Faculty Self-Service: Enter Final Grades

1. Logon to my.commnet.edu.

2. Login using your NetID.

   **NetID:** Faculty/staff: BannerID@mxcc.commnet.edu
   Example:
   00689764@mxcc.commnet.edu

   **Password:** The same password to log on to a campus computer at any of 12 community colleges.

   **Never logged on? Use the initial password!**

   First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

   *For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).*

   After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

   - Upper case
   - Lower case
One example of a new password is “Flower14” (case sensitive). Remember; do not use your name or birthday in the new password.

Click here for more information about NetID and password.

3. Click on the Banner Self-Service icon at upper right corner of the screen. Or click on the Faculty Self - Service System link under Faculty and Advisor Self-Service channel.
4. Click on **Middlesex Community College**.

5. Click on **FACULTY/ADVISOR SERVICES**.
6. Click on **Term Selection**. Select the term such as “**Summer 2015**” and click on **Submit**.

7. Click on **CRN Selection**, select the CRN of your course and click on **Submit**.

8. To enter final grades, click on **Grading Students** and select **Enter Final Grades**.
9. To enter grades, choose a grade next to a student. Click **Submit** when done. When there are more than 25 students, you will need to go to the next page to enter grade.

**IMPORTANT NOTES**
30-minute Time Limit
You will be logged out after 30 minutes of inactivity and will lose grades so please be prepared to enter all grades in a timely manner.

Submit Key
Final grades are immediately recorded when you press the SUBMIT key. Failure to press the SUBMIT key will cause all grades to be lost.

More Than 25 Students
If you have more than 25 students in your class, click the link at the top or bottom of the screen indicating #26 through the last student. This will bring you to the second page. You must submit each page individually.

Students with “W” (Withdrawal)
If a student has followed the official withdrawal procedures, a notation of “W” will appear “grayed out”. The “W” cannot be over-written.

Grade Changes
Prior to the grade due time, you are able to correct grades with the above method. But after the grade due time, you cannot change a student grade in Faculty Self-Service.

Grade Changes After Grade Due Time
For grade change after the due time, you need to obtain grade change form in Records Office, fill out and submit it to Records Office.

Incompletes
If you grant an Incomplete grade to a student, you need to fill out an Incomplete form and submit the form to office of Dean of Learning and Students Development (860-343-5866).