Tuesday Tip

End of the Semester Checklist

Are you ready for the end of the semester? Please review the following steps before submitting your grades.

1. Course grading scheme is enabled with the correct percentages.

2. Course assignments/quizzes etc. have been grouped and weighted correctly for the gradebook.

3. All weighted assignments/quizzes have either a grade or a “EX” in the graded column for each student. If there is a “-” instead of a grade in the column, it will count as a zero and the total grade will not be correct. You must enter the “EX” in the columns with the “-”.

4. Publish your grades to Banner by August 16th @ 10:00 am.

Students will be able to access the course until Tuesday, August 23, at 2:59 am.

For more information, please contact the ISS team. View all of our Tuesday Tips on our SHP/ISS website!

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