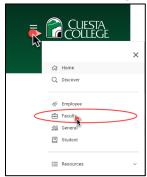
## **Faculty Services - Submitting Grades**

**Faculty Services** is a part of Banner Self-Service that allows faculty to access rosters, post grades and much more. **Grade Entry** supports plus/minus grading, as well as Pass (P), No Pass (NP), and Incomplete (I). Grades can be repeatedly submitted (saved) until the closing date issued from A&R.

## **Submitting Grades**

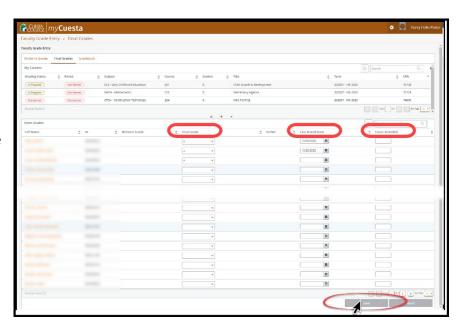
- 1. Log into <a href="myCuesta">myCuesta</a>. Contact <a href="myCuesta">ITsupport@cuesta</a>.edu for assistance with logging in.
- 2. Use the three lines/hamburger menu in the top left to select the Faculty view.



3. Find the Faculty Self-Service card and choose Grade Entry.



- 4. Select **Not Started or In Progress** under Grading Status for each course and the list of students will display below.
- 5. Input the following fields, as appropriate, then select **Save**.
  - **Final Grade** select a value from the list.
  - Last Attend Date —Enter the date a student stopped showing up for class during the semester. (This is used by Financial Aid to track students receiving assistance and should be entered for those students who have withdrawn from the class.)



• Attend Hours –Enter the number of hours attended. (Positive Attendance classes <u>only!</u>)
Once you have entered a grade for all students Completed will display under Grading Status for

each complete course.

