Enter Grades *in* Banner *for* Faculty

Access Banner

To access Banner, go to the my.commonwealth.edu page, and click *Banner (Faculty Self-Service).*

CU Experience

CU Experience ↗ provides a single-entry point for accessing CU systems most used by faculty, staff and students including Banner Self-Service, Argos, CU Succeed, and Brightspace.

Academic & Support Quick Links

| Academic Calendar | Academic Catalog | Accommodate ↗ | Banner (Student Self-Service) ↗ |
| Banner (Faculty Self-Service) ↗ | Banner (Staff / App-Nav) ↗ | Brightspace ↗ | Commencement |
| Course Search ↗ | Crosswalks ↓ | CU Succeed ↗ | Degree Maps | Degree Works ↗ |

Login to Banner

To login, select *Commonwealth* on the PASSHE Sign In page.

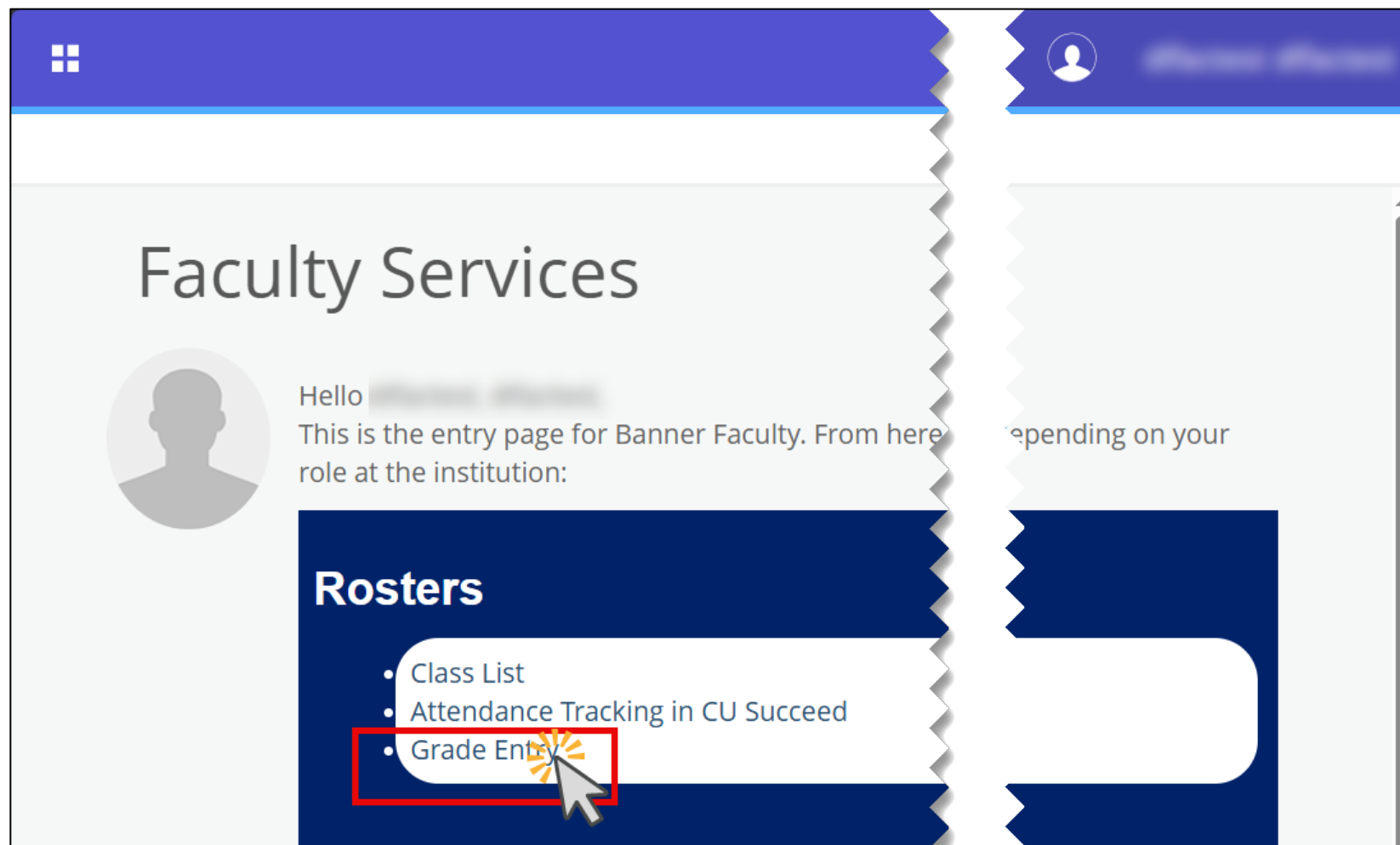Next, enter your *CU email address* and click *Next*.

Finally, enter your *password* and click *Sign in*.

Respond appropriately to any 2FA requests from DUO.
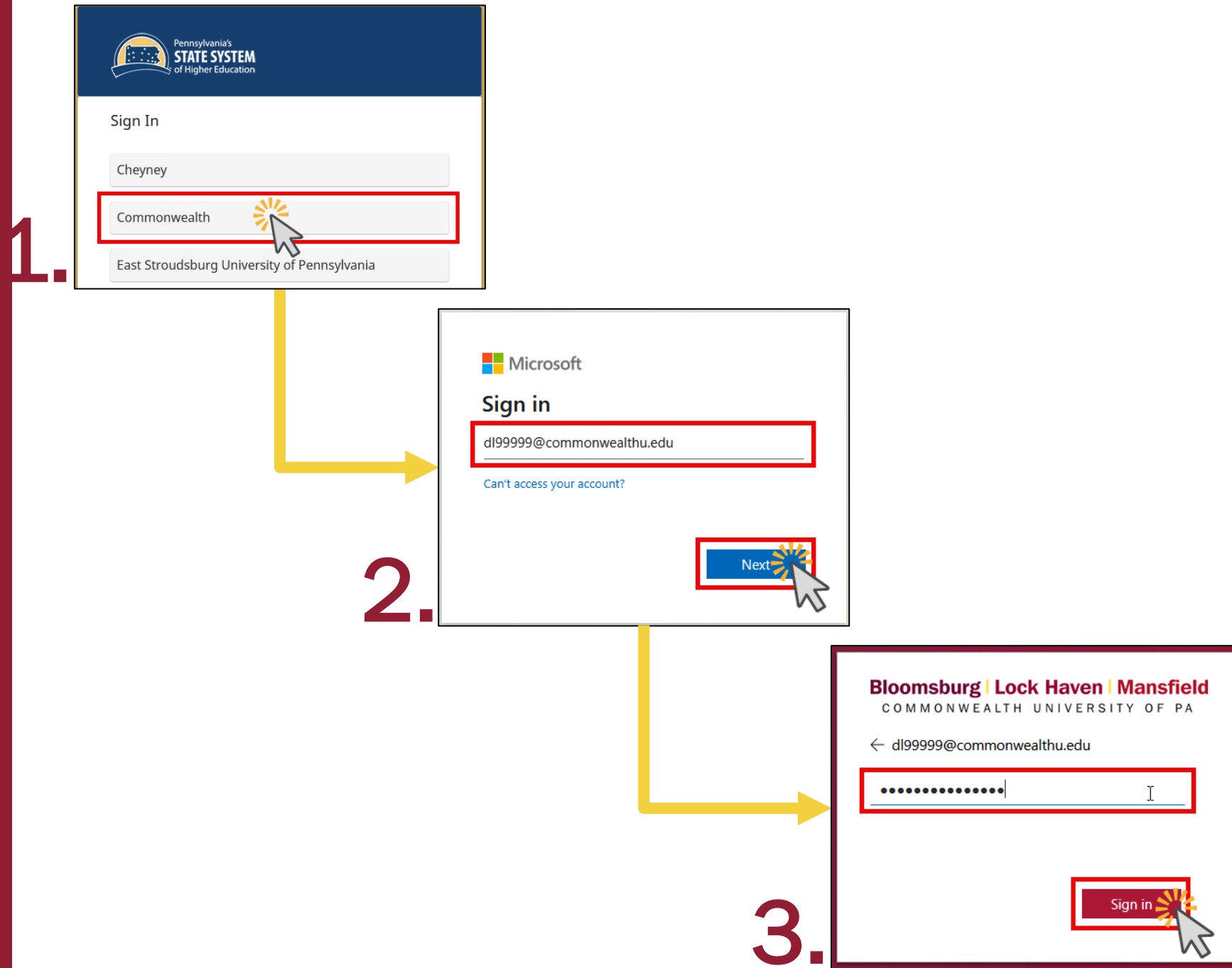
Access Grade Entry in Banner

Once you have logged in, click *Grade Entry* under the Rosters heading on the Faculty Services page.

On the Faculty Grade Entry screen, a list of your current courses with their grading status appears.

Type of Grades

On the Faculty Grade Entry screen, you will be able to select which grades you are entering. For example, if you need to enter midterm grades, you can click *Midterm Grades*.
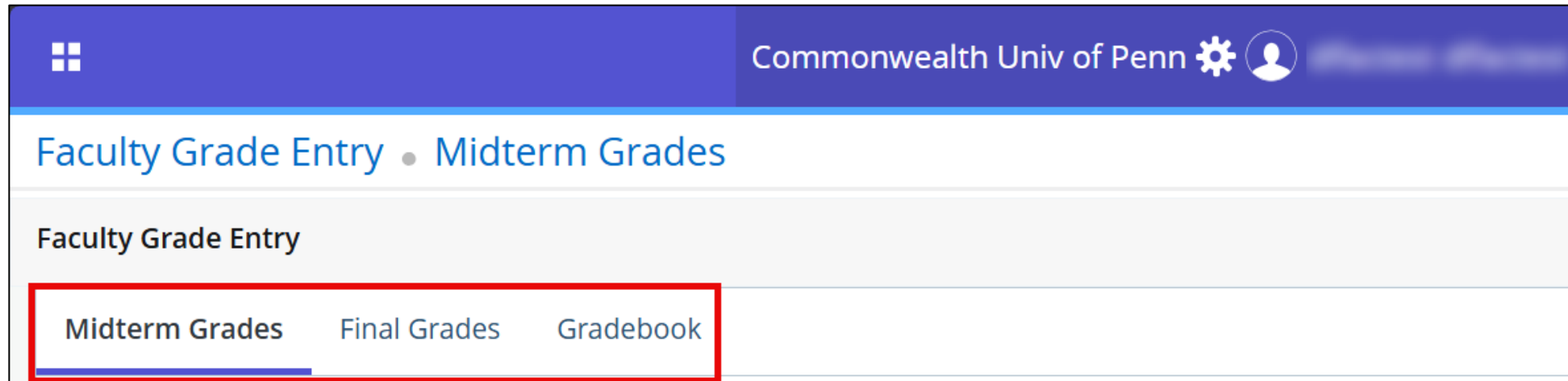
Grading Status

Below this menu, you will see your current courses which include information about their Grading Status. This will show you if you've started grading or not. Status can be Not Started, In Progress, or Completed.
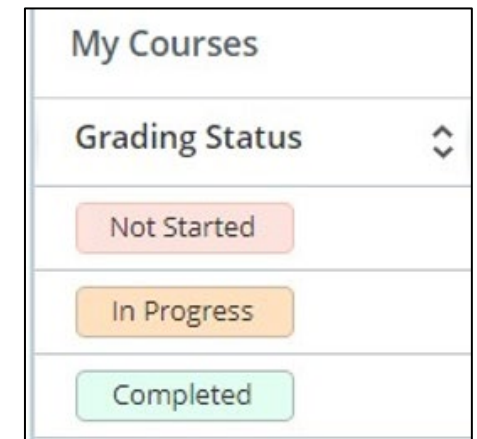
On this screen, you will also see a *Rolled* status. Grades roll into the academic history in Banner. **This is a daily process, and** once a grade is rolled any changes must be made through the Registrar's office**.**

Individual grades will also display as rolled in your grade entry area for each course. A rolled grade for a student will display with a green checkmark: ✅

Changes can be made to your grade entries unless a grade has rolled. If rolled grades needs changed you will need to submit a Grade Change eform at https://automatedforms.commonwealthu.edu/.

Enter Grades

1. Select the *type of grades* you need to enter at the top of the Faculty Grade Entry page.

2. Click on a *course* to grade.

3. Scroll down to the Enter Grades section and *select the correct grade for each student* from the drop down menu.

Add More Info

4. If you need to enter *last attended date* or *hours attended*, you can do this on the same page as grade entry.

5. For *final grades* you can add *comments* as well.

6. When you are done, click *Save*.

Tip You can use features of the interface to quickly find courses that need grading if you have a long list of courses displayed.

Click the *Grading Status* header. Then click "*Grading Status Sortable*" - click again to sort descending. This will show the sections that are not started first.

My Courses		
Grading Status	Rolled	Subject
	Completed	PSYC - Psychology
	Completed	PHYS - Physics
	Completed	AERS - Aerospace Studi

My Courses			
Grading Status	Subject	Course	Section
Not Started	BIOL - Biology	180	01G
Not Started	BIOL - Biology	180	01H
Records Found: 2			

Click the "*Search*" field and *type a term* to limit the courses showing. Typing 202530 shows your 2025 Fall courses.

My Courses	Search				
Grading Status	Rolled	Subject	Course		Term
Completed	Completed	PSYC - Psychology	335	Disorders	202510 - Spring 2025
Completed	Completed	PHYS - Physics	205	ysics Med Im	202510 - Spring 2025
In Progress	In Progress	AERS - Aerospace	104	ship Lab	202510 - Spring 2025
Not Started	In Progress	BIOL - Biology	180	ny & Physio 1	202530 - Fall 2025
Not Started	Not Started	BIOL - Biology	180	ny & Physio 1	202530 - Fall 2025

My Courses	202530				
Grading Status	Subject	Course	Section	Title	Term
Not Started	BIOL - Biology	180	01G	Anatomy & Physio 1	202530 - Fall 2025
Not Started	BIOL - Biology	180	01H	Anatomy & Physio 1	202530 - Fall 2025
Records Found: 2				Page 1 of 1	Per Page 15