

Entering Grades in Banner

At the end of every semester your grades must be entered in Banner, *in addition to* D2L. In order to do this:

- Login to Banner on [faculty & staff](#) or [adjunct faculty](#) pages (link located in logins section or at https://erpdnssb.cccs.edu/PRODLCC/twbkwbis.P_WWWLogin).
- If you have issues logging in please contact Jenna Davis at 719.336.1589, jenna.davis@lamarcc.edu or Amber Thompson at 719.336.1592, amber.thompson@lamarcc.edu
- Click on the “Faculty and Advisor Menu.”
- Then on the “Faculty Menu”
- Press “Term Selection.”
- Use the drop down arrow to choose the correct term.
 - Press “Submit.”
- Click “Faculty Menu” again.
- Then go to “Midterm grades” or “Final grades,” depending on what you are adding.
- You can choose the class roster that you want to see by using the drop down arrow, selecting an option, and pressing “Submit.”
 - Enter your grades on this page.
 - If a student receives an “F” you must enter the last day attended.
 - Make sure to **SAVE** the changes you make.