Posting Grades- Step 1

- Access Banner web page from the UTHSC homepage.
Posting Grades - Step 2

- Click “Self-Service Login.”

Banner Project Information
- Self-Service Login
- Frequently Asked Questions
- Training Videos
- Available Reports
- Banner Issue Tracker
- Submit an Issue

Banner Information

As the new Phase II Project Manager for the Banner implementation at UTHSC, I am charged with the responsibility of crafting a new customer service plan for Banner users. This plan will continue to evolve over time, but begins with a new email contact (banner@uhealthsc.edu) that will allow you to report issues or to ask specific questions. 

Come to me and be directed to the member of the Banner team best address your needs. The second part of this service plan is a major upgrade to our Banner webpage, providing you with information and with a variety of links to assist you. These links include Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and, most important, the issues log that will be updated weekly. You, our Banner users, are encouraged to submit issues to the log and follow their resolution, by regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working, but we are still learning and we have not yet replaced some of the systems that were developed in our Legacy system. Those were developed over a course of fifteen years and cannot all be replaced overnight. We ask for your patience and for your assistance in setting the priorities for enhancements. Please give us feedback and report your

[Image of a webpage with a login interface]
Posting Grades- Step 3

- Log in using your NetID and Password.
- Select “Faculty and Advisors.”

Main Menu

Personal Information
Update addresses, contact information or marital status, viewing or social security number change information.

Faculty and Advisors
Enter Grades and Registration Overrides, View Graduates and Student Information.

WebTailor Administration
Customize the Web pages for your institution: Update user roles.

UTHSC Staff Applications
Link to home-grown Banner applications.

UTHSC Blackboard
Blackboard Course Management System

RELEASE: 8.3
Posting Grades - Step 4

- Select “Final Grades.”

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Final Grades
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Faculty Grade Summary

To award grades, select "Final Grades."
Posting Grades - Step 5

- If you are assigned to more than one course, the next screen will provide you a drop-down box in which you can select the course to which you are assigning final grades.
- If you are assigned to only one course, this course will automatically appear.
- Simply use the drop-down box beside each student to assign final grades.
- Once all grades are entered, hit “submit” at the bottom of the page.
- You can enter grades, and re-enter (make changes) grades as long as the “N” appears under the “Rolled” column. Once grades are rolled (and a “Y” appears), grade changes must be sent to the Registrar’s office using a change of grade form.
- In order to select another course, click the “Faculty and Advisors” tab at the top of the page and following directions 4 and 5.