HOW TO SUBMIT MIDTERM GRADES

1. Log-in to Banner Self Service for Faculty by entering your nine digit Banner ID & PIN number. (The Banner Self-Service Log-In link is located on the AAMU Homepage under myAAMU)

2. From the Main Menu, select Faculty Services.

3. From the Faculty Services menu, select Midterm Grades.

4. Select the desired term from the drop-down list and select Submit.

5. Select the CRN of the course you wish to view.

6. The roster will display in alphabetical order. Click in the “Grade” box to use the drop-down list of grades appropriate for each student and select a grade by clicking on it. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys if a grade is highlighted as this will change the grade for that student. Please submit the grades often. There is a 15 minute time limit. NOTE: If your course does not appear in the list, it is because you are not listed as the primary instructor in the system. Please contact your Department Chairperson for further assistance.

7. Enter a grade for each student on the roster.
   • A letter grade MUST be submitted for all students.
   • If the student has officially withdrawn, insert the last date of attendance.
   • Attendance Hours are not required. The submission area can be left blank.

***Instructors with projects thesis, dissertation and research courses are encouraged to use the “IP” (In progress) grade mode for students that are actively working toward completion. ***

8. When finished entering grades, select Submit Page. Look for the message:
This indicates that your grades have been received. If you see a STOP warning, check the error message, make any necessary corrections and select the Submit Grades button again.

9. To grade additional courses, click on Faculty Services at the top of the page and repeat the same steps for a different course.

10. To view confirmed grades, scroll to the bottom of the grading page and select Summary Class List from the links along the bottom.

11. When you are done using the Self Service Web, select EXIT in the upper right-hand corner of the page. You should also close your internet browser to ensure security.

* After inputting your grades in Banner, PLEASE PRINT a copy of your submission. Banner DOES NOT save your submission of grades for copies at a later date; therefore, it is very imperative that you PRINT a copy of your grades immediately following the submission.*