

Instructions for posting final grades in Banner

- Log in to self-service Banner
https://ofm.rbc.edu:769/RBCP/twbkwbis.P_WWWLogin
- Enter User ID (R# using capital letter R). Please contact the Records & Registration Office if you have forgotten or do not know your R#.
- Enter PIN. Please contact Records & Registration Office if you have locked yourself out of Banner. We can reset your PIN.
- 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.
- If you wish to assign a grade of *Incomplete* to any student, please fill out the form and send to us. Banner will not allow faculty to enter this grade themselves. Once we receive the completed form, we will enter the grade of *I* for you. https://www.rbc.edu/wp-content/uploads/2018/05/Incomplete_Grade_Request.pdf
- 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, please contact us registrar@rbc.edu or 804-862-6238.