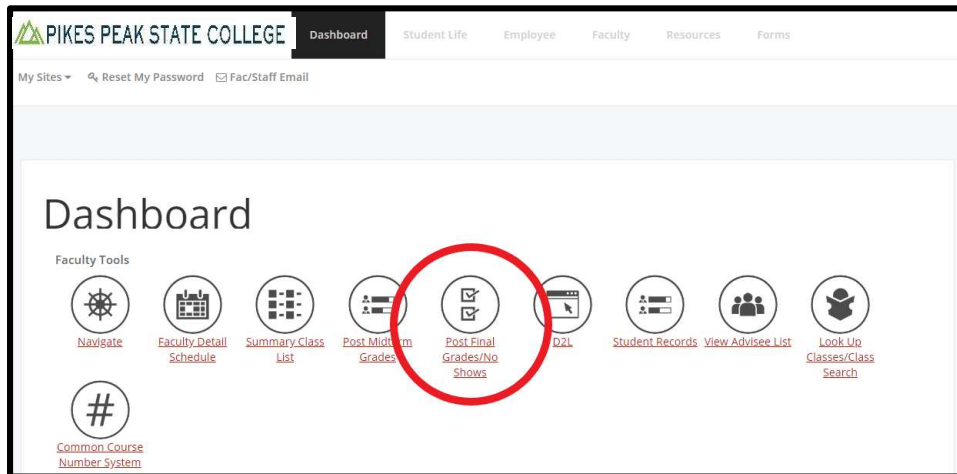


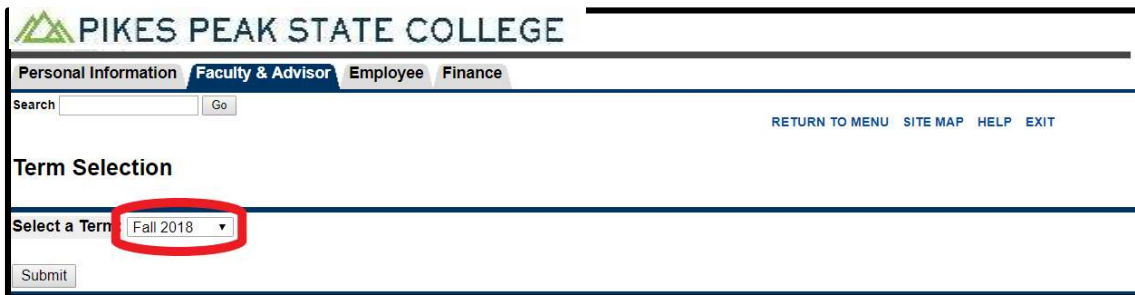
## Entering Final Grades into Banner (SSB) and D2L

**STEP 1:** Entering final grades is a two-step process... your role is not finished until **Both** items are completed.

1. Login to <http://my.pikespeak.edu> and continue to the Portal.
2. Select the “**Post Final Grades/ No Shows**” button on your dashboard.

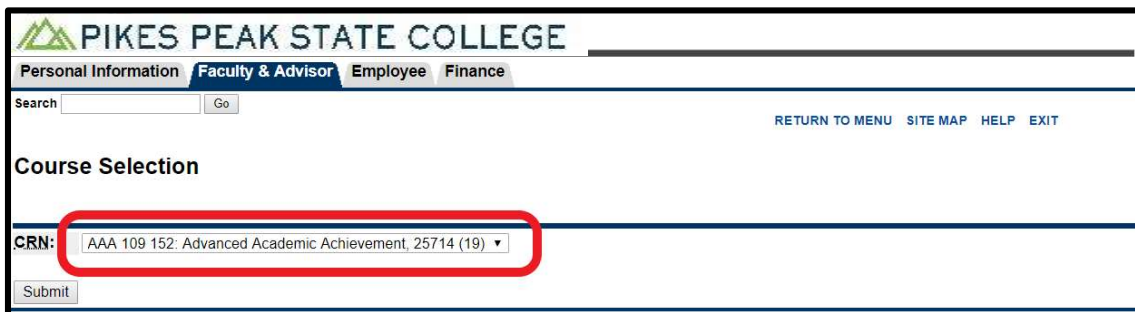


3. On the next screen, select the current term – and press “Submit”



The screenshot shows the 'Term Selection' screen. At the top, there is a navigation bar with 'Faculty & Advisor' selected and other options like 'Personal Information', 'Employee', and 'Finance'. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is titled 'Term Selection' and contains a dropdown menu labeled 'Select a Term' with 'Fall 2018' selected (circled in red). Below the dropdown menu is a 'Submit' button.

4. Then select the course for which you intend to enter grades – and press “Submit”



The screenshot shows the 'Course Selection' screen. At the top, there is a navigation bar with 'Faculty & Advisor' selected and other options like 'Personal Information', 'Employee', and 'Finance'. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is titled 'Course Selection' and contains a dropdown menu labeled 'CRN:' with 'AAA 109 152: Advanced Academic Achievement, 25714 (19)' selected (circled in red). Below the dropdown menu is a 'Submit' button.

**FOR ENTERING FINAL GRADES:**

1. Scroll down to the **Final Grades area**
2. **Enter grades for each student.** Please only use **A, B, C, D, or F.**
  - a. If entering "I" (this is for "incomplete" and is unusual -- please ensure an "Incomplete Grade Contract" form is submitted... form is available on the portal).

**Course Information**  
[Advanced Academic Achievement - AAA 109 020](#)  
**CRN:** 12455  
**Students Registered:** 20

Please submit the grades often. There is a 30 minute time limit starting at 11:10 pm on May 13, 2017 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 29, 2017	None None A B C D F	N			11
2	[Redacted]	S[Redacted]	3.000	**Web Registered** May 09, 2017		N			31
3	[Redacted]	S[Redacted]	3.000	**Web Registered** May 08, 2017		N			39
4	[Redacted]	S[Redacted]	3.000	**Web Registered** Apr 11, 2017	None	N			30
5	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 30, 2017	None	N			19
6	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 29, 2017	None	N			12

3. For students who earned an "F," their **Last Day of Attendance must be entered (MM/DD/YYYY).**

**Course Information**  
[Advanced Academic Achievement - AAA 109 020](#)  
**CRN:** 12455  
**Students Registered:** 20

Please submit the grades often. There is a 30 minute time limit starting at 11:10 pm on May 13, 2017 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 29, 2017	A	N			11
2	[Redacted]	S[Redacted]	3.000	**Web Registered** May 09, 2017	B	N			31
3	[Redacted]	S[Redacted]	3.000	**Web Registered** May 08, 2017	C	N			39
4	[Redacted]	S[Redacted]	3.000	**Web Registered** Apr 11, 2017	D	N			30
5	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 30, 2017	F	N	06/15/2017		19
6	[Redacted]	S[Redacted]	3.000	**Web Registered** Mar 29, 2017	A	N			12

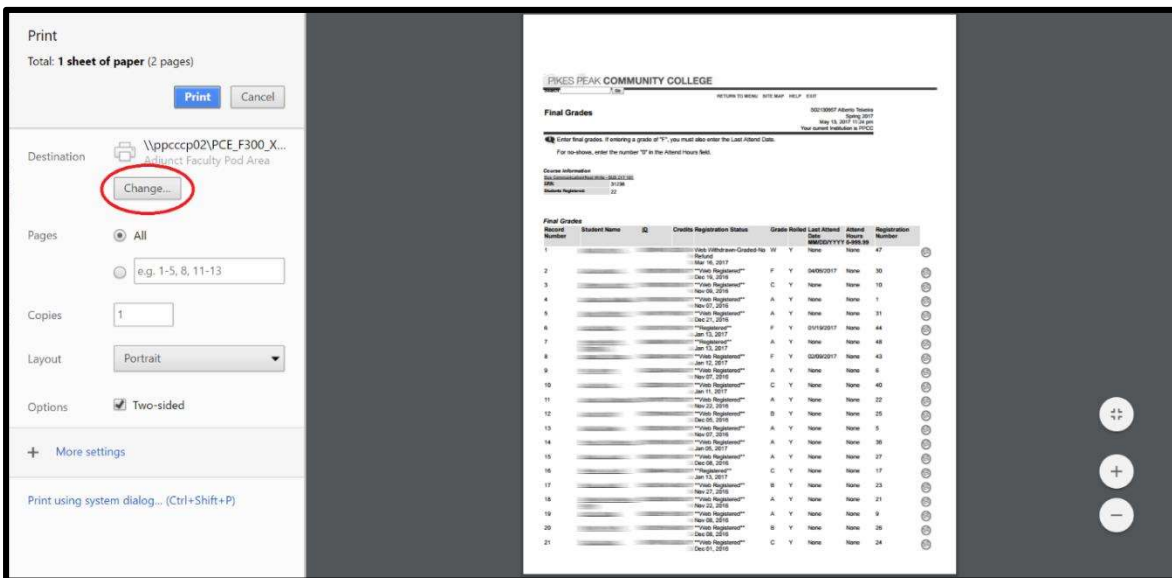
4. After selecting "**submit**," at the bottom of the page, ensure there are no error messages.
5. Your Banner submission is complete... proceed to Step 2 below.

## STEP 2: SUBMIT ELECTRONIC COPIES TO THE BPS DIVISION SHELL IN D2L

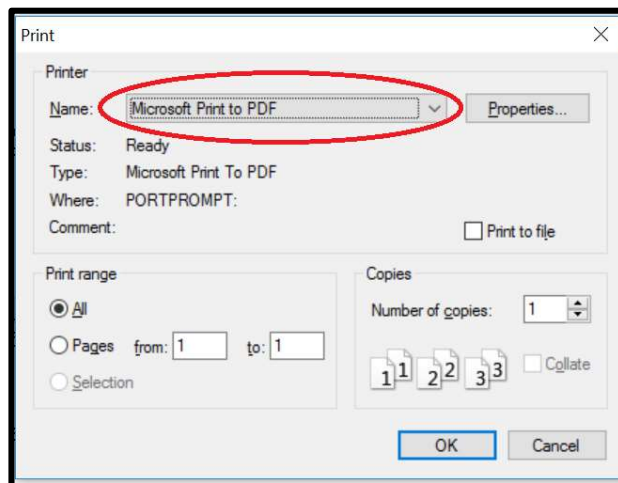
1. While still on your final grades page, right click on the screen and select “Print” – or press Control (CTRL) and “P”.

\*Note: Depending on your web browser, the following screens might appear slightly different – but the fundamental steps are the same.

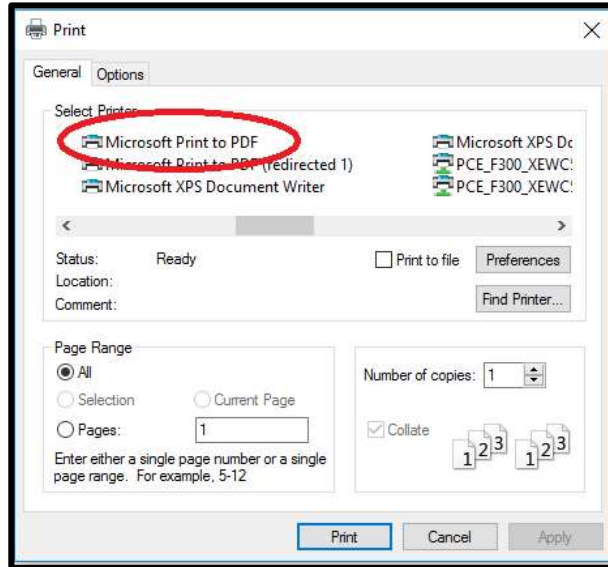
2. After the print screen appears, select Change Printer:
3. Depending upon your internet browser (Chrome, Firefox, Internet Explorer), follow the below steps...
  - a. (If using the Google Chrome Browser) – Select “Adobe PDF” or “Save as PDF” or “Print to PDF”



- b. (If using the Mozilla Firefox Browser) – Select “Adobe PDF” or “Save as PDF” or “Print to PDF”



c. (If Using Internet Explorer) – Select “Adobe PDF” or “Save as PDF” or “Print to PDF”



4. A prompt will appear after selecting print that will ask you to select a location for your new PDF file.
5. Please name your file to include Your Course, Section, and Name. Save the file on your computer in a location that is easy to find. The following example is ideal:

Ex: BUS 115.101 – Grade Submission – Mara Pinell

6. **Log into D2L and select the division BPS Shell from your home screen**, the current BPS Division Shell is named “BPS Division 2022-2023”

# Colorado Community College System

Announcements ▾

## Welcome to the Colorado Community College System console instance.

Posted by Kristin Rivedal • 🔄 Edited

This is the CCCS (top level) homepage. If you are currently enrolled in or employed by a specific college, you should see that college's landing page when you log in. If you do not, please contact your college administrator to have this corrected.

[Show All Announcements](#)

### Course Dashboard



BPS Division 2022-2023

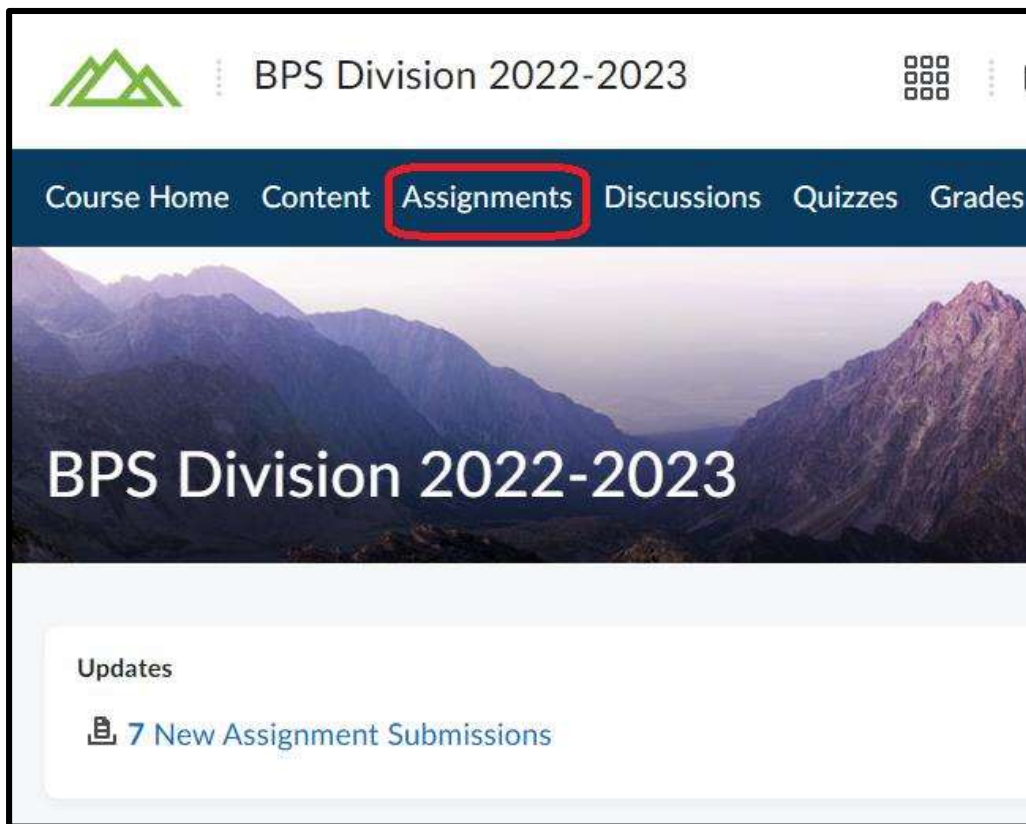
BPS DIVISION 2022-2023 • PPCC

OpenEnded

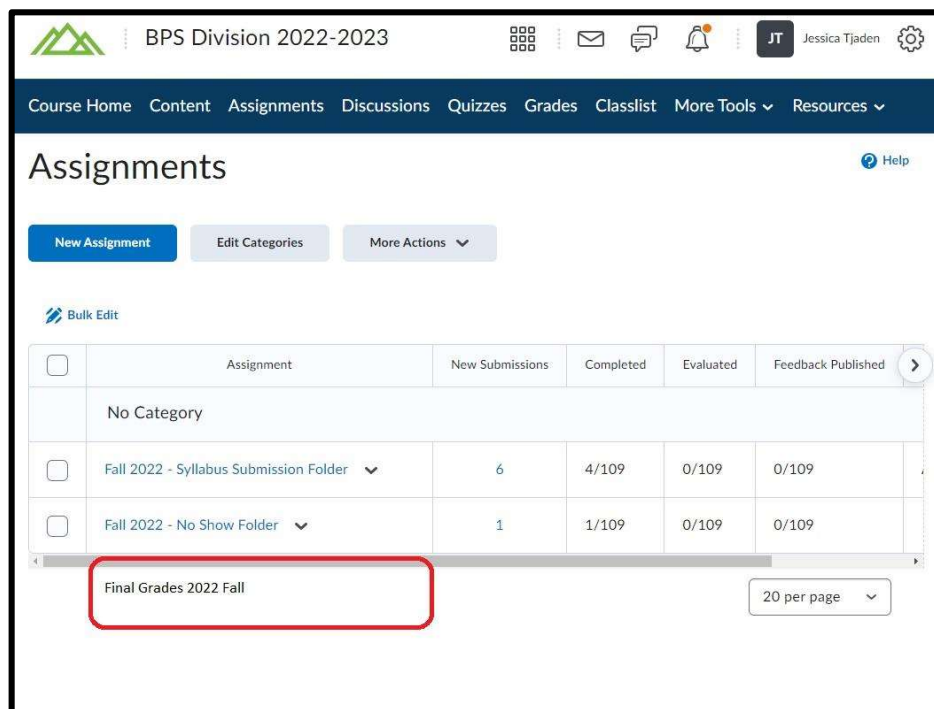


[View All Courses \(1\)](#)

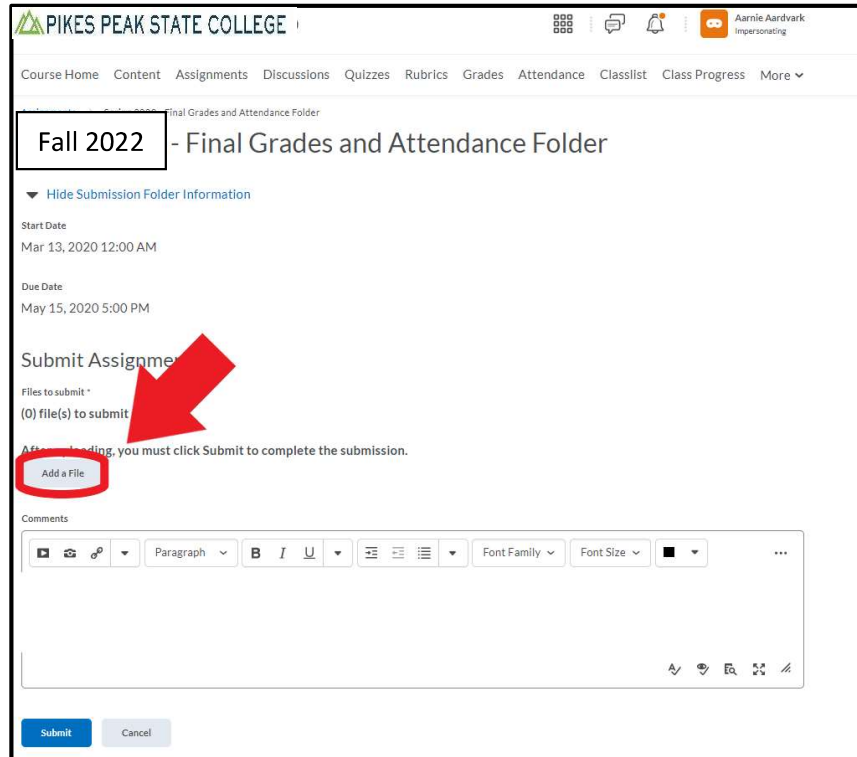
7. Select the “**Assignments**” tab at the top of the next screen.



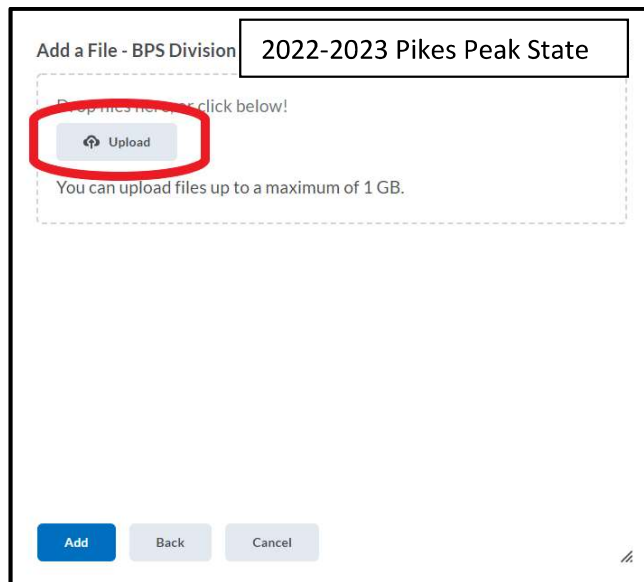
8. Select the appropriate submission folder for the grades you are submitting:



9. Add required files by selecting **“Add a File”**

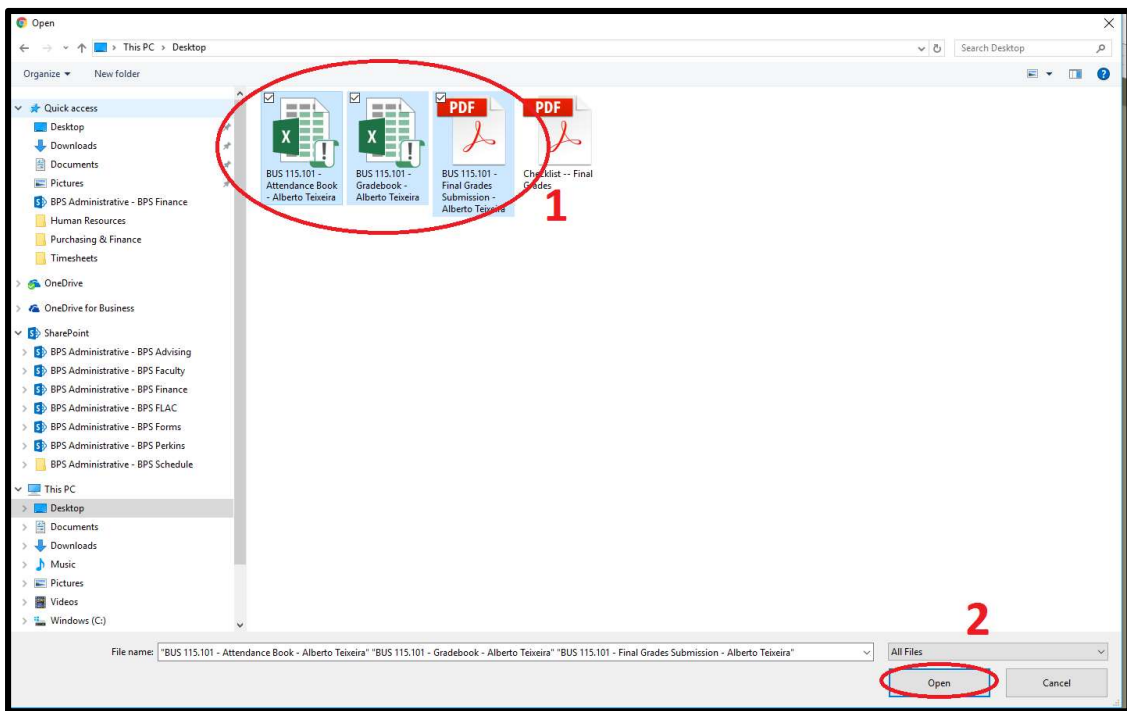


9. Select **“Upload”** to select your files.

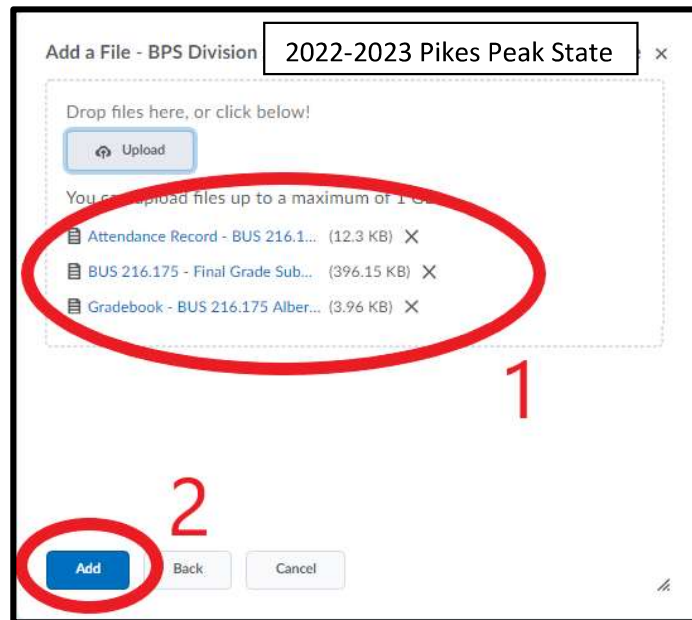


10. Select your grade submission files – and then select **“Open”**

**NOTE: Submit 3 Items per each class:** (1) Banner Grade Submission (2) Copy of Grade Book and (3) Attendance Records.



11. Ensure that all of your submission files are uploaded and select “Add”



12. Add a comment on your submission screen with your: course and section information, and your name.

13. After confirming that your files have been uploaded and comments completed, select “Submit”.



Assignments > Fall 2018 - Final Grades and Attendance

# Fall 2018 - Final Grades and Attendance

Hide Submission Folder Information

Start Date

Oct 22, 2018 2:00 PM

Due Date

Dec 19, 2018 5:00 PM

## Submit Assignment

Files to submit \*

(3) file(s) to submit

After uploading, you must click Submit to complete the submission.

- Add a File
- Attendance Record - BUS 216.175 - Alberto Teixe... (12.3 KB) X  
Source: My Computer
- BUS 216.175 - Final Grade Submission - Alberto... (396.15 KB) X  
Source: My Computer
- Gradebook - BUS 216.175 Alberto Teixeira.xlsx (3.96 KB) X  
Source: My Computer

Comments

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, background color, and grid.

BUS 216.175 Final Grades and Attendance  
Alberto Teixeira

Submit Cancel