Enter your login credentials.

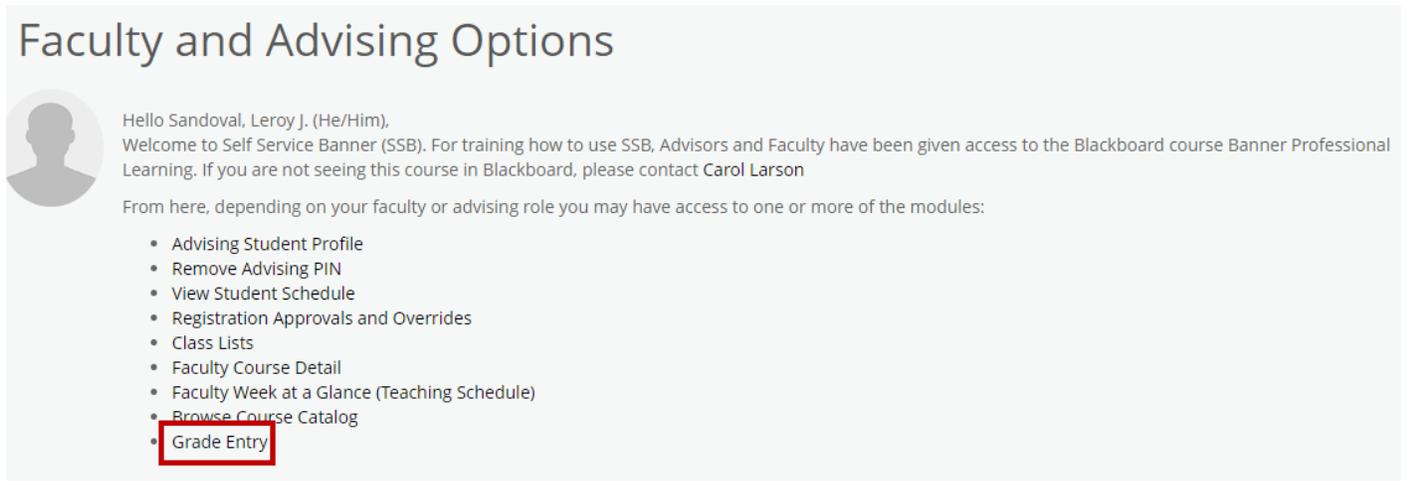


7. Using the DUO app on your phone, enter the code that appears on screen.



Faculty and Advising Options

8. Once logged in, click "Grade Entry"



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. The top section, 'My Courses', displays a table with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The 'Grading Status' is currently set to 'Not Started'. Below this is the 'Enter Grades' section, which has columns for Full Name, ID, Final Grade, Rolled, Last Attend Date, and Attendance Comment. Three student records are visible, each with a dropdown menu for the Final Grade and a date picker for the Last Attend Date. The interface includes search bars, pagination controls (Page 1 of 1, Per Page 10), and 'Save' and 'Reset' buttons at the bottom right.

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. **If the student should have been dropped as a No Show and they still appear on this list, please contact the Registrar’s Office immediately.**

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 an annotated version of the Faculty Grade Entry interface. Red boxes highlight the 'Grading Status' dropdown in the 'My Courses' section, which is now set to 'In Progress'. In the 'Enter Grades' section, red boxes highlight the 'Final Grade' dropdowns for the first two students, the 'Last Attend Date' date picker for the first student, and the 'Attendance Comment' dropdown for the first student. A large yellow callout box with a red border 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." The 'Final Grade' for the first student is set to 'B-' and for the second to 'F'. The 'Last Attend Date' for the first student is set to '02/22/2024'. The 'Attendance Comment' for the first student is 'Did Attend'. The 'Save' and 'Reset' buttons are visible at the bottom right.

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.