How to Enter Final Grades

Procedures for ALL INSTRUCTORS

Step 1) Log in MyUWG (Final Grades cannot be submitted in CourseDen). Click on the BanWeb Tab. Select Faculty & Advisors.

Step 2) Select Final Grades
Step 3) Select the appropriate term from the dropdown menu and click Submit.

Select Term

Select a Term: Summer Semester 2016

Submit

RELEASE: 8.7.1

Step 4) Select the appropriate CRN from the dropdown menu & Click Submit.

Select CRN

CRN: BIOL 3135 01: Ecology, 50125 (17)

Submit
**Step 5)** Select Grades from Drop Down menu for ALL Students.

---

**Final Grade Worksheet**

EFFECTIVE FALL 2014, FACULTY MUST ENTER A LAST DATE OF ATTENDANCE WHEN AWARDING AN I, U OR F GRADE. FINAL GRADES CANNOT BE CHANGED AFTER 11/1/2016.

- Enter changes to final grades, then click Submit Grades.
- If the word "Confidential" appears next to a student’s name, information is to be kept confidential.
- Click on a student’s name to view the student’s address(es) and phone(s).

**Course Information**

Ecology - BIOL 3135 01  
CRN: 50125  
Students Registered: 17

⚠️ Please submit the grades often. There is a 75 minute time limit starting at 10:53 am on Aug 08, 2016 for this page.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>4.000</td>
<td>Reinstate Crse Jun 10, 2016</td>
<td>None</td>
<td>N</td>
<td>[Date field]</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>4.000</td>
<td>Web Registered**</td>
<td>None</td>
<td>N</td>
<td>[Date field]</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>4.000</td>
<td>Web Registered**</td>
<td>None</td>
<td>N</td>
<td>[Date field]</td>
</tr>
</tbody>
</table>

---

**Step 6)** Enter Grades For All Students

New for fall 2014!!!!! Grades of I, U, or F require entering a last date of attendance (R2T4). You will not be able to submit grades until this field is populated for these grades. All other grades (A-D or S) do not require a date.

***The date entered, must be between the start and end date for the session of the course.

**Date format: MM/DD/YYYY.**
Step 7) Once ALL student grades are entered. Click Submit. Please note that BanWeb will time out, so submit your changes often. *It is advised that you calculate all grades prior to entering in BanWeb.*

Once submitted, you will receive the following message. This does not mean that all grades were reported, only that the changes you made were saved. Scroll down to see if you missed any grades. Students can now see grades under ‘Partial Term Grades’ in BanWeb.
**IMPORTANT**

Grade Changes can be done in BanWeb **UNTIL** noon on official DUE DATE each term. After submitting final grades, an automated email from the Registrar’s Office will be sent to your westga.edu email address. If you have successfully submitted **ALL** grades, you will receive a “Complete” email. If you have missed any students, you will receive an “Errors” email indicating the course information and which students have missing grades.

ALL Grades Changes after NOON, will require a Grade Change Form. Below is the link for Grade Change Forms:

http://www.westga.edu/assetsDept/registrar/Grade_Change_Form(1).pdf