

# Final Grade Submission

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Once logged into Panthertracks you will click on the “Faculty Services” Tab. From here you will do the following in order to submit Final grades and Attendance for your students:

1. Click on “**Final Grades and Attendance Reporting**”.
2. You will now be prompted to select the Term. After you do that, 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 Attendance Date” and “Attend Hours”, column for students that regularly attend 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 class then the date entered should be the first day of instruction.
7. For students that stopped attending class, calculate and enter the total amount of hours that the student attend 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 of 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 Panthertracks under the Registration History link.

js	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
	F	N	10/21/2008	<input type="text"/>	
	None				
	A	N	<input type="text"/>	<input type="text"/>	
	B				
	C	N	<input type="text"/>	<input type="text"/>	
	D				
	F				

**Note:** Only 25 student records are displayed per page. Select the Record sets at the top of the page to grade. Make sure that 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 it will refresh the 10 minute count whenever you select the “**Submit**” button.