

Banner Self-service Grade Entry Instructions

Enter portal.stfx.ca in the url.

Log in with your username(webfx) and password.

Select Banner Self-service. Enter your Faculty ID in the User ID field (case sensitive).

Enter your PIN. Select Login.

If this is the first time you are logging in to Banner you will be prompted to set up a security question and answer.

Select Faculty Services.

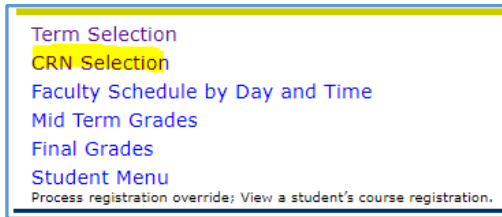
The screenshot shows the Banner Self-service interface. At the top, there are navigation tabs: Personal Information, Student Services, Faculty Services (highlighted), and WebTailor Administration. Below the tabs is a search bar with a 'Go' button and links for SITE MAP, HELP, and EXIT. A yellow horizontal line separates the navigation from the main content. The main content area displays the last web access time: 'Last web access on Apr 16, 2021 at 09:44 pm'. Below this, there are three service options: 'Student Services' (with a description: 'Register, view your academic records, apply to graduate, or access Canadian tax forms'), 'Faculty Services' (highlighted in yellow, with a description: 'View personalized class schedule by week, faculty detail schedule, enter grades and course overrides, or view classlists'), and 'Personal Information' (with a description: 'View your address(es), phone number(s), or view name change information').

Select Term Selection.

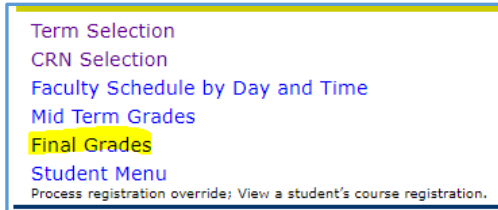
The screenshot shows the 'Faculty Services' page. At the top left, there is a 'Faculty Services' header with a folder icon. Below the header, there is a yellow horizontal line. Underneath, the 'Term Selection' section is highlighted in yellow. It contains several links: 'CRN Selection', 'Faculty Schedule by Day and Time', 'Mid Term Grades', 'Final Grades', and 'Student Menu'. At the bottom of this section, there is a small text link: 'Process registration override: View a student's course registration.'

The screenshot shows a warning message in a box. It starts with an information icon and the text: '** IMPORTANT - SELECT CORRECT TERM **'. Below this, it says: 'Select the Term for processing then press the Submit Term button.' Underneath, there is a label 'Select a Term:' followed by a dropdown menu showing 'Full Academic Year 2020-2021'. At the bottom left of the box is a 'Submit' button.

Select the CRN for the course you wish to enter grades.



Select Final grades.



In the Faculty Grade Worksheet page, select the grade from the drop down list. You may also tab over to enter the numeric grade. Please ignore the other columns on the worksheet.

A screenshot of a web browser displaying a 'Mid Term Grades' worksheet. The table has the following columns: Record Number, Student Name, ID, Credits, Registration Status, Grade, Last Attend Date (MM/DD/YYYY), Attend Hours, and Registration Number. The 'Grade' column contains a dropdown menu with 'None' selected. The 'Attend Hours' column contains a text input field with '0-999.99' as a placeholder. The 'Registration Number' column contains a text input field with '23' as a value.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1		201604512	6.000	Reg (added) via Web Jun 21, 2017	None			23
2		201601120	6.000	Reg (added) via Web Jun 21, 2017	None			36
3		201501368	6.000	Reg (added) via Web Jun 20, 2017	None			16
4	F.	201601501	6.000	Reg (added) via Web Aug 14, 2017	None			162
5	R.	201602486	6.000	Reg (added) via Web Jun 21, 2017	None			107
6		201603882	6.000	Reg (added) via Web Jul 10, 2017	None			147

Click Submit. There is a 30-minute timeout limit. Exit.

Grade Verification

Once your grades have been entered, go to your classlist on mesAMIS and verify that the grades are correct. If there is an error, return to Banner self-service and change the grade.

If the error is noticed later and the grade has already been "rolled", submit the grade change request form available on mesAMIS.