

## 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.


At first log in, there will be a prompt to set up a security question and answer.

### Select Faculty Services.

**Faculty Services**  
View personalized class schedule by week, faculty detail schedule, enter grades and course overrides, or view classlists

**Personal Information**  
View your address(es), phone number(s), or view name change information

### Select Term Selection.



## Faculty Services

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**Term Selection**  
CRN Selection  
Faculty Schedule by Day and Time  
Mid Term Grades  
Final Grades  
Student Menu

Process registration override; View a student's course registration.

### Select Term

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**\*\* IMPORTANT - SELECT CORRECT TERM \*\***

Select the Term for processing then press the Submit Term button.

Select a Term:

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

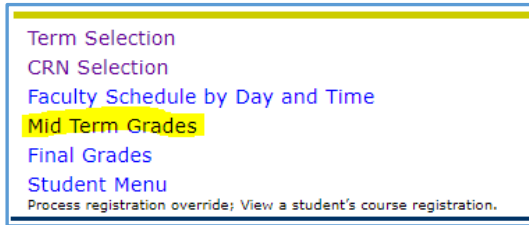
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Term Selection  
**CRN Selection**  
Faculty Schedule by Day and Time  
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Process registration override; View a student's course registration.

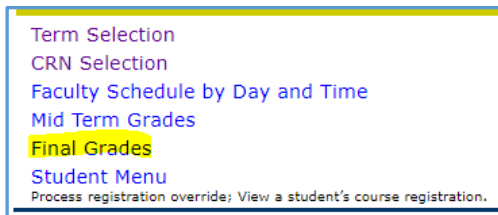
## Select Mid Term Grades for October and February grade entry.

Students are able to view mid-term grades once the grades are submitted.



## Select Final Grades for December and April grade entry.

Students are able to view final grades once the grades have been 'rolled' by the Registrar's Office daily during the grade entry period.



## Faculty Grade Worksheet

Select the grade from the drop down list in the Grade column. Tab over to enter the numeric grade. Ignore the other columns on the worksheet.

A screenshot of a web browser displaying a table titled "Mid Term Grades". The table has the following columns: Record Number, Student Name, ID, Credits, Registration Status, Grade, Last Attend Date (MM/DD/YYYY), Attend Hours (0-999.99), and Registration Number. The table contains 6 rows of data.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	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, verify that the grades are correct on Faculty X-Reports - Class List. If there is an error, return to Banner self-service and change the grade.

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