Submitting Grades via Faculty Services

only!)

each complete course.

Faculty Grade Entry Midterm Grades Final Grades Gradebook My Courses Grading Status C Rolled 🗘 Su Not Started ECE M

Faculty Grade Entry 🔹 Final Grades

Once you have entered a grade for all students Completed will display under Grading Status for

- from the list. date a student stopped showing up for class during the semester. (This is used by Financial Aid to track students receiving assistance and
- 4. Input the following fields, as
 - appropriate, then select Save.

 - Last Attend Date –Enter the

Faculty Services is a part of Banner Self-Service that allows faculty to access rosters, post grades and

Incomplete (I). Grades can be repeatedly submitted (saved) until the closing date issued from A&R.

much more. Grade Entry supports plus/minus grading, as well as Pass (P), No Pass (NP), and

1. Log into myCuesta. Then, select the Faculty Self Service icon. Contact

ITsupport@cuesta.edu for assistance with logging in.

Grade Entry
 Rosters - census & faculty drops
 Class List - back-the mail available
 Attendance Roster Menu - add authorization codes & additional student information

Faculty Services - Submitting Grades

Submitting Grades

2. Select Grade Entry

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Faculty Services

- students will display below.
- 3. Select Not Started or In Progress under Grading Status for each course and the list of

Faculty Week At A Glance

- - Final Grade select a value
 - should be entered for those
 - students who have withdrawn from the class.) • Attend Hours –Enter the
 - number of hours attended. (Positive Attendance classes

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