Grading Courses in USFConnect

Posting students' grades in Self-Service Banner:

1. Log into USFconnect.
2. Click on the Faculty/Advisor tab.
3. Click on the Banner Self Service button.
4. Click on the "Final Grades" link.
5. Select the appropriate term and click Submit.
6. Select the course that you want to grade, and then click Submit.
7. You will now be taken to the Final Grades web page. Under the Grade column there is a dropdown box with valid grades. Select a grade for each student from the corresponding dropdown box. IMPORTANT: Please leave the Late Attend Date column and Attend Hours column blank. USF is not currently using these fields.
8. When you are finished entering the grades, click the Submit button at the bottom of the page.

Notes:

- Grades are rolled into academic history on a nightly basis. Once a grade is rolled to academic history, it can no longer be changed online. At that point, if a change is needed, a Grade Change form must be submitted to the Office of the Registrar. Please note that a Dean's signature is required on grade changes. If you need a Grade Change form, please contact Tom Wade (wade@usfca.edu).
- Do not input any grade in the system until the grade is final. Once you click submit, the grade you input cannot be edited by the instructor. A Grade Change form would need to be completed instead.
- If a student is not on your class list, then they were never officially enrolled in your course/section. You must contact the Dean's Office immediately.