

Instructions for posting final grades in Banner

- Log in to self-service Banner: <http://statesmen.rbc.edu/login>.
- 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](#) 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.