Grade Entry through Banner Self-Service

Follow the steps below to submit grades through Banner Self-Service for the courses you support.

Step 1: Go to http://www.dartmouth.edu/~banner/
The page should automatically authenticate you, the same way you log into TuckStreams.

Step 2: Choose “Student/Faculty Self-Service” from the left-hand menu

Step 3: Choose “Dartmouth Faculty and Advisor Main Menu”
Step 3: Select the correct term and CRN (course reference number)

- Choose “Term Selection” and ensure that the correct term is displayed (Fall Term 2011)
- Choose “CRN Selection” and choose your course from the drop-down list

Step 4: Click “Final Grades”

The grade submission form for your course should be displayed
Step 5: Enter grades

In the “Grade” column, choose the grade for each student from the drop-down list using only the grades highlighted below:

Available grades for Tuck/Exchange students:

- H
- S+
- S
- LP
- CR
- F
- I
- WD

Available grades for Thayer MEM students:

- AD
- CR
- HP = Tuck H
- HP*
- LP = Tuck LP
- NC = Tuck F
- P = Tuck S+ or S
- P*
- A
- A*
- A-
- A-*
- B+
- B+*
- B-
- B-*
- C+
- C
- C-
- D
- E

(If a student has been assigned a grade that is not highlighted in the lists above, contact Stacie.)

Step 6: Click “Submit”

Step 7: If grades need to be entered for additional courses, return to the main menu and follow steps 3 through 6.

Step 8: Remind your faculty to forward LP and F memos to Stacie.

Step 9: Email Stacie to report that your grades have been entered – we’ll double-check the distribution before releasing course evaluations to your professor.