

****PLEASE READ****

**Records Office
Eastern Illinois University**

****PLEASE READ****

BANNER GRADE SUBMISSION INSTRUCTIONS

**6-Week ROSTERS WILL BE AVAILABLE ON THE WEB BEGINNING
JULY 18 AT 8:00 A.M.**

Note: Grade rosters for courses taught through School of Continuing Education will be available for grade submission on August 1, 2011.

Grades may be submitted through Banner Self-Service (PAWS) 24 hours a day except for Sunday mornings from **8:00 a.m. – 10:00 a.m.**, when maintenance occurs. The six-week grading period will begin Monday, July 18 and end at 4:00 p.m. on Wednesday, July 27.

Contact Office of The Registrar, 581-3511 or grades@eiu.edu, for questions regarding PAWS grade submission. In your contact include the CRN or department/course/section and if the question is about a specific student the student's name and E# should be included.

Refer to Julie Lockett's instructions for submitting grades via WebCT at <http://www.eiu.edu/~cats/home/index.php>. Look at Quick links to the right under Training for the Grade Submission Manual. For questions regarding WebCT, contact Julie at 581-8449 or jalockett@eiu.edu.

6 Week grades may also be submitted and/or changed when all rosters are available at the end of summer semester – Monday, August 1.

SUBMIT GRADES:

1. Open Internet Explorer. Go to Eastern's home page click the **PAWS** link in the Faculty & Staff section.
2. Click on Employee/Faculty Login to PAWS system.
3. Enter User ID and Password – Click Login.
4. Click on Faculty and Advisors
5. Click on Final Grades.
6. Select term (Summer 2011) from drop down menu – submit.
7. Select course from drop down menu – submit.
8. Select grade from drop down menu for each student. (Some courses such as GST 1000 and MAT 1270 will show grades of RA, RB, RC, etc. on the drop down menu. An RA is equivalent to A, RB to B and RC to C, etc. The "R" is used for behind the scenes processing so you may simply ignore it.) Only the grades you are allowed to assign for the course will be shown in the drop down menu. If incorrect grades appear on your grade listing please contact our office. A last date of attendance is NOT required unless the student stopped attending classes.

9. At the end of the page – submit. At the top of the page a checkmark should appear with the message “The changes you made were successfully saved.” (This message will only appear the first time you click submit). **NOTE:** An e-mail notifying you of the status of your roster (i.e. completed or missing grades) will be sent to your Eastern e-mail account. You may need to add – grades@eiu.edu – to your safe sender list to ensure you receive the e-mail.
10. Choose CRN Selection at the bottom of the page to return to the course menu and choose another class.
11. After you are finished submitting all grades for all rosters, click on “Exit” at the top of the page to logout.

You may make changes to your grade rosters until Wednesday, August 10, 2011 at 4:00 p.m. A Grade Correction form will be required to report any grades or make corrections after that time.

****New****

After the end of the semester, you may view grades that you submitted by selecting the Faculty Grade Summary under the Faculty and Advisors menu. Prior to the grade submission deadline, you may verify the grades you entered by viewing the grade roster. You may also view grades submitted for prior semesters by selecting the appropriate term. Grades will appear on the summary page the day after the official close of the term.

BANNER GRADE SUBMISSION:

- A grade of NF or NNC should be assigned to students who are failing because they stopped attending class. Grades of F or NC should only be assigned to students who are earning the failing grade.
- ENG 1001G, ENG 1002G and CMN 1310G are all graded as A, B, C, NC, NNC.

Note: When you list the last date attended you may receive the message “The student has not withdrawn from the class.” The grade has been submitted correctly. You may verify the submission by clicking on the CRN selection link at the bottom of the page to return to the Select CRN Menu, then click on the course you just graded to view the grades submitted.

- Office of the Registrar may be contacted at 217-581-3511, Monday through Friday, 8:00 a.m. to 4:30 p.m. Before 8:00 a.m. and after 4:30 p.m. Monday through Friday and on Saturday and Sunday, a staff member may be paged and you will receive a call back. **The pager number is 348-2962.**

VALID GRADES FOR GRADUATE AND UNDERGRADUATE STUDENTS

The grades given in courses are as follows:

<u>Grade</u>	<u>Description</u>
A	Excellent
B	Good
C	Average
D	Poor but Passed

F	Failed
NF	Failure--None-Attendance
CR	Credit
NC	No Credit
NNC	Failure—Non-Attendance
AU	Audit
DC	Deferred Credit
I	Incomplete
W	Withdrew-- No Grade
X	No Grade Submitted – This grade should only be assigned when there is a question of an academic integrity violation. All ‘X’ grades assigned because of an academic integrity violation must be changed to another grade prior to the end of the next semester.

Deferred Credit

Students in undergraduate and graduate courses such as field-experience, independent study, thesis, or research requiring work of a continuing nature over several terms before the final project is completed may receive the grade of "DC" or "Deferred Credit." "Deferred Credit" designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term.