

Logging into Banner

1. Open an Internet browser.
2. Go to **WestConnduit.wcsu.edu**
3. From WestConnduit, click the **Banner Web** tab, or **Banner (my info)** icon link.



4. Enter your WestConn (Windows) Username and Password.



Welcome to Banner Self-Service. Please log in below with your WestConn username and password.

- If you are an incoming student and do not yet have a WestConn username, please visit [Getting Started with Information Technology](#) for more information.
- If you have a WestConn username and are having trouble logging in, please visit the [Self-Service Windows Password Manager](#) for help.

Username:

Password:

WARNING

This computer and computer network are solely for use by users authorized by Western Connecticut State University. Any unauthorized access is prohibited and may result in prosecution.

Use of this resource designates acceptance of the [University's Computer Use Policy](#), which may change without notice.

[Click here to reset your password](#)

NOTE: 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 clicking on **Click here to reset your password** from the Banner Web login screen.

Entering your Grades Online

From the BannerWeb Home screen:

1. Choose **Faculty & Staff Services**.
2. From the list of option, choose **Mid Term Grades** or **Final Grades**.

[For Faculty: Your Teaching Schedule Grid](#)
Weekly by day and time

[For Advisor: Your Assigned Advisees List](#)
View your own advisees information on list to which you are assigned

[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: ▼

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

Adolescent Psychology - PSY 211 01	
CRN:	10814
Students Registered:	39

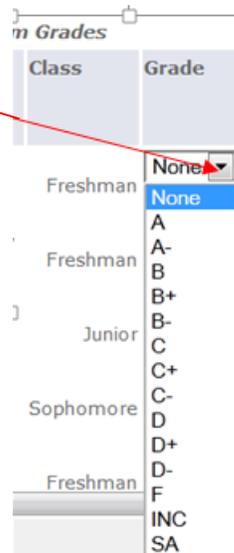
 Please submit the grades often. There is a 60 minute time limit starting at 02:50 pm on Oct 17, 2013 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	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.



Class	Grade
Freshman	None
Freshman	A
Freshman	A-
Freshman	B
Freshman	B+
Junior	B-
Junior	C
Junior	C+
Sophomore	C-
Sophomore	D
Sophomore	D+
Freshman	D-
Freshman	F
Freshman	INC
Freshman	SA

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



Submit Reset