

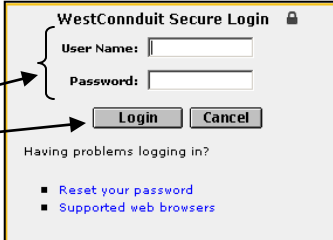
# Entering your Grades Online

## Introduction/Utility

Will demonstrate to faculty how to enter their midterm and final grades online using Banner through WestConduit.

## Logging into Banner

1. Open an Internet browser.
2. Go to **WestConduit.wcsu.edu**
3. Enter your **User Name** (Windows username) and 6-digit **Banner PIN**.
4. Click **Login**.
5. From WestConduit, click the **Banner** tab.



WestConduit Secure Login

User Name:

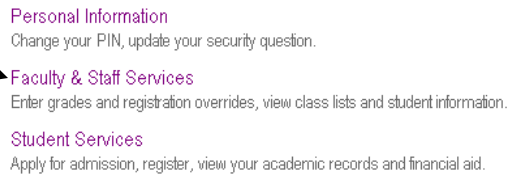
Password:

Having problems logging in?

- Reset your password
- Supported web browsers

## Entering your Grades Online

1. Choose **Faculty & Staff Services**.

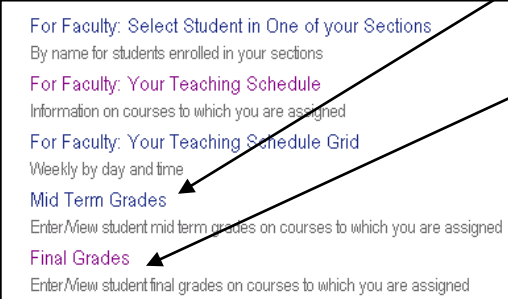


Personal Information  
Change your PIN, update your security question.

**Faculty & Staff Services**  
Enter grades and registration overrides, view class lists and student information.

Student Services  
Apply for admission, register, view your academic records and financial aid.

2. From the list of option, choose **Mid Term Grades** or **Final Grades**.



For Faculty: Select Student in One of your Sections  
By name for students enrolled in your sections

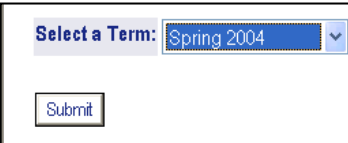
For Faculty: Your Teaching Schedule  
Information on courses to which you are assigned

For Faculty: Your Teaching Schedule Grid  
Weekly by day and time

**Mid Term Grades**  
Enter/View student mid term grades on courses to which you are assigned

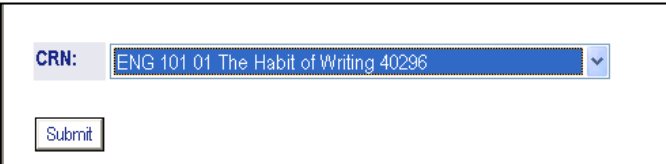
**Final Grades**  
Enter/View student final grades on courses to which you are assigned

3. **Select a Term** from the dropdown list and click **Submit**.



Select a Term:

4. Select the course (**CRN**) from the dropdown list and click **Submit**.



CRN:

- The Grade Worksheet for the term selected will appear containing all of the students enrolled in the course.

**Course Attributes**

Title: The Habit of Writing  
 Course: ENG 101 - 01  
 CRN: 40296  
 Students Registered: 22

**Final Grades**

Record Number	Student Name	Credits	Registration Status	Class	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Alexis, Corey A.</a>	3.00	**Web Registered** Dec 24, 2003	Freshman	None	N			16
2	<a href="#">Allland, Jennifer A.</a>	3.00	**Web Registered** Nov 21, 2003	Senior	None	N			4
3	<a href="#">Babasick, Meghan J.</a>	3.00	**Registered** Dec 09, 2003	Freshman	None	N			8
4	<a href="#">Bartholomew, Kristen M.</a>	3.00	**Web Registered** Dec 03, 2003	Senior	None	N			5
5	<a href="#">Ellul, Jessica S.</a>	3.00	**Registered** Dec 10, 2003	Freshman	None	N			13
6	<a href="#">Ferreira, Marcia D.</a>	3.00	**Registered**	Freshman	None	N			12

**Student Name      Credits      Registration Type      Class      Grade      Last Attend Date**

- From the Grade dropdown box, select the grade the student received and the Last Attend Date if applicable (used when a student stops attending your course—use with F, W, WF, WFP).

13	<a href="#">Macchiaroli, Peter</a>	3.00	**Registered** Jan 05, 2004	Freshman	B+	N			19
14	<a href="#">McCormick, Rachel</a>	3.00	**Registered** Jan 05, 2004	Freshman	C-	N			18
15	<a href="#">Pacheco, Diana C.</a>	3.00	**Web Registered** Dec 11, 2003	Freshman	F	N	03/14/2004		14
16	<a href="#">Panzica, Thomas J.</a>	3.00	**Registered** Jan 05, 2004	Freshman	B-	N			21
17	<a href="#">Rush, Cuyler H.</a>	3.00	**Web Registered** Dec 09, 2003	Freshman	A	N			7
18	<a href="#">Shutak, Melissa A.</a>	3.00	**Web Registered** Nov 21, 2003	Senior	B-	N			3
19	<a href="#">Troester, Kristen J.</a>	3.00	**Registered** Jan 05, 2004	Freshman	C+	N			17
20	<a href="#">Williams, Sheldon E.</a>	3.00	**Web Registered** Dec 20, 2003	Freshman	B+	N			15
21	<a href="#">Witt, Kelly M.</a>	3.00	**Registered** Jan 05, 2004	Freshman	B	N			20
22	<a href="#">Zysk, Izabela K.</a>	3.00	**Registered** Dec 10, 2003	Freshman	WF	N	03/17/2004		11

None  
A  
A-  
AUD  
B  
B+  
B-  
C  
C+

Submit    Reset

- Press **Submit** when all grades for the course have been entered.

## Grade Key

None	<b>None—No grade has been entered</b>
A	
A-	
AUD	<b>AUD—Audit</b>
B	
B+	
B-	
C	
C+	
C-	
D	
D+	
D-	
E	<b>E—Exam (entered by Registrar's Office)</b>
F	
FP	<b>FP—Failed a Pass/Fail course</b>
INC	<b>INC—Incomplete</b>
NG	<b>NG—No Grade</b> * (this grade is no longer used)
P	<b>P—Pass a Pass/Fail course</b>
RM	<b>RM—Remedial work is required</b>
RP	<b>RP—Repeat course</b>
T	<b>T—Transfer (entered by Registrar's Office)</b>
W	<b>W—Withdrawn</b>
WF	<b>WF—Withdrawn failing for a standard graded class</b>
WFP	<b>WFP—Withdrawn failing for a Pass/Fail course</b>