Input Final Grades into Banner Self Service

1. Log into http://ramport.angelo.edu with your ASU username and password.

2. On left hand of screen click on the **Faculty** tab. 　▣ Faculty

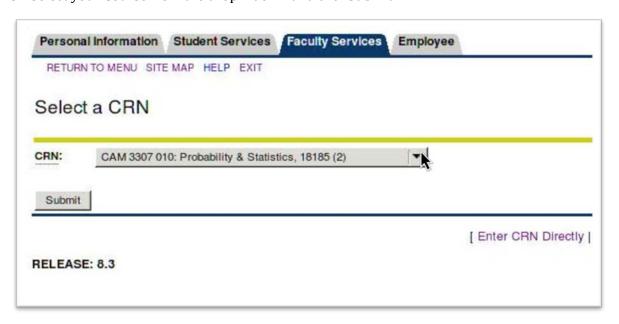3. At the top of page, click on **Final Grades.** 　A⁺ Final Grades
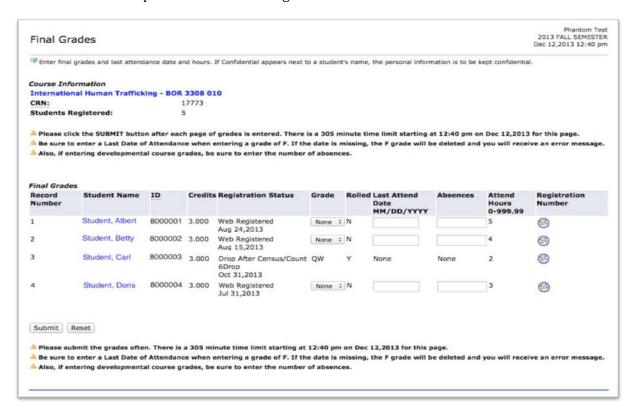
4. Select the current term from the drop---down menu.

Note that the default term is the upcoming semester, not the one you're entering grades for. Please select the term you are grading out.

5. Select your Course from the drop---down and click Submit

6. You will see a list of your students. For each student, choose a grade from the drop---down menu in the grade column.

7. Once you have entered grades for all the students, click **Submit** . You will see a confirmation message.

Notes:

- The grades will be "rolled" into the permanent database approximately every 4 hours throughout the grading period. The web/ based grading system will be turned off at 12:00 noon on the first Monday after the end of the term. If a grade needs to be adjusted after it has been rolled, or after the system has been turned off, you must submit a Request for Grade Change form to your department chair.

- Submit your grades often. There is a time limit based on the next time grades are "rolled". Any grades not submitted before the roll will be lost.

- If you have more than 25 students, they will be displayed in "Record Sets" of 25 students per page. **Be sure to Submit each page of grades before going to the next record set. If you do not submit the page prior to proceeding, all of the grades entered will be lost.**

- Be sure to enter the Last Attend Date for any grade of F. The date must be formatted as **MM/DD/YYYY**

If you have any questions, please call the Registrar's office at (325) 942-2043