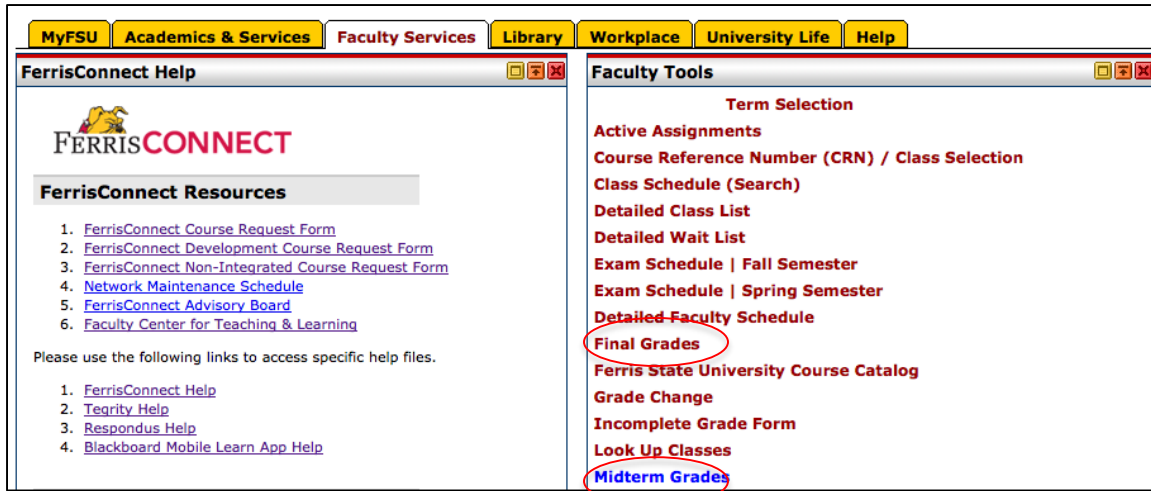
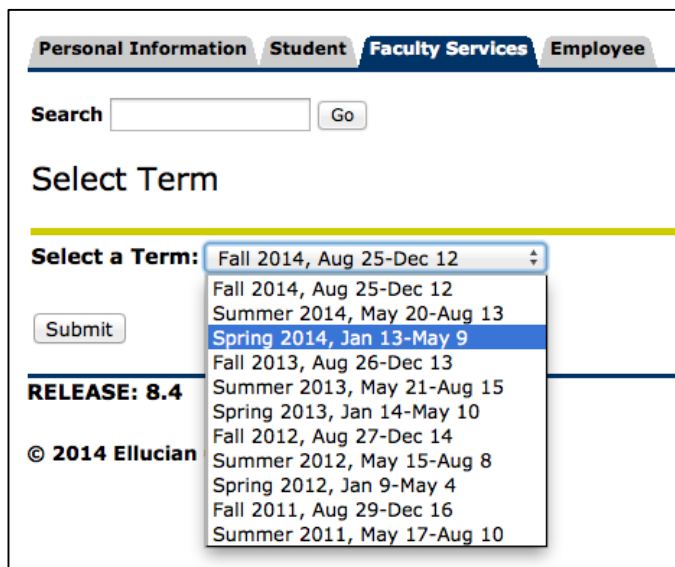


## How to Enter Grades into Banner

Log into MyFSU, select the Faculty Services tab and find the Faculty Tools box/channel. There you will find a link called Midterm Grades and a link called Final Grades. Click the link for the grades you would like to enter.



Next, expand the “Select a Term” box to choose the semester in which you would like to enter grades for. Click the “Submit” button.



Expand the CRN box to choose the course in which you would like to enter grades for.

Select a CRN

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**CRN:** FSUS 100 033: FSU Seminar-BU-GRDE, 83093 (18) ▾  
FSUS 100 033: FSU Seminar-BU-GRDE, 83093 (18)

Submit

When your class comes up, you will see a Grade column and each student has an expandable button set to “None.” Expand the button for each student to set the grade. When finished, click the “Submit” button at the bottom of the screen.

s Grade

None ▾

None ▾

None

A

A-

B

B+

B-

C

C+

C-

D

D+

D-

F

I

IP

None ▾

None ▾

None ▾