Instructions for posting final grades in Banner

- Enter User ID (R# -using capital letter R). Please contact Karen Henley 804-862-6100 ext. 6139 / khenley@rbc.edu or Marci Kelly 804-862-6100 ext. 6249 / mkelly@rbc.edu in the Admissions Office if you have forgotten or do not know your R#. If you have never changed it, your pin should be your birthday in MMDDYY format.
- Enter PIN. Please contact Karen Henley or Marci Kelly if you have locked yourself out of Banner.
- Click on the **Faculty & Advisors** tab.
- Click on **Final Grades**.
- You will get a list of your classes or you can enter each CRN individually.
- Assign a final grade to all students.
- A student can request a grade of Incomplete by sending you an email from their RBC email account. The decision to grant an Incomplete is at the discretion of the Instructor depending on individual student circumstances. If you wish to assign a grade of *Incomplete* to any student, please fill out the [form](mailto:recordshelp@rbc.edu) and the Registrar will confirm the grade of “I” within 1-2 business days.
- For any student earning a grade of *F*, please remember to enter the last date of attendance for that student.
- Save your entries
- Review to ensure all entries were recorded
- If you have any questions about grade entry, please contact your department chair. If you have problems and need assistance with grade entry, please send an email to recordshelp@rbc.edu.