

Banner Grading Instructions

1. Access **UVlink** at WWW.uvsc.edu/facstaff/
2. Log in to **UVlink** using your UV ID and password
3. Click on the **Faculty/Advisor Tab**
4. Click on **Banner Online Services** (left column)
5. Select **Final Grade**
6. Select Term from drop down menu
7. Select Course to grade from drop down menu
8. Enter grades and last dates of attendance as required for E, UW, & I grades. The never attended (NA) last date option is only valid for a UW grade. You must enter UW as the grade when submitting a NA as the date.
9. Click Submit at the bottom of the page. (Do not double click)
If the grade box returns to none the grade did not submit*
10. To grade next course scroll to the bottom of page and click on Select CRN
11. Click on the course and click submit
12. Click Final Grades

*Note: A **N** will remain in the Rolled column until after the deadline for submitting grades. This will change to a **Y** when the grades are rolled to history by the records office. Grade changes can be made online until the grades are rolled to history.