Entering Final Grades

1. Navigate to the CCSU home page at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.

2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2nd device (mobile device or phone).

3. Click on the **Faculty** tab, then **Final Grades.**

4. Click on the down arrow next to **Select a Term**, select the term for which you would like to enter final grades, then click on the **Submit** button.

5. Click on the down arrow next to **Select a CRN** and select the course for which you would like to enter final grades, then click on the **Submit** button

6. The Final Grade Worksheet for the course you selected is displayed. In the Grade column, click on the down arrow next to None, then **click on the appropriate grade**. Continue this process for each student in the course.

7. When submitting a grade of **"F"**, you **must also include the Last Attend Date in the MM/DD/YYYY format (remembering to type the "/" between the numbers)**, based on the approximate last date of attendance (if available) or the approximate date of the last graded assignment. **Failing to enter a Last Attend Date with a grade of "F" will result in an error message, which must be resolved else the entire grading sheet will not be saved.**
Note: the grade of **"FN" (Failure-Never Attended)** should be used for students who are still on your grading sheet but did not attend any classes.

8. When you have finished entering all the grades, click on the **"Submit"** button located at the bottom of the screen. Note: There is a 30-minute time limit to enter your grades. The Submit button acts as a Save command, so you may press this button at any time during the grading process and the 30-minute time limit will start again. After clicking on the Submit button, confirm that the number of **"Students Ungraded" is 0.** This will verify that all grades have been received by the Registrar's Office. If "Students Ungraded" is greater than 0, please review the entire grading sheet for any missing grades or error messages that may appear in the column marked "Errors".

Example of a roster that is missing one Final Grade:

Course Information
Cooperative Work Experience I - CEW 201 01
CRN: 12465
Students Registered: 12
Students Ungraded: 1
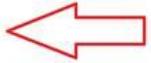
Additional Information:
   a. **Last Attend Date** - If you have a student that has stopped attending your class and did not officially Withdraw, you must indicate this in the Last Attend Date column. Enter the appropriate grade for the student, then type the date they last attended your class in the Last Attend Date column – you must enter the date in MM/DD/YYYY format.
   b. **Attend Hours** - Do not enter any information in the Attend Hours field – we do not use this field at CCSU.
   c. **Rolled Column** - Once Registrar's staff rolls grades to academic history, the Rolled Grades indicator will be changed to Y. If you need to change a grade after they have been rolled, you must submit an official Change of Grade Form to the Office of the Registrar.
   d. **E-Mail** - You can e-mail students directly from the Final Grades worksheet by clicking on the e-mail icon next to their name.
   e. **Accessing the Worksheet for Other Courses** - To access the Final Grades worksheet for other courses you are teaching, click on the **CRN Selection** link at the bottom of the current worksheet. From this screen, **select another course** and click on **Submit**. You will be brought to the **Faculty** tab – click on **Final Grades** to access the Final Grades worksheet for the course you just selected.

Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button located in the upper-right corner. If you need assistance, please contact the IT Help Desk at 860-832-1720.