Final Grades Submission Guide

- Every registered student should receive a final grade. Final grades will be viewable once they have been rolled to Academic History during the grading period.
- Be sure you enter final grades before the published deadline.
- **IMPORTANT:** A time limit of 30 minutes has been established for grading. If you exceed this time limit, you will be required to login again to the Faculty Self-Service. To avoid exceeding this limit, please submit all grades for students within a section at one time.

How to submit Final Grades (Self Service)

1. Open the UNC Charlotte homepage (www.uncc.edu).
2. Click on the **My UNC Charlotte** link at the top of the page.
3. Log in using your NinerNET **username** and **password**.
4. Click on the **Banner Self-Service** link on the Quick Links menu.
5. **Click on Faculty & Advisors.**

6. **Click on Final Grades.**

7. **Select a Term and click Submit.**

8. From the drop down box, select the **Course** for which you are submitting final grades and click **Submit**.
9. From the grade drop down box, select the correct grade for the appropriate student.
   • **NEW!** For all F & U grades, enter the **Last Attend Date**. If the student was not in attendance, enter the date for the first day of class and enter a zero (0) in the **Attend Hours** column. Failure to enter a last day of attendance will prevent any grades from saving.
   • If any students were assigned a grade of **Incomplete**, please make sure to confirm the **Incomplete Extension Date** by clicking **Submit** on the confirmation page.

10. After you have entered grades for each student, review each grade for accuracy.
11. Click **Submit** when you are satisfied with your final grades. Verify that grades were saved.
   • **Look for and correct any errors that may appear.**
12. To print a record of the class roster (**including any grades submitted**), click the link at the bottom of the page for a printer friendly copy.