How to Enter Grades into Banner

Log into MyFSU, select the “Faculty & Advisors” tab and find the Faculty Tools box/channel. There you will find a link called Midterm Grades and a link called Final Grades. Click the link for the grades you would like to enter.
Next, expand the “Select a Term” box to choose the semester in which you would like to enter grades for. Click the “Submit” button.

Expand the CRN box (see image below) to choose the course in which you would like to enter grades for.

When your class comes up, you will see a Grade column (see image on right) and each student has an expandable button set to “None.” Expand the button for each student to set the grade. When finished, click the “Submit” button at the bottom of the screen.