

Entering Grades into Banner via MyUSI

1. You must have your **MyUSI username and password** for access to load grades. **If you don't have these, you must visit the Computer Center** in person with photo id for these to be provided to you. They will also mail your information to you, but obviously this must be requested in advance to allow for a timely delivery.
2. Make sure you are **able to log into MyUSI at the computer you plan on using** to load your final grades. Although you can access MyUSI from any internet accessible computer, firewalls have a nasty habit of impeding the usage of MyUSI and the work-arounds can take extra time. If you experience trouble accessing MyUSI or the self-service menu portion of the website, contact the MyUSI help desk at 465-1070.
3. Once you log into MyUSI follow these **steps to access the grade submission area**:
 - a. Click on the Self Service tab located towards the top of the page
 - b. Click on the Faculty link
 - c. Click on Final Grades
 - d. Select term (Summer 2008)
 - e. Select the course you want to grade
 - f. Enter the grades (or chose the correct grade from the drop down menu) for each student
 - g. Students receiving an F must have a date of last attendance entered (mm/dd/year (04/12/2008) order)
 - h. Submit ****If you entered a last date of attendance for a student, you may get an error message stating "The student has not withdrawn from the class." – simply ignore this message.**
 - i. Verify all students in the course have been graded (**Note: only 30 students appear on a page, so make sure you grade all pages of students)
 - j. To grade another course, click on the CRN Selection link at the bottom of the page (or on the main faculty menu)
 - k. Log out and close your browser when you're done
 - l. If you have any trouble with these directions, contact the Registrar's Office at 464-1762.
4. If you would like hands on training in loading your grades, contact **Andrew Zellers at ajzellers@usi.edu or 465-1191** to schedule a training session
5. Computers are available in the lobby of the Registrar's Office. Feel free to utilize these to load your grades and/or to receive one-on-one help doing so