How Faculty Access Class Rosters or Student Information and Enter Grades

1. Log into Self-Service Banner. Go to www.fgc.edu and click on the MyFGC Portal link.
2. Enter your user ID (your employee email) and password (Your Banner default password is your birthdate in the format: MMDDYYYY. If your password does not work, enter your FGC User ID and click the Forgot Password? button. After you answer some security questions, you will be able to reset your password). Choose Faculty and Advisors Self-Service. This is where you access information about your classes and students.
3. Depending upon which option you select, you may be prompted to enter a term.

If the system is idle for a length of time, you may be prompted to enter your user ID and password again. This is a security measure to ensure that non-authorized individuals do not have access to the system via your access.

To Access Class Rosters or Student Information (student must be enrolled in your class):

- Select Summary Class List
- Select the term; SUBMIT
- Select the course; SUBMIT
  This is the class roster. **(Rosters may not be in alphabetical order until the Registrar runs a process at the beginning of the term)**
- From this form, you may also access the form to enter the grade for a student, look up information on the student, or get information about the course

To Enter Final Grades:

- Select Final Grades and select the term; SUBMIT
- Select the course that you want to grade; SUBMIT
- **It is recommended that all A-D grades be entered and submitted first. Grade submission issues typically result from I, U, and F grades. Specifically, be sure to enter the last date of attendance for any I, U, or F grades in the format shown at the top of the column. The last date of attendance may not be before the first day of class or after the last day of class.**
- Enter the grade for each student; SUBMIT. (You may do this whenever you have a grade for a student. **Be sure to enter the last date attended for any F, I, or U grade.)** If you are attempting to change a grade, but cannot, that means the grade has been rolled to the student's academic history. In that case, you will not be allowed to change grades online and should submit a grade change form to Enrollment Services.
- **I, U, and F grades**: If a grade of I, U or F is assigned, **the last date of attendance must be entered in the format shown on the grade entry form.** If not, a message will display when the grades are submitted. The message will indicate that the date is needed. **The date must be entered and the grades submitted again.**
- **I grades:** For any I grade that is entered, **the last date of attendance must be entered** (see bullet above). When grades are submitted, the I grade, default grade of F, and the date on which the grade will change to F are displayed. The faculty member may see a message regarding the default grade and date for any I grade submitted as the final grade. **The SUBMIT button must be selected again for the grades to be submitted. (However, last date of attendance must be entered first, if not already entered.)** To avoid having the I grade default to F, the faculty member should submit a grade change form to Enrollment Services prior to the default date.
- **If grades are submitted without any errors, a message will appear at the top of the grade roster indicating that the grades have been submitted.** If you get out of the grade roster and then go back in, all saved grades will display. If the grades are missing, they were not saved. Please check the format for the last date of attendance for all I, U, and F grades and submit again. If there are still problems, contact Enrollment Services.