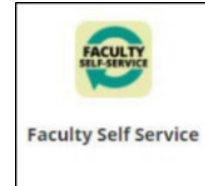# Faculty Services - Submitting Grades
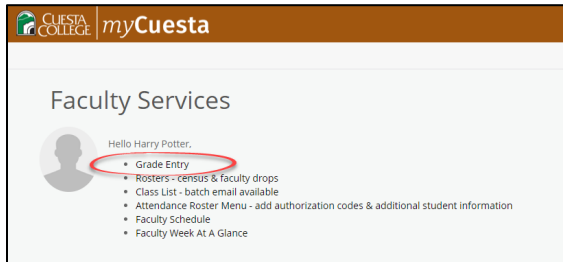
Faculty Services is a part of Banner Self-Service that allows faculty to access rosters, post grades and much more. **Grade Entry** supports plus/minus grading, as well as Pass (P), No Pass (NP), and Incomplete (I). Grades can be repeatedly submitted (saved) until the closing date issued from A&R.

Submitting Grades

1. Log into <u>myCuesta.</u> Then, select the Faculty Self Service icon. Contact <u>ITsupport@cuesta.edu</u> for assistance with logging in.
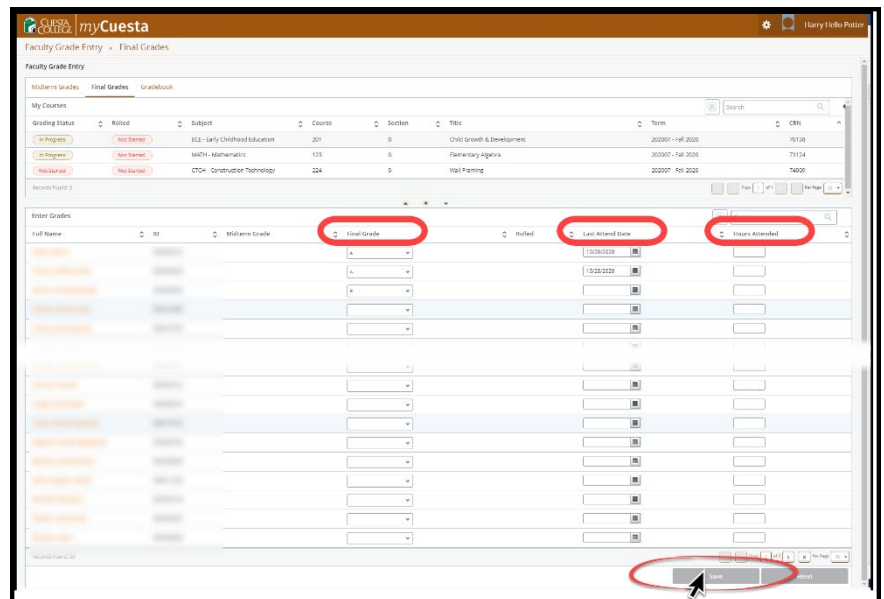

Faculty Self Service

2. Select **Grade Entry**

3. Select **Not Started or In Progress** under Grading Status for each course and the list of students will display below.

4. Input the following fields, as appropriate, then select **Save**.
   - **Final Grade** – select a value from the list.
   - **Last Attend Date** –Enter the date a student stopped showing up for class during the semester. *(This is used by Financial Aid to track students receiving assistance and should be entered for those students who have withdrawn from the class.)*
   - **Attend Hours** –Enter the number of hours attended. *(Positive Attendance classes <u>only</u>!)*

Once you have entered a grade for all students Completed will display under Grading Status for each complete course.