

## Grade Entry – October 2022

Fall mid-term grade entry will open on Tuesday, October 11. Mid-term grades must be entered in Banner Self-service for all courses that meet from September to December.

**New this year:** October grades for full year courses (September-April) may be entered in Moodle or communicated to students confidentially.

The deadline for mid-term grade submission is 9:00am Monday, October 31.

- Grades are entered out of 100, the highest grade possible is 99.
- Do not leave the grade blank.
- If a student is registered in your class, but has not attended, please report the name and ID number to the applicable Dean's Office.
- Grades can be entered by the designate primary instructor if the course is shared.
- Once the grades are entered, they can be verified by viewing the class list on Faculty X-Reports.
- Students are able to view their grades as soon as they are submitted.

Documentation on how to enter grades is available on the previous page and from the Registrar's Office at [registr@stfx.ca](mailto:registr@stfx.ca) or 2160.