Banner Self-service Grade Entry Instructions

Enter portal.stfx.ca in the url. Log in with your username (webfx) and password.

Select Banner Self-service. Enter your Faculty ID in the User ID field (case sensitive).

Enter your PIN. Select Login.

At first log in, there will be a prompt to set up a security question and answer.

Select Faculty Services.

Faculty Services
View personalized class schedule by week, faculty detail schedule, enter grades and course overrides, or view classlists

Personal Information
View your address(es), phone number(s), or view name change information

Select Term Selection.

Faculty Services

Term Selection
CRN Selection
Faculty Schedule by Day and Time
Mid Term Grades
Final Grades
Student Menu
Process registration override; View a student's course registration.

Select Term

(i) ** IMPORTANT - SELECT CORRECT TERM **

Select the Term for processing then press the Submit Term button.

Select a Term: Full Academic Year 2021-2022 ⌄

Submit

Select the CRN for the course you wish to enter grades.

Term Selection
CRN Selection
Faculty Schedule by Day and Time
Mid Term Grades
Final Grades
Student Menu
Process registration override; View a student's course registration.

Select Mid Term Grades for October and February grade entry.

Students are able to view mid-term grades once the grades are submitted.

Term Selection
CRN Selection
Faculty Schedule by Day and Time
Mid Term Grades
Final Grades
Student Menu
Process registration override; View a student's course registration.
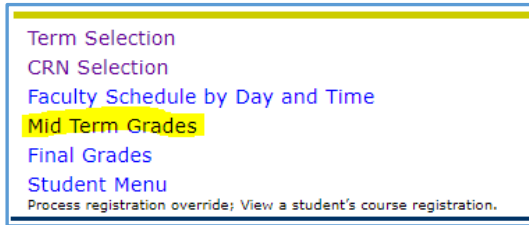
Select Final Grades for December and April grade entry.

Students are able to view final grades once the grades have been 'rolled' by the Registrar's Office daily during the grade entry period.

Term Selection
CRN Selection
Faculty Schedule by Day and Time
Mid Term Grades
Final Grades
Student Menu
Process registration override; View a student's course registration.
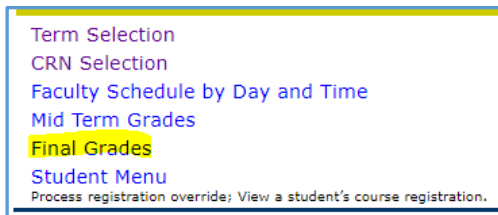
Faculty Grade Worksheet

Select the grade from the drop down list in the Grade column. Tab over to enter the numeric grade. Ignore the other columns on the worksheet.

Click Submit. There is a 30-minute timeout limit. Exit.

Grade Verification

Once your grades have been entered, verify that the grades are correct on Faculty X-Reports - Class List. If there is an error, return to Banner self-service and change the grade.

If the error is noticed later and the final grade has already been "rolled", submit the grade change request form available on X-Reports.