

Nashville State Community College

Enter Final Grades Via myNSCC

How to enter final grades into Banner
through myNSCC (Self-Service)

Updated : October 10, 2022

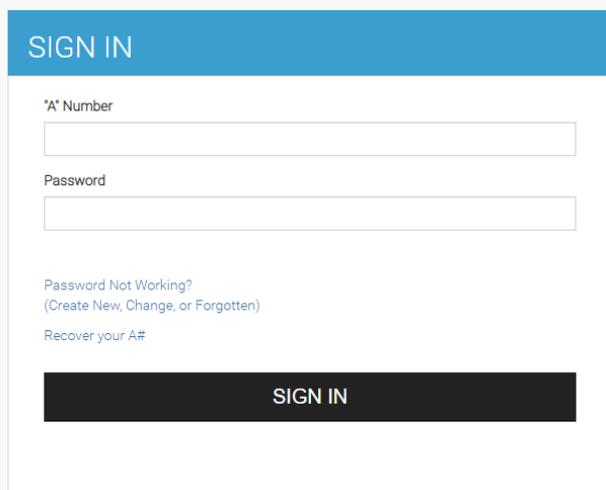
Enter Final Grades Into myNSCC

Note that final grades recorded in D2L **do not** automatically record into Banner. Faculty members must also input final letter grades into Self-Service Banner at the conclusion of the term. You should receive email reminders at the end of each term instructing you on deadlines and procedures for submission of final grades.

Please contact the Records office at records@nsc.edu with any questions about submission of final grades.

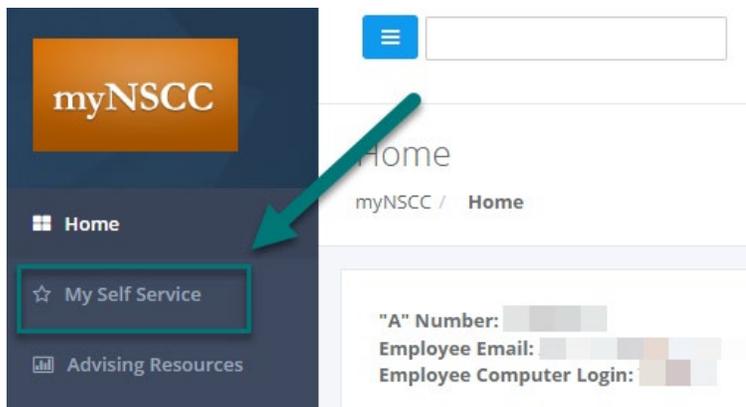
Access the Final Grades Page

1. Go to my.nsc.edu
2. Sign in with your A number and password when prompted.



The screenshot shows a 'SIGN IN' form with a blue header. Below the header are two input fields: '*A' Number' and 'Password'. Underneath the password field are links for 'Password Not Working? (Create New, Change, or Forgotten)' and 'Recover your A#'. At the bottom of the form is a black button with the text 'SIGN IN' in white.

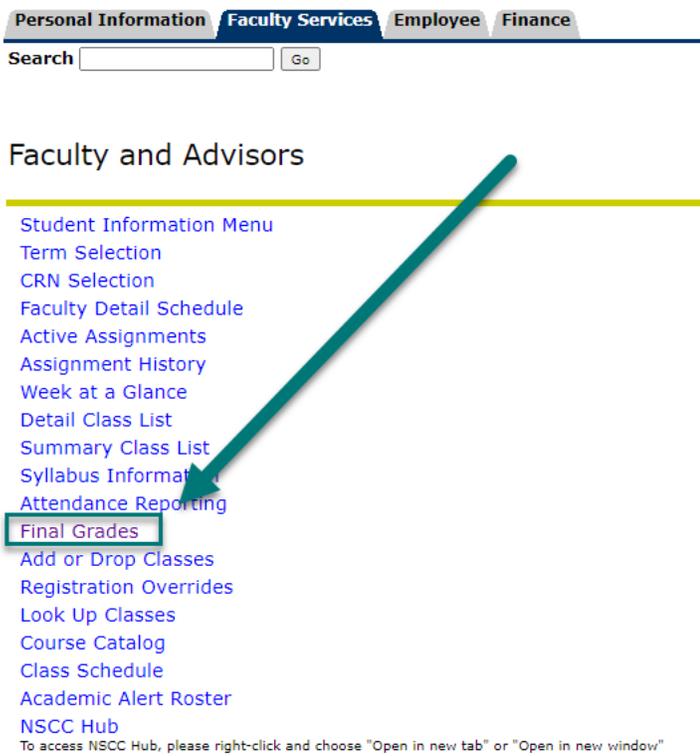
3. From the menu on the left, select **My Self Service**.



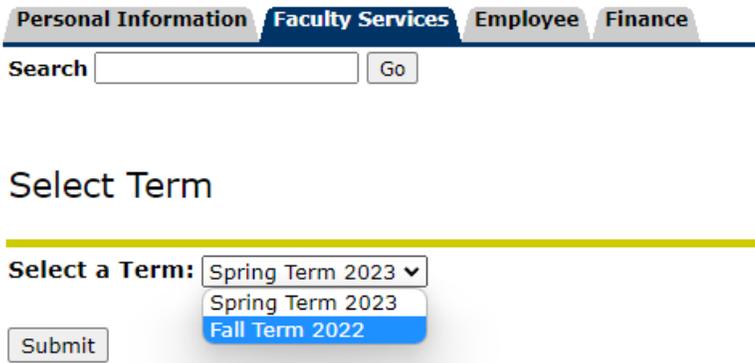
4. Select the **Faculty Services** tab at the top.



5. Go to **Final Grades**.



6. From the drop-down box, choose the term to be graded and **Submit**.



- From the drop-down box, choose the course to be graded and click **Submit**. You can also enter the CRN directly.

Enter Final Grades

The Final Grades page lists the course information as well as all students who are/were enrolled in the course. From the drop-down box, choose the appropriate grade for each student.

The options are **A, B, C, D, F, FA, FN**, or **I**. + and - grades are not allowed at NSCC. If a student has withdrawn from the class, a **“W”** grade will appear in the grade field for that student.

You **do not** have to enter a **Last Attend Date**, unless the student is receiving a **FA** or **FN** grade (see below). Leave the **Attend Hours** box blank.

Click on the **Submit** button at the bottom of the page once all grades have been entered. Once you hit **Submit**, grades are saved, even if you do not get a message confirming this.

Course Information

English Composition I - ENGL 1010 800
 CRN: 81676
 Students Registered: 3

Please submit the grades often. There is a 20 minute time limit starting at 11:20 am on Dec 05, 2007 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Reported Attend	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Registered via Web** Jan 12, 2010	None A B C D F FA FN I	N	Yes			80
2			3.000	**Registered via Web** Dec 28, 2009		N	Yes			62
3			3.000	**Registered via Web** Dec 20, 2009		N	Yes			53
4			3.000	**Registered via Web** Nov 20, 2009		N	Yes			18

FA and FN Grades

All students enrolled in your course(s) should have an attendance status of either “**Attending**” or “**Never Attended.**”

If a student attended at least one (1) time, they should be marked as **Attending**.

If a student stopped attending:

- Provide a **Last Date of Attendance (LDA)**, using this format: MM/DD/YYYY
- If the student stopped attending *before* the deadline for FA grades, assign a grade of “**FA.**”
- If the student stopped attending *after* the FA deadline for the term, they cannot receive a **FA** grade.

If the student never attended:

- Mark them as “**Not Attending.**”
- Assign the student a grade of “**FN.**”

Please refer to the [academic calendar](#) for **FA** and **FN** deadlines for the current term. See the [NSCC Attendance Policy](#) for more information.

Please ignore the following messages if received when grading a student with an “FA/FN” grade via MyNSCC:

 Grade changes you made were saved successfully; however, Last Date of Attendance updates made on this page will not update the Attendance Page at this time.

 The student has not withdrawn from the class.

Incomplete Grades

To issue a student an “I” grade, you will need to complete an **Incomplete Grade Request Form** and submit it to your academic dean or off-campus director for processing. Your dean or campus director will be responsible for entering the “I” grade in Banner for you.

Withdrawals

If a student withdrew:

- Confirm they are marked as **Attending**
- The system will convert their attendance to “stopped,” with appropriate LDA
- An auto grade of “**W**” will be assigned

Grade Changes

Now that you have submitted your grades for the class, they will be part of the student's file. Students will be able to view their grades via myNSCC once the Records Office has rolled grades to Academic History. The Records Office will begin the grade rolling process once grading has begun for each part of term of each semester.

Note: Once a grade has been rolled to Academic History, you will not be able to change it via MyNSCC. You will need to submit a **Change of Grade form** to the Records Office for us to make the correction.