EPCC Faculty must use the Banner system to enter their final grades online in addition to submitting grade sheets to the Admissions and Registration Office at any campus.

**LOGIN TO BANNER**
1. Go to the EPCC Homepage at [http://www.epcc.edu](http://www.epcc.edu).
2. Point to Online Resources on the left navigation bar, go across and up and click Banner System.
3. Enter your User ID. You may use your employee ID number that begins with 880 or 800; or your Social Security Number (without dashes).
4. Your default PIN is your birth date (MMDDYY). You use the same PIN for the Smart Start Network, Blackboard and Web Banner. If you have changed your PIN, use your new PIN.
5. Click the Login button.

You should now be at the EPCC WEB BANNER – Main Menu. You will see links to Personal Information, Student & Financial Aid (if you have ever registered for classes), Faculty Services, and Employee.

**BANNER SECURITY: THE PIN**
Contact the Help Desk at 831-6440 if you are not able to login. Your PIN will be reset to your birth date (MMDDYY).

If this is your first time logging into Banner, you will be prompted to choose two security questions from a list. The purpose of the security questions is to verify your identity if you forget your PIN in the future. You will be able to click the Forgot PIN? button to display the security question. Answer it correctly and you will be allowed to reset your PIN. Select a security question to which only you know the answer. For example, “What is your mother’s middle name?”

It is recommended that you change your default PIN.

1. Click the Personal Information link.
2. Follow the screen directions to change your default PIN.
3. Click the Faculty Services tab at the top of the Personal Information page to access Final Grades.

**GRADE INPUT**
The Final Grade input option is active during the Finals period of the semester or minimester. Navigate to the Faculty Services page.

1. Click Term Selection.
2. Select the current term and click the Submit button.
3. Click CRN Selection.
4. Click the CRN text box to view all the courses assigned to you.
5. Select the course you wish to work with and then click the Submit button.
6. Click Final Grades.
7. Students will be listed in alphabetical order. Click the text box in the Grade column to see a grades selection the drop-down menu. Grades are listed as “A, A*, B, B*, C, C*, CR and NC. See NOTES ON GRADES below for more information.
8. Select the grade the student earned.
9. Click the Submit Grades button at the bottom of the page when you are finished entering your grades.

**NOTE:** Large class may list students on more than one page. A link to the second and subsequent pages will be located at the bottom right corner of the Final Grade Worksheet.

You may click the CRN Selection link at the bottom of the page to go back and select a different class. Exit the Banner system and close your web browser completely after you finish submitting your grades.
NOTES ON GRADES

Grades are listed in the drop-down grade menu as “A, A*, B, B*, C, C*, D, D*, F, F*, CR and NC. Those who teach the following courses must assign the grade with an asterisk:

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0309, 0310</td>
</tr>
<tr>
<td>ESOL (all courses)</td>
</tr>
<tr>
<td>MATH 0300, 0301, 0303, 0305</td>
</tr>
<tr>
<td>READ 0307, 0308, 0309, 0310</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

What if I forget my PIN? Call the IT Service Desk at 831-6440. Your PIN will be reset to your birth date.

What if a student’s name is not listed on the Final Grades page? If you think a mistake has been made, call the Registrar’s Office at 831-3121/2586.

How do I assign an “Incomplete”? You cannot assign an “Incomplete” grade online. You must submit a “Request for Assignment of Incomplete Grade Form” along with your grade sheet to any Admissions and Registration Office. The Registrar will post the Incomplete to the student’s record.

What if a student has been reinstated to my class? If a student has been reinstated to your class you will see a final grade of “W”. You will not be able to insert a new grade online. You must submit a “Missing Grade Form” along with your grade sheet and turn both into the Admissions and Registration Office at any campus. The Registrar’s Office will post the grade to the student’s record.

What if I can not enter grades? If your screen does not allow you to enter grades, you may not have been designated as the instructor of record in the system. Contact your Dean for verification.

When and where do I turn in my grade records? You must submit your grades via the Web Banner system and you must submit a hard copy of your grade record to the Registrar’s office. You may enter and submit grades via Web Banner during Finals week beginning Monday, through the following Monday, after finals. Minimesters have shorter periods; contact the Registrar’s office for more information.

Do I need to turn in my grade record to the Registrar’s office at the campus I teach? No, you may turn in your grade records to any Registrar’s Office at any campus. The Valle Verde Registrar’s Office is open on Saturday of final’s week from 8:00 AM – 12:00 Noon.

Where can I enter my grades? You can enter your grades using any computer with Internet access. The Registrar’s Office provides computers for your use during Final Exams week. The Academic Computing Services (ACS) Labs are also available during Final Exams week. The Technology Resource Centers at Valle Verde, Transmountain and Rio Grande are open Monday through Friday from 8:00 AM to 5:00 PM. Libraries also have computers with Internet access.

Once I enter the final grades, am I finished for the semester? NO! You MUST turn in your grade sheet to the Registrar’s Office. Your grade sheet must include your name and signature, course number, subject, course, section, semester and year, a grade key, your name and signature. Contact the Technology Resource Center for assistance with creating an Excel grade sheet; 831-2542.

What if I make a mistake when I enter my grades? If you catch a mistake before the Grades Due deadline, you can change it online. If you catch the mistake after the deadline, you must fill out a Change of Grade form and get your Dean’s approval.

How can I get more information on how to input grades? If you have any questions about Banner you may contact the IT Service Desk at 831-6440.