

# Submission of Final Grades

## Purpose

Faculty are required to submit all students' final grades through NFCC's Banner system.

## Procedure for Submitting Final Grades

Near the end of each term, faculty will receive an email from the Dean of Enrollment Services reminding instructors of the deadline for entering final grades into Banner and providing step-by-step instructions for entering the grades.

## Final Grade Entry

### GO TO:

1. <http://www.nfcc.edu>
2. Select **MyNFCC Info Network**.
3. Enter **User ID** and **Password**. The user ID and password are the same as you use to log into the NFCC Network.
4. Click **Log-In**.
5. Select the **BANNER** button.
6. Select **Faculty and Advisors** or the **Faculty Services** tab at the top.
7. Select **Summary Class List**.
8. Enter the correct term, click **Submit**.
9. **CRN**: This is a pull down window with your classes and CRN #'s. Select the one you want and click **submit**.
10. Under the column labeled "Final", click "**Enter**" on the first student. This will pull up the entire roll.
11. The sixth column is titled "**Grade**". This is a pull down window with letter grades. Enter the final grade. If the class is large, check for a second page.
12. The letter grades followed by a period (A., B., C., etc...) are for College Prep classes.
13. **NOTE**: letter grades of "I", "WF", and "F" must include a last attend date. Enter the date in the following format: MM/DD/YYYY. Slash marks are optional. Example 09202006 or 09/20/2006.
14. When all grades are entered and you have reviewed it for a second time, click **submit** at the bottom of the page.
15. Scroll back to the top. If you do not have an error message, your grades were submitted.
16. It will time out after 20 minutes.

Faculty whose courses included dual-enrolled high school students will be required to report a numerical grade on a separate form provided by the Office of Enrollment Services. Faculty should ensure that the numerical grade submitted on the form for dual-enrolled students matches the letter grade submitted for the students in Banner.