

Banner Grade Entry

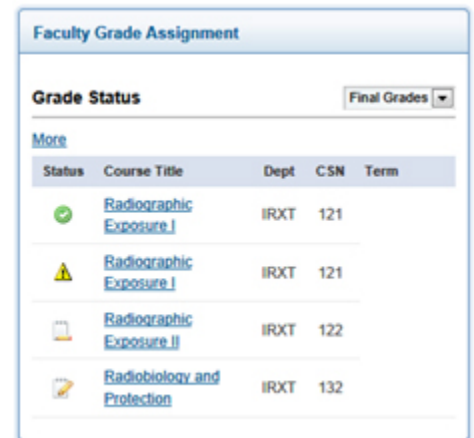
All faculty are expected to use D2L their gradebook. If any other electronic gradebook system is used, it must be pre-approved by their supervisor.

Log into myLCC

1. Click the **myLCC Sign In** link on the LCC homepage.
2. Type your username and password into the appropriate boxes.
3. Click the **Login** button. At this point, your myLCC page will open.

Accessing the Grade Entry Screen

1. Click on the **Work** Tab at the top of the myLCC webpage.
2. Scroll down the page and find the **Faculty Grade Assignment** widget. This widget is in the left column.
3. The widget should display your current classes. If not, click the **More** link, and more current and past classes should be displayed.
4. To access the grade entry screen, click on the grade icon (see green circle to the right) next to the class title.
5. The grade entry screen will now appear in a new browser tab.



Entering Grades

A portion of the grade entry screen is pictured below.

The screenshot shows a 'Final Grades' table with columns: Record Number, Student Name, ID, Credits, Registration Status, Grade, Rolled, and Last Attend Date (MM/DD/YYYY). A dropdown menu is open for the Grade column, showing options: 4.0, 2.5, 3.5, 2.5, 1, 0.0, None, 0.0, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, I, NS, and None. A callout box points to the '0.0' grade for record 6, stating: 'This student received a "0.0" for non-attendance'.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
1		96 2.000	Web Registered** Dec 30, 2015	4.0	N		
2		01 2.000	Web Registered** Oct 06, 2015	2.5	N		
3		91 2.000	Web Registered** Oct 06, 2015	3.5	N		
4		15 2.000	Web Registered** Oct 06, 2015	2.5	N		
5		02 2.000	Web Registered** Oct 09, 2015	1	N	04/23/2016	12
6		54 2.000	Web Registered** Oct 06, 2015	0.0	N	10/03/2015	1
7		64 2.000	Web Registered** Nov 30, 2015	None	N		17
8		14 2.000	Web Registered** Jan 10, 2016	0.0	N		22
9		92 2.000	Web Registered** Oct 09, 2015	1.0	N		13
10		27 2.000	Web Registered** Oct 06, 2015	1.5	N		4
11		71 2.000	Web Registered** Jan 07, 2016	2.0	N		21
12		30 2.000	Web Registered** Dec 06, 2015	2.5	N		18
13		23 2.000	Web Registered** Oct 06, 2015	3.0	N		7
14		06 2.000	Web Registered** Oct 27, 2015	3.5	N		14

1. When you first enter this screen, scroll down until Final Grades appear, all students will have "None" adjacent to their name in the **Grade** column.
2. Click on the arrow next to the grade you want to enter and select the grade from the list.
3. If the student receives an "I", "Z" or "0.0" grade, type the "Last Attend Date" (LDA) in the box adjacent to their grade using MM/DD/YYYY format (e.g., 09/04/2014).
4. Unless you have been specifically instructed to do so, do not type any data into the **Attend Hours** column.
5. When you have entered all of the grades, click the **Submit** button.

Note on Incomplete Grades:

When an instructor clicks the **Submit** button, a new "Incomplete Final Grade" page is displayed listing students

who are given an incomplete. On this page, the faculty member may alter the “Incomplete Final Grade” setting, and/or the “Extension Date” setting. By default, the “Incomplete Final Grade” is set to zero and the “Extension Date” is set to the last day of the next *regular* semester. Instructors may change the default “Extension Date” to make it earlier and/or the incomplete final grade can be changed from zero to something higher. If the student completes their work before the “Extension Date” the instructor will fill out a “Grade Change Form,” supplied by their department, and the “I” grade is replaced with the new grade. If the student does not complete their work, the “I” grade is automatically replaced by the grade specified in the “Incomplete Final Grade” field on the

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1				N	1.5	02/01/2016	On or before default date.
2				N	2.0	01/20/2016	On or before default date.
3				N	2.0	02/01/2016	On or before default date.

date specific in the “Extension Date” field. It is still necessary to complete the LCC “Incomplete Grade Form” which provides your department with additional information regarding the incomplete grade that is given.

(Incomplete Grades Screen)

6. Close the browser tab and click the **Sign out** link at the top of the myLCC screen.
7. Grades can be altered by the instructor until the Grade Posting date, which usually occurs two days after the official last day of class.

Incomplete Grade Form at LCC

LCC’s policy for incomplete (“I”) grades: *“When an instructor issues an “I” grade, the instructor must indicate what grade should be assigned if no further work is completed, and also the reason for giving the incomplete (possibly some specific assignments that must be turned in). All incomplete grades must be made up by the end of the next regular semester (summer semester is excluded), or earlier, if an earlier date is established by the instructor or department.”*

1. Click on the **Incomplete Grade Form** link at the top of the grade entry page.
2. A second browser window will open, displaying a login screen.
3. Enter your username and password.
4. You must enter the requested data for the first 10 fields (see the listing below for details on the required data).
 - **Department:** What department/division should handle the incomplete?
 - **Student Name:** This information helps confirm the student’s identity.
 - **Student Id:** This is a double check of the student’s identity.
 - **Semester course was taken:** This is a double check of the semester that the course was taken.
 - **Course Code:** This information helps confirm the course.
 - **CRN:** This is a double check of the course in question.
 - **Instructor Name:** The instructor submitting the incomplete.
 - **Work to be completed:** The work that the student needs to complete to achieve a score higher than the default.

- **Grade standards and weighting info:** Miscellaneous grading information that will help with the grade calculation (this information is optional).
5. The last field is optional; enter any information that might help you or another person correctly calculate the final grade when the student completes their work.
 6. When all data is entered, click on the **Submit** button. Information from this form is forwarded to the person in your divisional/departmental office responsible for the maintenance of incompletes.
 7. A data receipt screen will be displayed. Click on the **Exit** link in the upper right hand corner of the screen.
 8. If the student needs access to Desire2Learn beyond the end of the semester, a separate form needs to be completed and submitted to eLearning. This form is located within the myLCC Resources tab in the Desire2Learn Course Management System Information widget under Request Forms.

