Entering Final Grades

1. Log into MY UTMARTIN from the UTM Homepage using your username and password. If you do not know your username or password, call the ITS Help Desk at 881-7900.

2. Once you have logged in, select Banner Self-Service listed across the top.

3. In Banner Self-Service, select the Faculty tab.
4. Select **Mid Term Grades**.

5. Verify that the term listed in the drop-down menu is the term that you are entering grades. If it is not, click on the drop-down menu and select the correct term. Click **Submit**.
6. On the CRN Selection page, click on the drop-down menu and select the course you want to enter grades for. You will only see the CRN’s for the courses that you are teaching for the selected semester. Once a CRN has been selected, click **Submit**.

7. A list of enrolled students for the selected CRN will come up. Click on the drop-down menu under ‘Grade’ to select a grade from a list of valid grades for the course. Once a grade has been selected for each student, click **Submit**.

**NOTE:** Always **Submit** grades for students before entering the ‘Last Attend Date’.
8. You must enter the last day of recorded attendance for all F or I grades in MM/DD/YYYY format under the ‘Last Attend Date’ column. The date that is entered must be within the course begin and end dates for the term. For students who have never attended your class, but are on your roster, assign a grade and enter 0.00 in the ‘Attend Hours’ column.

9. Scroll down and click Submit to enter any dates/hours of attendance.

**NOTE:** Students who have processed audit or withdrawal paperwork will show as “not gradable” in the Reg. Status column and do not need to be reported. You will not be able to change these grades. A grade of P or F should be assigned for those students with a PF Reg. Status. If grades are entered incorrectly, they will not be saved. Make sure that grades are assigned for all students on all pages of the roster.

Grades will be rolled to academic history three times each day (at 8:00 a.m., at 12:00 noon, and at 4:00 p.m.). Once the grades have been rolled to academic history, you cannot make any changes on the web, unless you initiate a formal grade change.

If you would like to see what grades you have entered, you may go back into the class roll to do a visual check, or navigate to UTM web reports found under the Faculty Services menu. If you print your grades, I recommend not printing until after grades have been rolled to the student’s academic history.

The Registrar Office will contact you within 24 hours via email if you have entered an invalid grade; however, any missing grades will not be reported until the final day of grade entry.