

## New, simpler grade submission option is now available

Office of Information Technology, Registrar's Office  
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In response to complaints from some instructors that the electronic grade submission process is too complicated, Michigan Tech purchased and installed a new self-service module of Banner. Grades may be submitted now by entering them into a simple website.

**The existing tools using Blackboard and the Grade Submission Wizard are still available for instructors who prefer to use them.** Instructions and Grade Submission links for the existing tools continue to reside at [coursetools.mtu.edu](http://coursetools.mtu.edu).

The self-service module includes a wealth of information, including photo rosters, and a complete history of courses taught (with grades submitted) dating back to the installation of Banner in 1994.

To use the new grade submission option:

1. Go to [banweb.mtu.edu](http://banweb.mtu.edu) in any web browser. Log in with your normal ISO userid and password.
2. Click on the "Faculty and Advisor" tab at the top, or the "Faculty and Advisor" graphic link at the bottom.
3. Click on the "Grade Submission" link.
4. Click on the course or section that you plan to submit grades for.
5. For each student, either:
  - a. Click the grade link to launch a drop-down menu of valid grades, and use either the mouse or arrow keys to select the appropriate grade; or
  - b. Make sure the correct grade cell is highlighted with the mouse or tab key, and type in a valid grade.
6. You can advance to the next student rapidly by using the "tab" key.
7. **Click the "submit" button at the bottom of the page to submit all entered grades to Banner. No grades are submitted until you click the "submit" button!**
8. Use your browser "back" button or the "return to previous" link to return to your list of courses, and repeat Steps 4-7 for all your courses. Or come back later and repeat Steps 1-7.

**Important Note:** For your protection, Banweb logs you out after 30 minutes of inactivity. If you are unable to submit your grades within 30 minutes of launching a grade submission page for a course, you will be logged out and you will lose your work. To avoid this, simply hit the "submit" button at the bottom of the page occasionally before the 30-minute deadline. This will submit whatever grades were entered, and re-set your timeout for 30 additional minutes. You do **not** have to submit grades for every course at the same time.