

New Mexico State University

Entering Final Grades

1. Log into **myNMSU** at <http://my.nmsu.edu> using your **NMSU Username** and **Password**.
2. Select your **Faculty** tab.
3. On the **Faculty** tab, select **Banner Self Service**, locate **Faculty**.
4. Click **Final Grades**.
5. On the **Select Term** page, select a (TERM) from the drop down list and click on the **Submit** button.
6. On the **Select a CRN** page, select the class (CRN) for which you would like to submit the final grades and click on the **Submit** button.
7. In the **Grade** column, select the grade for each student.
8. For Students who do not receive a passing grade, enter the date the student last attended in the **Last Attend Date** column.
9. Click **Submit**.



There is a 60 minute time limit on entering final grades, you MUST click the submit button with in 60 minutes. Once you click submit the 60 minutes starts again. Recommend inputting grades and click on submit button often.

New Mexico State University

Personal Information **Faculty Services** Employee
RETURN TO MENU SITE MAP HELP EXIT

Search

Final Grades

800012121 Bob T. Faculty
2006 FALL
Oct 02, 2006 01:55 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Human Behavior in Organizations - MGT 309 01
CRN: 12992
Students Registered: 52

Please submit the grades often. There is a 60 minute time limit starting at 01:55 pm on Oct 02, 2006 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Boy, Braden B.	800088888	3.000	Registered Oct 02, 2006	None	N	<input type="text"/>	<input type="text"/>	5
2	Girl, Gabi G.	800055555	3.000	Registered Oct 02, 2006	A	N	<input type="text"/>	<input type="text"/>	7
3	Hatch, Helen H.	800011111	3.000	Registered Oct 02, 2006	A+	N	<input type="text"/>	<input type="text"/>	2
4	Jackson, Jennie J.	800022222	3.000	Registered Oct 02, 2006	A-	N	<input type="text"/>	<input type="text"/>	4
5	Lucero, Lucy L.	800033333	3.000	Registered Oct 02, 2006	B+	N	<input type="text"/>	<input type="text"/>	6
6	Wright, William W.	800077777	3.000	Registered Oct 02, 2006	B-	N	<input type="text"/>	<input type="text"/>	3

Please submit the grades often. There is a 60 minute time limit starting at 01:55 pm on Oct 02, 2006 for this page.

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RELEASE: 7.3
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For additional questions, please contact Student Information Management at onestop@nmsu.edu or 646-7383.