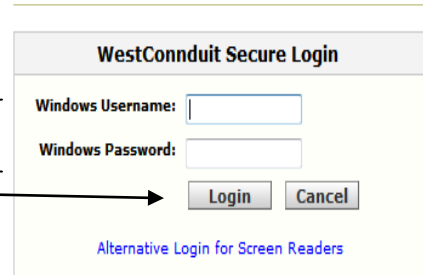


Logging into Banner

1. Open an Internet browser.
2. Go to **WestConduit.wcsu.edu**
3. Enter your WestConn (windows) **Username and Password**.
4. Click **Login**.
5. From WestConduit, click the **Banner** tab.



WestConduit Secure Login

Windows Username:

Windows Password:

Login Cancel

Alternative Login for Screen Readers

If you have forgotten your password, or it has expired, you will need to reset it before you can login. You can change your password by going to <http://wcsu.edu/password> or click on **Reset your WestConn Windows** from the WestConduit login screen.



WestConduit Support

[How do I get a WestConduit username and password?](#)

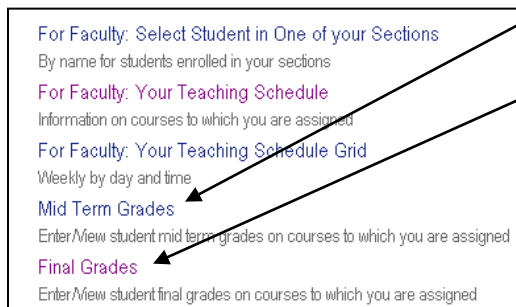
[Reset your WestConn Windows password](#)

[Supported web browsers](#)

Entering your Grades Online

From the Banner tab:

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

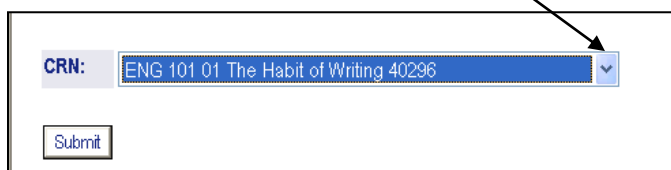
3. **Select a Term** from the dropdown list and click **Submit**.



Select a Term:

Submit


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



CRN:

Submit

5. The Grade Worksheet will appear containing all of the students enrolled in the course.

 - If the word "Confidential" appears next to a student name, information is to be kept confidential.
 - Click on a student name to view the student address(es) and phone(s).


Course Information

Decision Making in Groups - COM 161 75

CRN: 11522

Students Registered: 22

Course Information

 **Please Note: There is a 120 minute time limit starting at 12:45 pm on Dec 14, 2010 for this page.**

Final Grades

Record Number	Student Name	ID	Credits	Class	MT Grade	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
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6. From the Grade dropdown box, select the grade the student received.

Note: you must enter a grade for every student. Please refer to Registrar's guidelines for valid grades.

Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
None	N	<input type="text"/>	4
None	N	<input type="text"/>	8
A	N	<input type="text"/>	21
A-	N	<input type="text"/>	3
B	N	<input type="text"/>	1
B+	N	<input type="text"/>	9
B-	N	<input type="text"/>	11
C	N	<input type="text"/>	26
C+	N	<input type="text"/>	5
C-	N	<input type="text"/>	17
D	N	<input type="text"/>	2
D+	N	<input type="text"/>	
D-	N	<input type="text"/>	
F	N	<input type="text"/>	
FP	N	<input type="text"/>	
INC	N	<input type="text"/>	
P	N	<input type="text"/>	
RM	N	<input type="text"/>	
RP	N	<input type="text"/>	
W	N	<input type="text"/>	
WF	N	<input type="text"/>	
WFP	N	<input type="text"/>	
None	N	<input type="text"/>	
None	N	<input type="text"/>	

7. Press **Submit** (at the bottom of the screen) when all grades for the course have been entered.