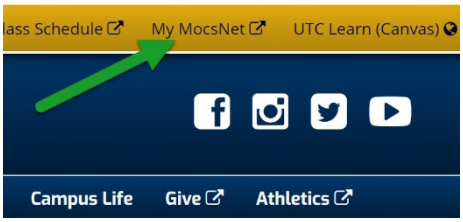
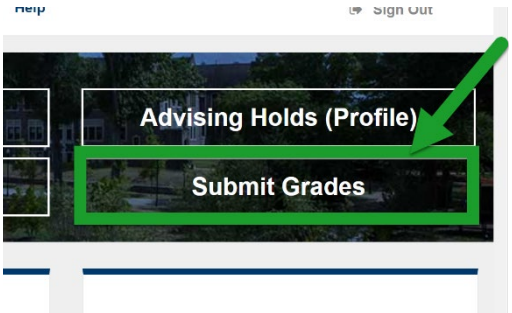
POSTING GRADES IN BANNER
(updated in Fall 2019)

1. Go to utc.edu and click on MyMocsNet on the yellow bar on the top of the page.

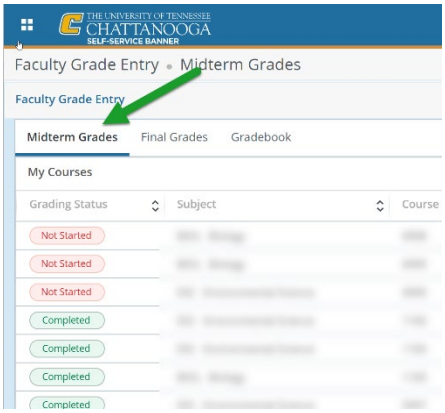


2. On the MyMocsNet page, click on the Faculty tab.

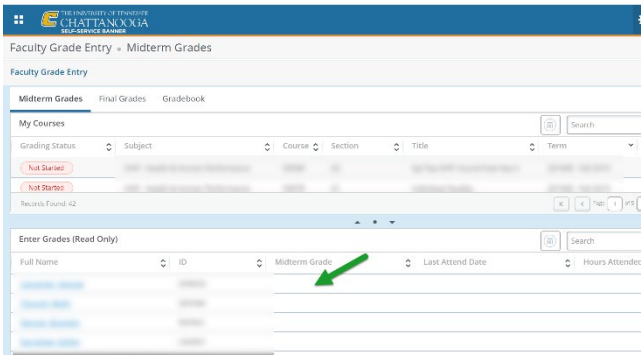
3. On the faculty page, click on the Submit Grades button.



4. On the grades page, click on either the Midterm Grades tab or the Final grades tab, whichever is relevant.

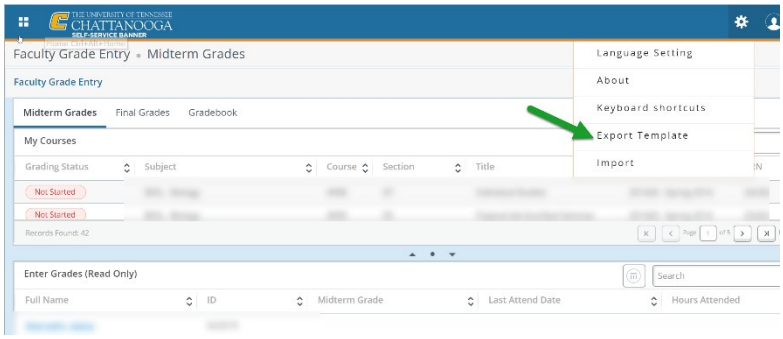


5. If you are entering grades manually, click on the Not Started button under Grading Status for the course for which you want to enter grades. Your student list will appear. Enter the letter grade for each student in the midterm grade or final grade column. For final grades, if a student earns an F, a last date of attendance is required.

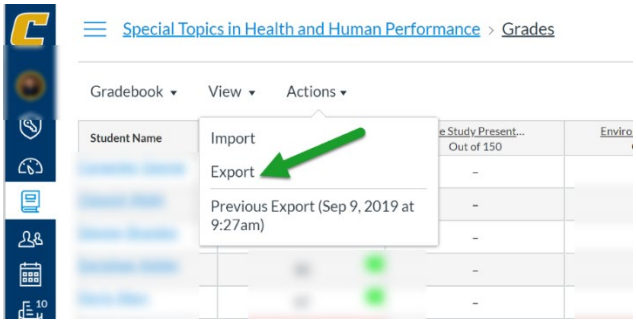


UPLOADING GRADES IN AN EXCEL FILE

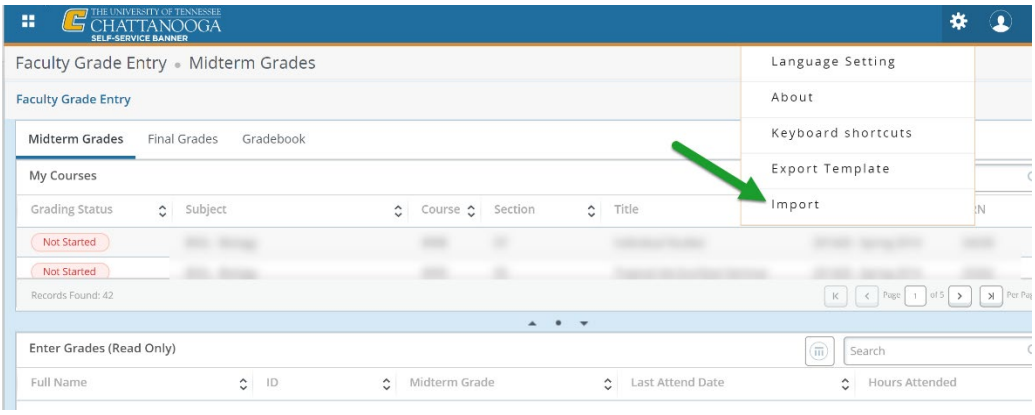
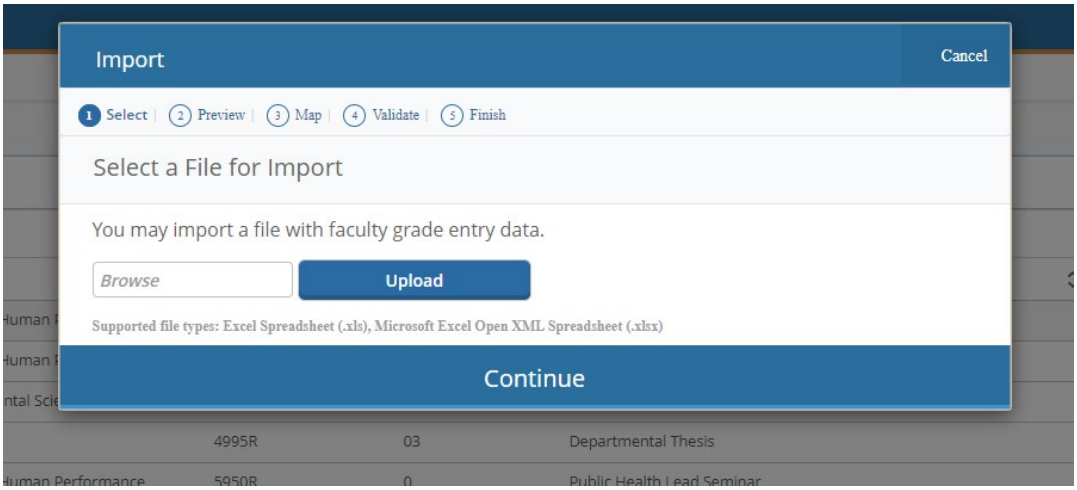
6. If you are uploading grades, first click on the Not Started button for the course. Then, click on the gear and select to export the template. The template will have a grade column for you to populate.



7. Enter or copy and paste letter grades into the Export Template for each student. If you wish to download grades from Canvas to copy into the spreadsheet, go to your gradebook in Canvas, navigate to Actions and select to export grades. Copy the grades from the Canvas worksheet into the Banner export template.



8. To import the Banner export spreadsheet, click on Import.



9. Select the file for import (export template) and upload. Check grades to make sure the correct grade was imported for each student.