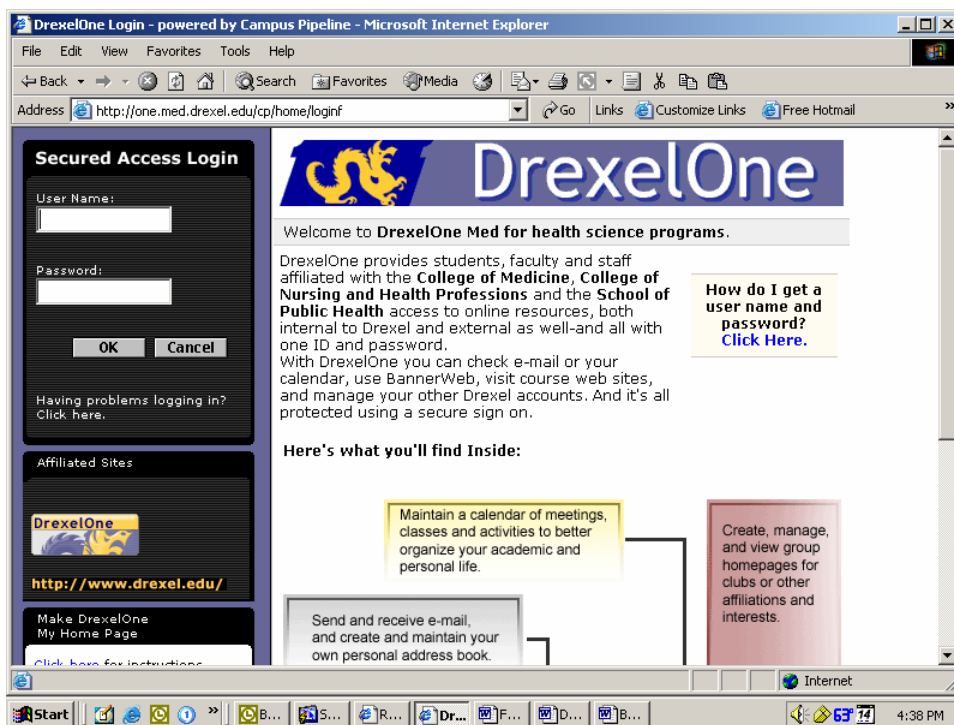


Office of the Registrar Academic Records and Operations

Faculty Guide to Grade Submission In BannerWeb Courses on the Health Sciences Campuses

1. Go to the internet. Put in the following url for BannerWeb for the Health Sciences Campuses Students: <http://one.med.drexel.edu>.

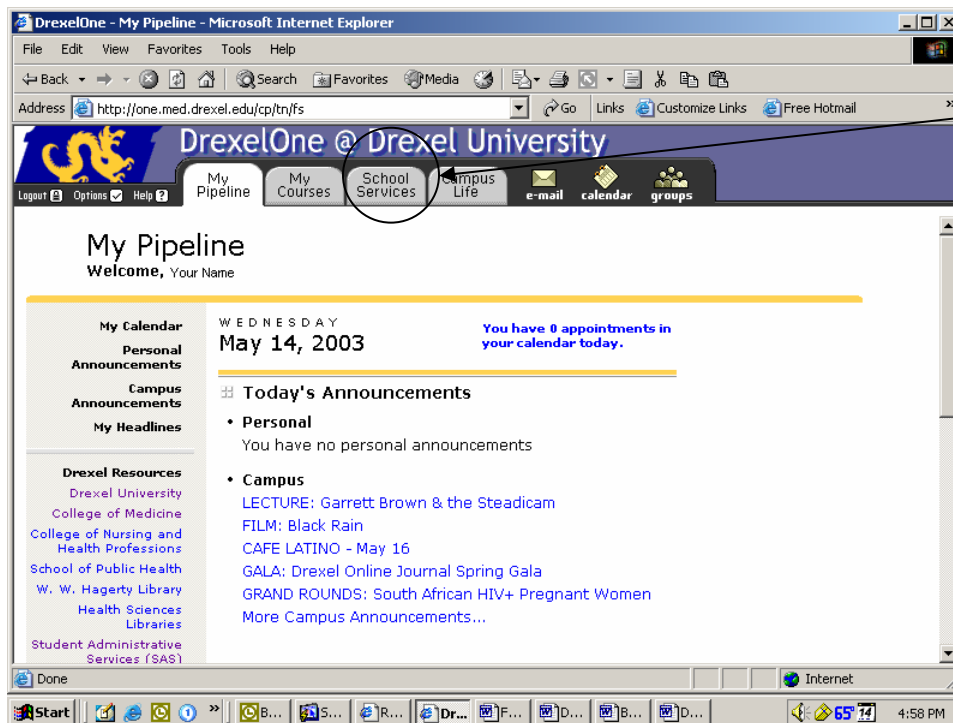
This will take you to **DrexelOne Med for Health Science programs**.



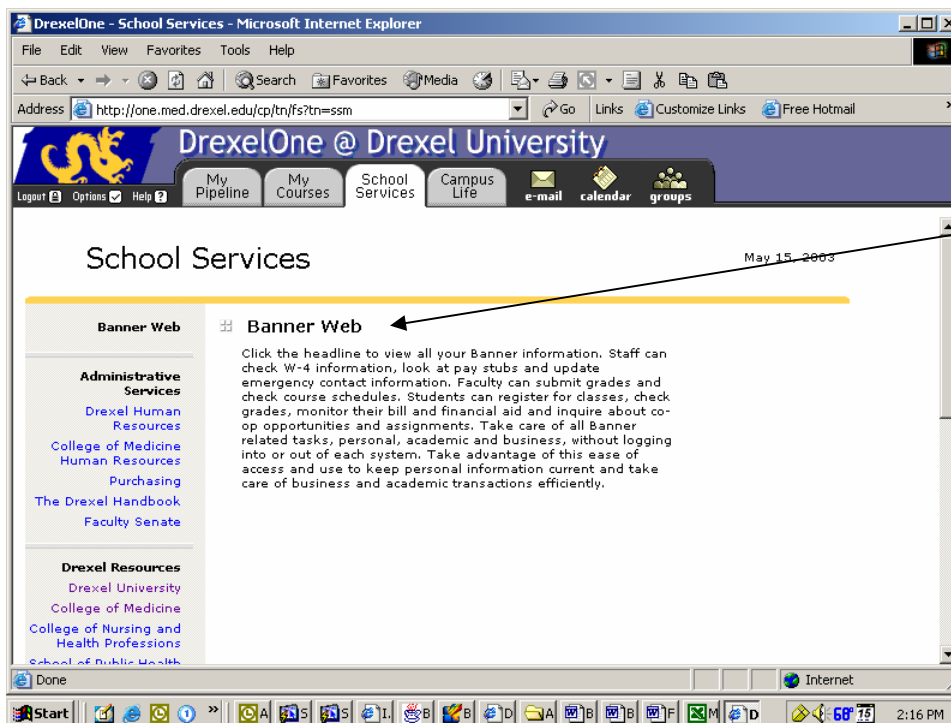
2. Login using your Drexel University Username and Password.
 - Your DrexelOne **username** is the same as your Drexel Computer Account. Usually this is your initials followed by two or three digits (for example, abc12).
 - Your DrexelOne **password** is your e-mail password.

If you have not yet picked up your Drexel computer accounts, go to the Computer Accounts Management System at accounts.drexel.edu. That's where you will receive the information you need for DrexelOne access, as well as other Drexel account information. Then, return to <http://one.med.drexel.edu> to log in to DrexelOne Med.

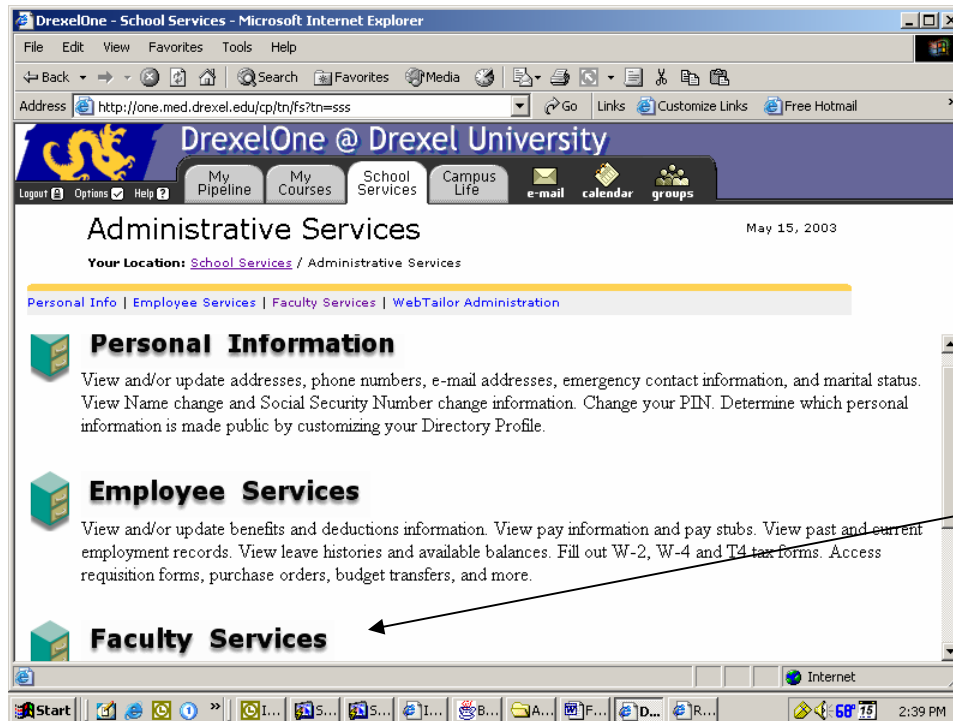
3. Once you are logged in you will see the following page. Click on the **School Services** Tab.



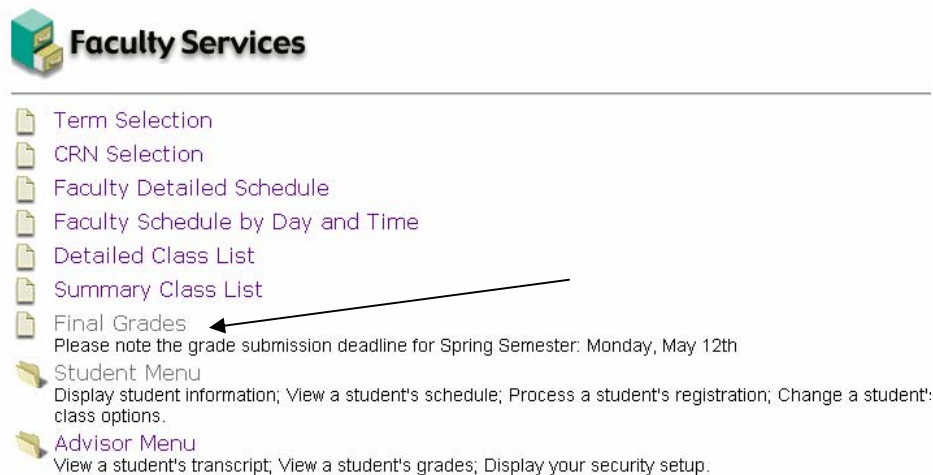
4. This will take you to the following page. Click on **Banner Web**.




5. Once in BannerWeb you'll see a series of menus. Click on **Faculty Services**.




6. For Grade Submission click on the option **Final Grades**. Under the Final Grades link you will see the last day that grades are due for the term. This date is term specific and will change from term to term.



7. Next you'll be asked to select the term from the pull down menu.


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

Select a Term: 

Release: 5.3

- Fall Semester 03-04
- Summer Semester 02-03
- Spring Semester 02-03
- Fall Semester 02-03
- Summer Semester 01-02
- Spring Semester 01-02
- Fall Semester 01-02
- Summer Semester 00-01
- Spring Semester 00-01

8. You should see a list of all the courses for which you are the Primary Instructor. Now select the CRN (Course Reference Number) and course you want to grade.

 Please enter the CRN you wish to access, or select a different term from the menu.

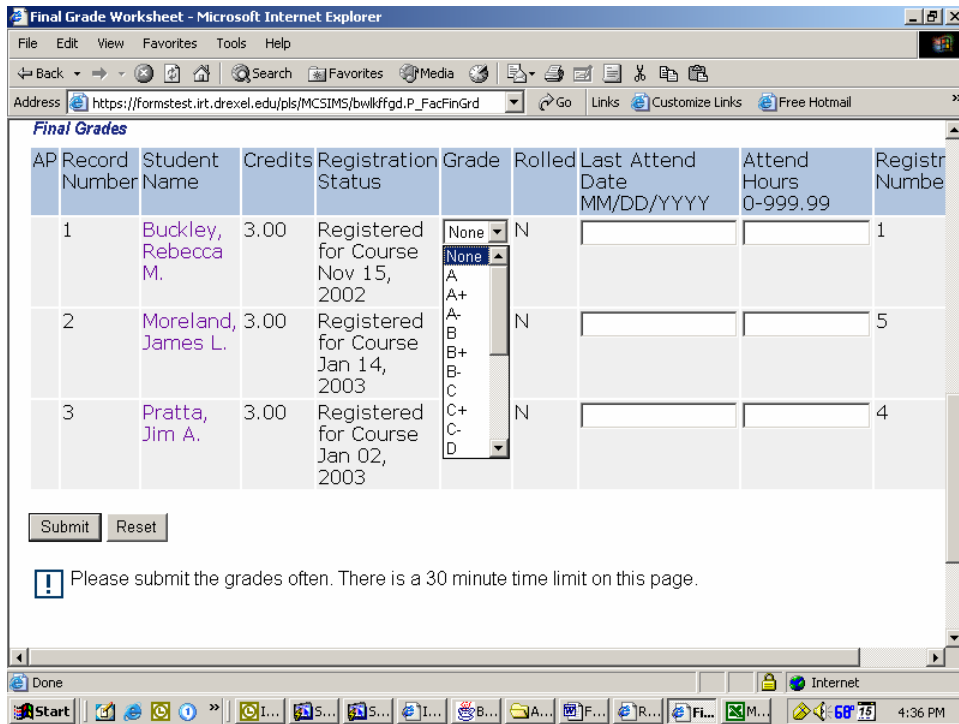
CRN: 

- HEALTH CARE POLICY - 10833
- GRADUATE PROJECT II - 10836

[Enter Section Identifier (CRN) Directly]

9. You should now be on the grade submission screen. Please read all of the information at the top of the page before posting and submitting grades.
10. Once you select the student for whom you are ready to submit a grade, in the Grade column click the drop down menu shown below.

This will display ALL of the valid Grading Options in Banner. The grading options displayed in BannerWeb are NOT course specific. Some grading options are not valid for a particular course. If you choose a grade that is not valid for that course, the grade will be converted to the appropriate substitute value on the student's record. If there is no substitute value it will produce an error in Banner that will have to be corrected manually. If you have any questions regarding what grading options are valid, contact the Registrar's Office at 215-762-7602 (Center City Hahnemann Campus) or 215-991-8206 (Queen Lane Medical Campus).



Grading Options and Explanation

A, B, C, D, & F – Standard grades submitted for a course with a standard grading mode.

A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F – Plus/Minus grade mode

H, HP, HS, MU – Used by the College of Medicine for medical student courses

IP – In Progress can only be assigned to a course with a grading mode of In Progress or Multiple Terms In Progress. A standard graded course will not accept this grade as an option.

I – Incomplete can be assigned to almost any course and indicates that the student and instructor have agreed upon a submission date for the incomplete coursework. The grade of 'I' has a statute of limitations of one Academic Year and will change to a grade of 'F' or 'U' at the end of that time.

S, U – Satisfactory/Unsatisfactory

None – This option will leave the student's grade unsubmitted (and unrolled) until the end of the grade submission period. Once grade submission has ended, the 'None' will be replaced by the grade of NGR (no grade).

11. Once all of the grades are entered, scroll down to the end of the list and click the Submit Changes button. Submitted grades are then rolled to Academic History by the Registrar's Office. Once a grade has been rolled, it CANNOT be changed via BannerWeb.