


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

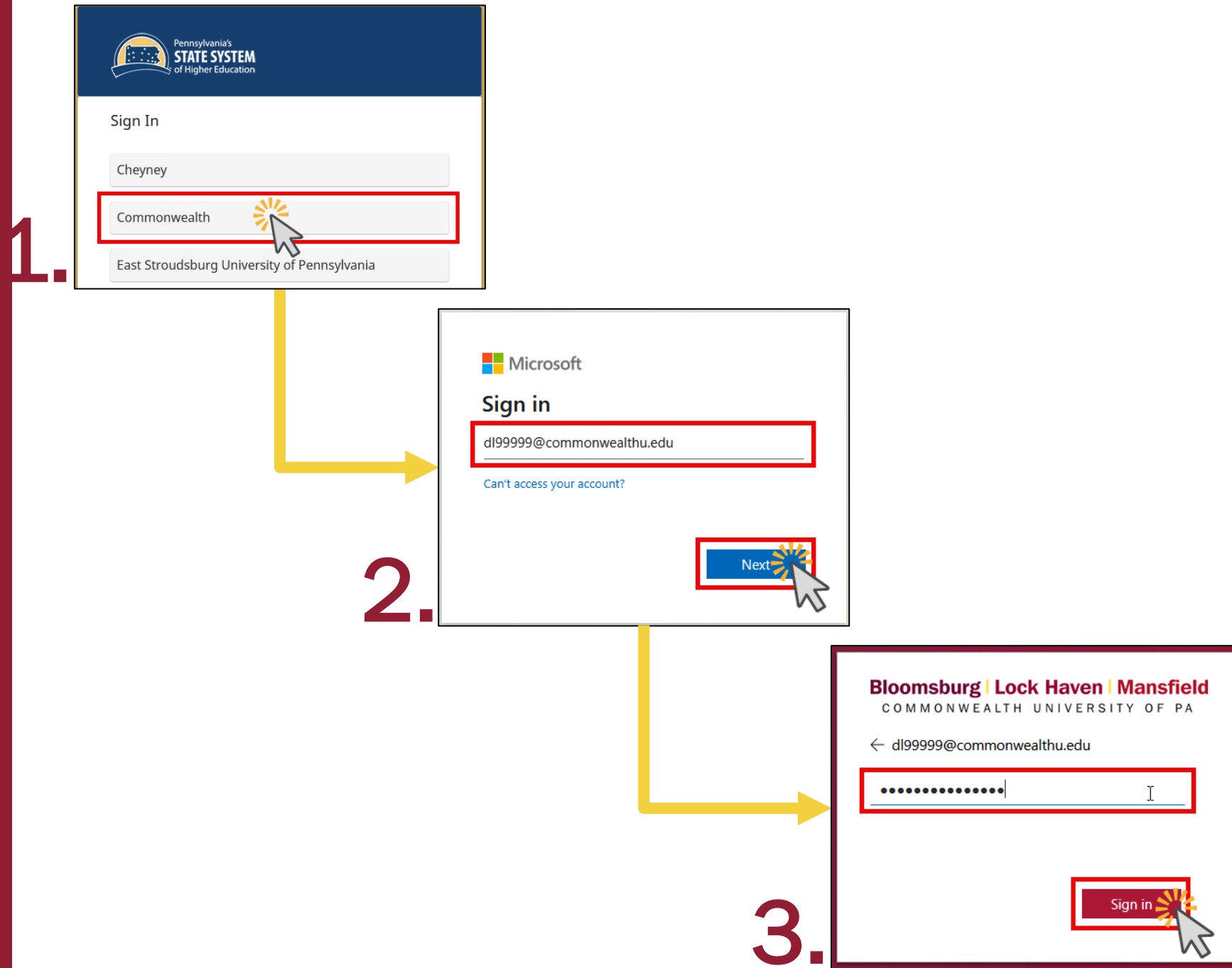
Login to Banner

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

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

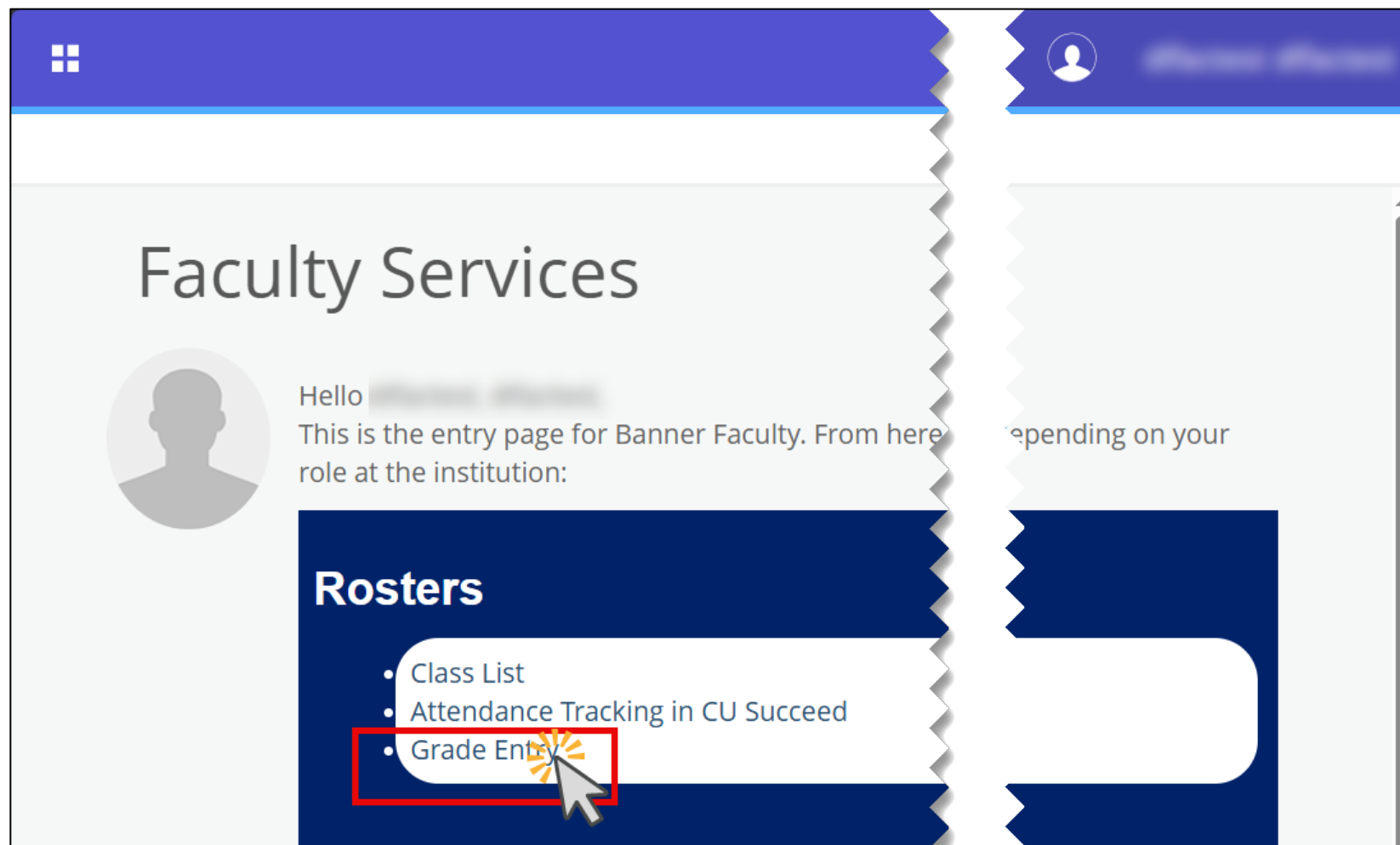
Finally, enter your *password* and click *Sign in*.

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.



The screenshot displays the Banner Faculty Services interface. At the top, there is a blue header bar with a white grid icon on the left and a user profile icon on the right. Below the header, the main content area is light gray and features the heading "Faculty Services" in a large, dark font. Underneath the heading is a circular placeholder for a user profile picture. To the right of the profile picture, the text reads "Hello [blurred name]" and "This is the entry page for Banner Faculty. From here, depending on your role at the institution:". Below this text is a dark blue section titled "Rosters" in white. Under the "Rosters" heading, there is a white rounded rectangle containing a list of three items: "Class List", "Attendance Tracking in CU Succeed", and "Grade Entry". The "Grade Entry" item is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

Faculty Services

Hello [blurred name]

This is the entry page for Banner Faculty. From here, depending on your role at the institution:

Rosters

- Class List
- Attendance Tracking in CU Succeed
- Grade Entry

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

Commonwealth Univ of Penn

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

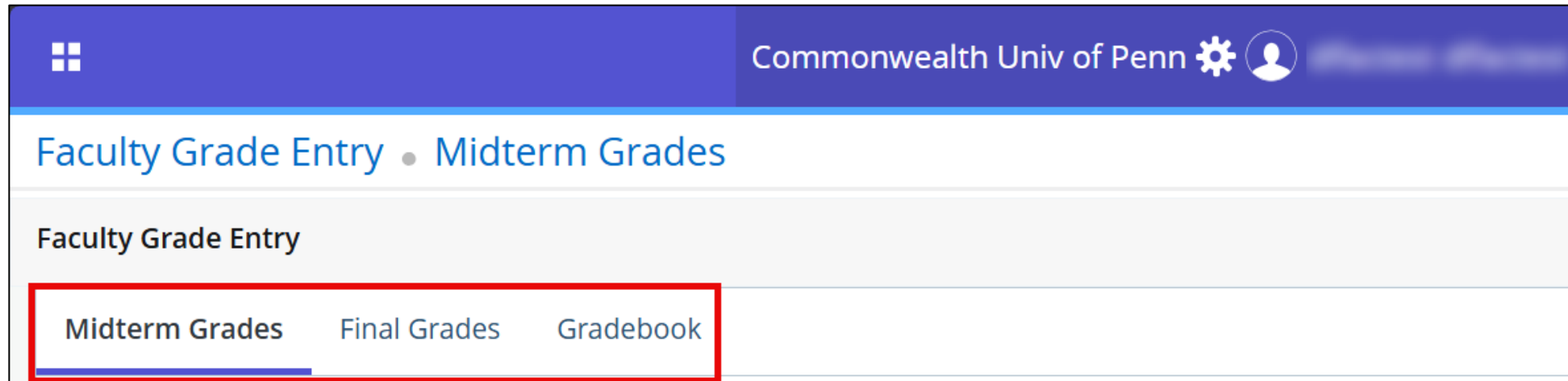
My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	PSYC - Psychology	335	01	Psych Disorders	202510 - Spring 2025	10093
Completed	Completed	PHYS - Physics	205	01B	App Physics Med Im	202510 - Spring 2025	11776
In Progress	In Progress	AERS - Aerospace Studi	104	91	Leadership Lab	202510 - Spring 2025	12808
Not Started	In Progress	BIOL - Biology	180	01G	Anatomy & Physio 1	202530 - Fall 2025	31589
Not Started	Not Started	BIOL - Biology	180	01H	Anatomy & Physio 1	202530 - Fall 2025	31590

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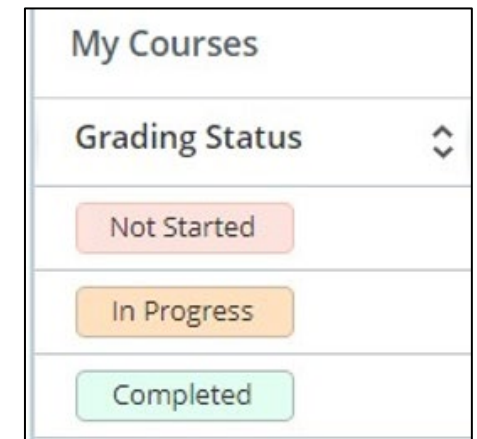
Type of Grades

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.

My Courses	
Grading Status	Rolled
Not Started	Not Started
In Progress	Not Started
Completed	Completed

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.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

Grading Status	Rolled	Subject	Course	Section
Completed	Completed	PSYC - Psychology	335	01
In Progress	In Progress	AERS - Aerospace Studi	104	91
Not Started	Not Started	BIOL - Biology	180	01H

Enter Grades

Full Name	ID	Midterm Grade	Final Grade
		A-	

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*.

Enter Grades

Search

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		Not Gradable		

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Save Reset

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.

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

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.

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

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

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