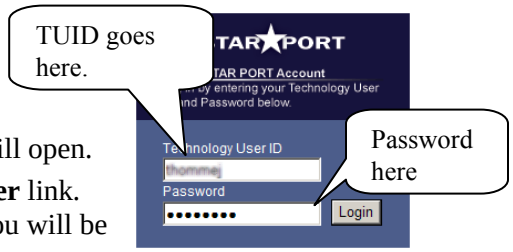
The Center for Teaching Excellence Presents

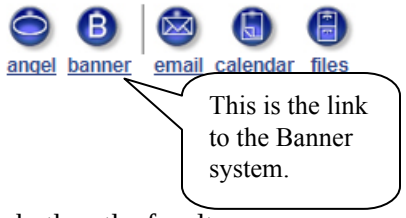
MISCELLANEOUS TIPS

Banner Grade Entry

Log into Banner

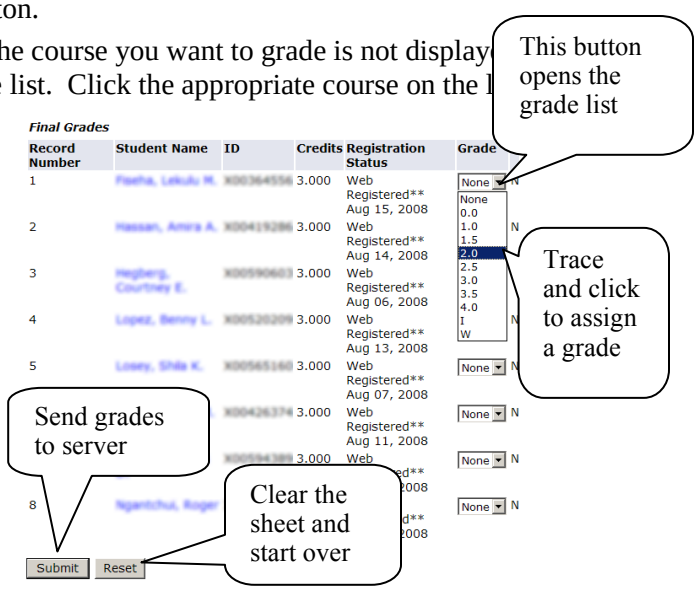


1. Click on the **Star Port** link on the LCC home page
2. Type your TUID and password into the appropriate boxes
3. Click on the **Login** button. At this point, your Star Port page will open.
4. On the top right corner of the Star Port page click on the **Banner** link. At this point, a second instance of the browser will open and you will be presented with the Banner login.
5. In the **USER ID** box type your **TUID** using UPPER case letters.
6. In the **PIN** field type your pin number. If this is your first time using Banner, your pin will be your six-digit birthdate. If you enter Banner using your birthdate, Banner will require you to type in a new six-digit PIN number before you can continue.



Enter Your Grades

1. Once the main Banner menu appears, click on the **Faculty and Advisors** link; then the faculty menu will appear.
2. On the Faculty and Advisors menu, click on the **Final Grades** link.
3. The next screen allows you to select the semester. If the semester you are grading is not displayed, press the **gray arrow button** ( ) to open (drop down) the semester listing. Click on the appropriate semester from the list; then click on the **Submit** button.
4. The next screen allows you to select the course. If the course you want to grade is not display click on the **gray arrow button** to open your course list. Click the appropriate course on the l then click on the **Submit** button.
5. At this point, a listing of the students in the class (alphabetical by last name) will be displayed with the word **None** displayed in the Grade box. Click on the **gray arrow button** next to the grade box to display the list of possible grades for that particular student. Click on the appropriate grade; then go to the next student on the list and repeat this process[1].
6. Click on the **Submit** button to send your work to the server. You must submit grades within a 60 minute period. If you miss that deadline, the server will reject your work and you will be required to start over. Grades may be changed using this process until the IT department "posts" grades to the server (usually 8:00 AM the second work day after the last day of classes).



[1] Do not enter data into the **Last Attend Date** or the **Attend Hours** boxes unless you have been trained in their function and use.

7. To enter grades for another course, click on the **Return to Previous** link at the bottom of the grade sheet and repeat steps 4-6. There is an **Exit** link at the top right of the Page; click this link to logoff the server when you are done.

Filling Out the Incomplete Form

The incomplete form is not part of the Banner system so it requires the instructor to login to the form server and to enter information that the instructor may consider redundant (i.e. department, student name, student number, etc.). Information from this form is forwarded to the person in your divisional/departmental office responsible for the maintenance of incompletes.

1. Log into Banner and proceed to the Grade Entry form as described in steps 3-6 in the **Log Into Banner** section of this document.
2. Click on the Incomplete Grade Form link at the top of the grade entry page.
3. A second browser window will open with a login screen displayed.
4. Turn off your caps lock and then enter your TUID and password.
5. You must enter the requested data for the first 10 fields (see the listing below for details on the required data).
6. The last field is optional; enter any information that might help you or another person correctly calculate the grade when the student completes their work.
7. When all data is entered, click on the **Submit** button.
8. A data receipt screen will be displayed. Click on the **Exit** link in the upper right hand corner of the screen.

Incompletes at LCC

LCC's policy for incomplete ("I") grades: *"When an instructor issues an "I" grade, the instructor must not only indicate what grade should be assigned if no further work is completed, but 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."*

Specifically, this form will ask for the following information:

1. **Department**: What department/division should handle the incomplete?
2. **Student Name:** This information helps confirm the student's identity
3. **Student Id:** This is a double check of the student's identity
4. **Course Code:** This information helps confirm the course
5. **CRN:** This is a double check of the course in question
6. **Instructor Name:** The instructor submitting the incomplete
7. **Coursework completion deadline:** All incompletes are required to have a dead line set for the completion of the missed work. If the deadline is missed, the "I" is converted to the default grade.
8. **Default grade if incomplete is not resolved:** The grade that is recorded if the incomplete is not completed or if the deadline is missed.
9. **Reason for incomplete**: The reason why the incomplete grade was awarded.
10. **Work to be completed:** The work that the student needs to complete to achieve a score higher than the default
11. **Grade standards and weighting info:** Miscellaneous grading information that will help with the grade calculation (this information is optional).