

To enter grades online using Banner Self-Service

1. Open Banner Self-Service at <http://www.wellesley.edu/Registrar/faculty.html>
2. Enter
 - a) your User ID, which is your Banner ID# or your Social Security #
 - b) and your PIN#. A PIN# is available by contacting Human Resources at x3202.
3. Click on Faculty Services
4. Click on Final Grades
5. Select a Term <Spring 2009> and click Submit
6. Select CRN (course) and click Submit
7. Select a Population
 - o Graduating and XReg Students (grades due **May 28** by noon)
 - o Undergraduate Students (grades due June 8 by 4:30pm)
 - o All Students
8. Submit Population
9. Select appropriate grade for each student using drop down list

If your course contains more than 25 students, only the first 25 students appear on the first page. You can see and enter grades for the rest of your students by following the link at the bottom of the page: *Record Sets 26-50*.

10. Submit grades often! You have a 20 minute time limit once you log into the system. You will receive a confirmation message: "The changes you made were saved successfully."
- If you want to select another *population* to grade, click on the Select Student Population link at the bottom of the grading page. Once you have selected a new population, you will be returned to the Faculty Services menu. Click on Final Grades to grade that course and population.
 - If you want to select another *course* to grade, click on the CRN Selection link at the bottom of the grading page. Once you have selected a new course, you will be returned to the Faculty Services menu. Click on Final Grades to grade the course. CRN Selection can also be accessed through a link on the Faculty Services menu.

*If you have questions about grading, call the Registrar's Office at x2307.

*If you encounter technical difficulties, please call the HelpDesk at x3333.