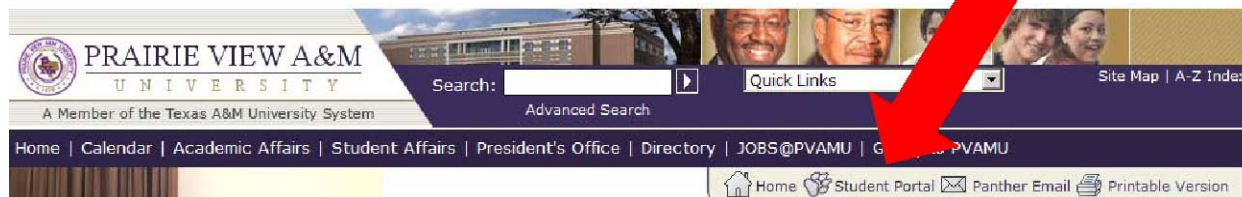


Final Grade Submission





How to access Faculty Services via Banner Panthertracks:

- 1 Click on the Student Portal, located at <http://ww.pvamu.edu>
- 2 Select *Click Here for Fall 2008*
- 3 Select *Enter Secure Area*
- 4 Enter your Faculty ID number starting with a capital F.
- 5 Enter your six digit Personal Identification Number (PIN). (This number will expire every 90 days. Click on the *Personal Information Tab* and select *Change Your PIN*)



Entering Final Grades:

1. Click on the *Faculty Services Tab* and select link labeled *Final Grading*
2. When prompted, select the *Term* and click the *Submit* button
3. Using the drop down button, select the CRN for which you will enter the final grades and click the *Submit* button
4. The Final Grade Worksheet will appear for students currently enrolled in the class. Each student has a drop down box in the column labeled 'Grade' which has a default value of 'None.'
5. Select the grade for each student. (Note: You should not fill out the "Last Attend Date" and "Attend Hours" column for students that regularly attended class.)
6. Select the appropriate grade for students that never attended or stopped attending class. Type in the *Last Attend Date* for students who **stopped** attending the class (this is a Financial Aid Title IV requirement). If the student **never** attended the date entered should be first day of instruction.
7. For students that **stopped** attending class, calculate and enter the total amount of hours the students attended based on the "Last Attend Date". Enter "0" for students that **never** attended.
8. After selecting the grades for all students, click the *Submit* button at the bottom on the class list. Once grades are rolled to history by the Office of the Registrar, students and advisors will be able to view them online in Banner Panthertracks under the Registration History link.

is Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
F	N	10/21/2008		
None				
A	N			
B				
C	N			
D				
F	N			

Note: Only 25 student records display per page. Select the Record Sets at the top of the page to grade. Make sure you do not omit any record sets and students.

Record Sets: [1 - 25](#) [26 - 28](#)

Note: Per the instructions at the top of the page, submit grades often. There is a 10 minute time limit. Banner will give you a counter for the time limit and will refresh the 10 minute count whenever you select the *Submit* button.

 Please submit the grades often. There is a 10 minute time limit starting at 12:32 pm on Sep 30, 2008 for this page.

 Please submit the grades often. There is a 10 minute time limit starting at 12:33 pm on Sep 30, 2008 for this page.