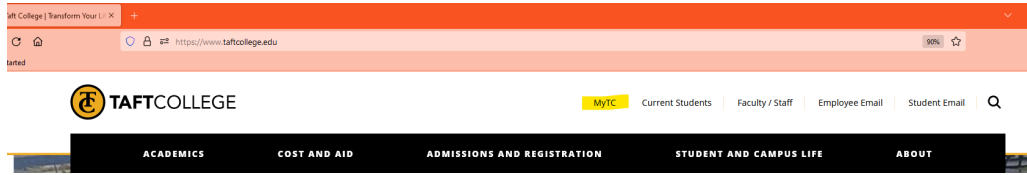


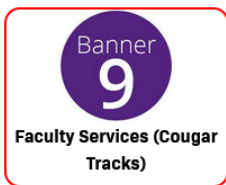


How to Enter Grades in Banner 9 Faculty Services (Cougar Tracks)

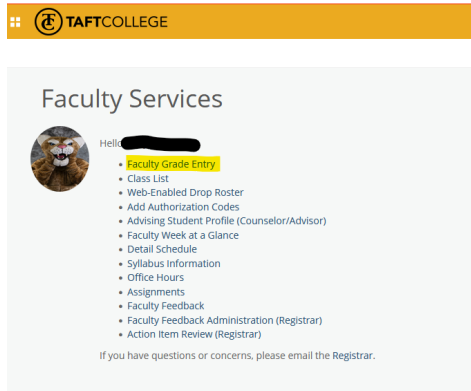
1. Log into MyTC (upper right-hand corner of the TC homepage). If you need to reset your password, please contact A&R at 7741.



2. Click on the Faculty Services (Cougar Tracks) icon



3. Click on “Faculty Grade Entry”



4. Click on the course you are wishing to enter grades for and the students will populate below.

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MATH - Mathematics	1500	20	Math for a Modern Society	202420 - Spring 2024	20236
Not Started	Not Started	MATH - Mathematics	1500	42	Math for a Modern Society	202420 - Spring 2024	24852
Completed	Not Started	MATH - Mathematics	1505	21	MathCrops Elementary/Teach NumSys	202420 - Spring 2024	25400
Not Started	Not Started	MATH - Mathematics	1505	40	MathCrops Elementary/Teach NumSys	202420 - Spring 2024	25402
Not Started	Not Started	MATH - Mathematics	1505	41	MathCrops Elementary/Teach NumSys	202420 - Spring 2024	26369
Not Started	Not Started	MATH - Mathematics	1540	42	PreCalculus Mathematics	202420 - Spring 2024	26647
Not Started	Not Started	MATH - Mathematics	1500	40	Math for a Modern Society	202480 - Summer 2024	32174
Not Started	Not Started	MATH - Mathematics	1505	41	MathCrops Elementary/Teach NumSys	202480 - Summer 2024	32256
Completed	Completed	MATH - Mathematics	1500	20	Math for a Modern Society	202380 - Fall 2023	52023
Not Started	Not Started	MATH - Mathematics	1500	20	Math for a Modern Society	202480 - Fall 2024	52023

Records Found: 18

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended	Narrative Grade Comment
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						
[Redacted]	[Redacted]						

5. Select the appropriate grade from the drop-down menu for each student. The last date of attendance is required for each “FW” grade you enter.

Other helpful grading tips:

- If your students are showing up on multiple pages, change the drop-down menu in the bottom right-hand corner to display all students. This will ensure you don’t miss a page of students or navigate between pages without saving.



- If you are issuing an **Incomplete**, you need to submit the [Incomplete Grade Assignment](#) form online. This can be found under the Faculty Resources page.
- If you see **Pass/No Pass** as grading options for a student that typically has letter grade options displayed, they submitted a Request for Pass/No Pass grading to our office. If the student’s letter grade would have been A, B, or C then you would issue a Pass. If their letter grade would have been a D, F, or FW then you would issue a No Pass. Confirm that the student elected this grading option by calling our office at 7741.
- If your course is an **Arranged Hours** course, you will need to enter the hours when you submit the grades as well as the attendance tracking.
- **“W” Grades** cannot be assigned on a final grade roster. If the “W” is not appearing then the student did not drop the course and you are required to assign the grade the student earned.
- **“FW” Grades** are to be used when a student is failing a course due to non-attendance and/or non-participation. The last date of attendance is required for each “FW” grade you enter.