Faculty Grade Entry
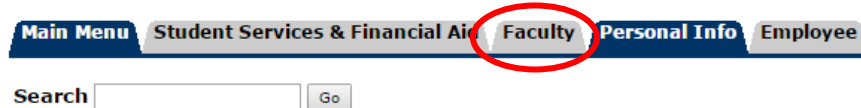
Getting into the system

1. Log in to BannerWeb (bannerweb.wpi.edu).
2. Select the **Faculty** tab or menu option.

3. Select the **Course Information Menu**.

4. Select **Final Grade Entry**.

5. Select the appropriate term and click **Submit**.

Note: Once you select a term in your BannerWeb session, you will be defaulted to that term in any BannerWeb screen you enter. To change to a new term, you'll find "Select New Term" links at the bottom of some pages, or return to the Course Information menu and choose Term Selection.

Grading Classes

1. Select your class from the drop-down menu and click **Submit**.
2. A list of your students will appear. Select a grade from the dropdown menu for each student.

Final Grades

Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	
1	Student, Joe	123456789	.1/3 units	Registered Apr 05, 2016	None ▾	N	✉
2	Student, Jane	223456789	1/3 units	Registered Apr 05, 2016	None ▾	N	✉

Note: This page displays up to 25 students. If your class is larger than that, you will have several "record sets" to choose from at the top of the page. Please be sure to grade each record set.

Course Information
GUIDANCE, NAVIGATION AND COMMUNICATION - AE 4733 A01
CRN: 10780
Students Registered: 49

⚠ **Please submit the grades often. There is a 40 minute time limit starting at 09:45 am on Nov 01, 2016 for this page.**

Record Sets: 1 - 25   26 - 49
Final Grades

Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	
1	Student, Joe	123456789	.1/3 units	Registered Apr 05, 2016	None ▾	N	✉

3. Click **Submit** at the bottom of the page OFTEN. This page times out after 40 minutes, so submit your work frequently so as not to lose it.

Note: To change a grade you have already submitted, so long as the indicator in the "Rolled" column is set to N, you may use the steps above to change the grade. Once that indicator is set to Y, you must submit a Grade Change Request via BannerWeb, and Registrar staff will make the change for you.