Entering Final Grades via Banner Self Service

1. Go to OneStop – http://onestop.ecu.edu

2. Log in, using your pirate id and password – the same you use to access your email account.

3. Click on the Banner Self Service link (in Banner grouping on OneStop).

4. This will bring up a session of Banner Self Service. If it does not, please make sure that all pop up blockers are disabled for this site and try again.
5. You will be on the Main Menu page. Click on the Faculty and Advisor link on the main menu.
6. Click on the Final Grades option.

7. This will take you to a page, with a drop down box, for you to select the term for which you are assigning grades and select submit.

8. This will take you to a page, with a drop down box, for you to select the course that you are ready to assign grades to.
Select the course from the drop down menu, and click submit that you are ready to grade that course.
10. This will bring up your course roster and a drop down box to select the grade for each student. You can also (not required) enter the last date the student attended, if the student has stopped attending your course.
11. When all students have been graded, please click the submit button.

12. If you have a large roster, that will take longer than 30 minutes to submit, please click the submit button periodically, because as a security precaution, Banner Self Service times out after 30 minutes of inactivity. You can click submit multiple times on the same course roster, even if not all grades have been entered.
13. After you have entered the grades, this course roster will not “disappear” from your list, until after grades are rolled to academic history (grades will be rolled to academic history daily at 8:00 a.m., 12:00 p.m. and 5:00 p.m.). If you have any grade changes that need to be made, you may go back into Banner Self Service and make those changes prior to the roll to academic history. Once grades have been rolled, and are not available for entry, you must submit a change of grade/removal of incomplete form, just as you have in prior semesters.