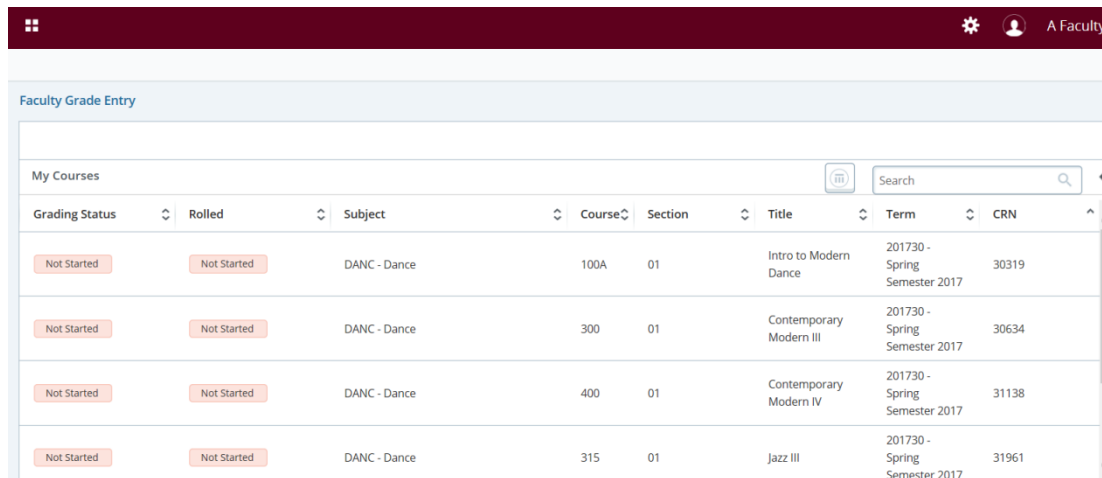


Banner XE Faculty Grade Entry

➤ Entering Final Grades Directly into Cyberbear

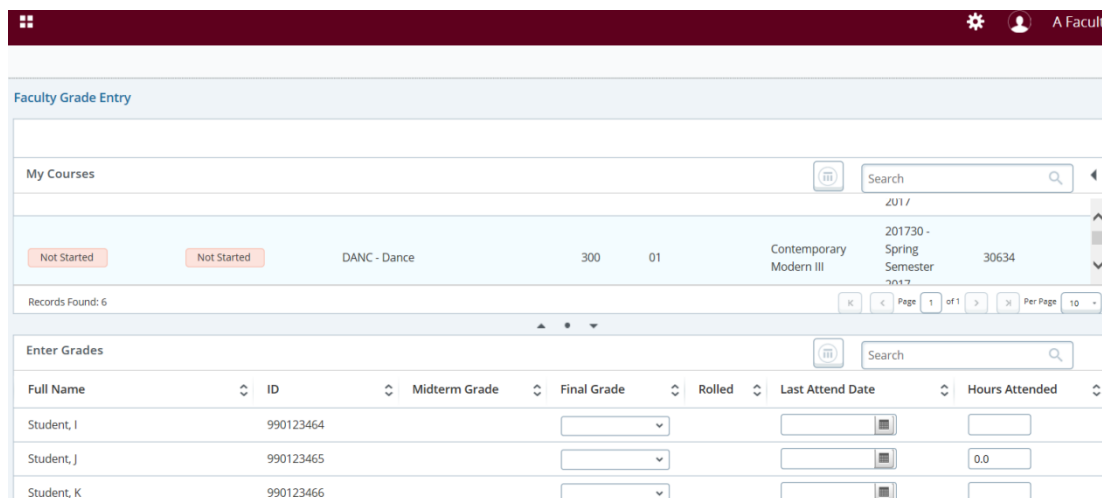
- Go to <http://cyberbear.umt.edu/>
- Enter your UM Netid name and password, and then sign in.
- Cyberbear main page > Proceed to main menu > select **Cyberbear for Faculty and Advisors** > Click through **Ferpa Warning** > Click **Faculty Grade Entry** from menu
- The Final Grades tab with only your courses that are open for grading will be displayed.



The screenshot shows the 'Faculty Grade Entry' interface. At the top, there is a search bar and a user profile icon labeled 'A Faculty'. Below the search bar is a table titled 'My Courses' with the following columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains four rows of course data, each with a 'Not Started' button in the 'Grading Status' column.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	DANC - Dance	100A	01	Intro to Modern Dance	201730 - Spring Semester 2017	30319
Not Started	Not Started	DANC - Dance	300	01	Contemporary Modern III	201730 - Spring Semester 2017	30634
Not Started	Not Started	DANC - Dance	400	01	Contemporary Modern IV	201730 - Spring Semester 2017	31138
Not Started	Not Started	DANC - Dance	315	01	Jazz III	201730 - Spring Semester 2017	31961

- Select the course by clicking on one of the columns. (You can also use the search box and enter a CRN)



The screenshot shows the 'Enter Grades' section of the 'Faculty Grade Entry' interface. It features a search bar and a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The table contains three rows of student data, each with a dropdown menu for 'Final Grade' and a text input for 'Hours Attended'.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student, I	990123464		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Student, J	990123465		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	0.0
Student, K	990123466		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Banner XE Faculty Grade Entry

- Select a student from the Enter Grades section of the page.
- Enter grade earned for selected student and if appropriate into the Final Grade box, enter Last Attend Date if F, RF, NCR, NC or I grades.
- Save the changes at bottom of screen. It is recommended to save frequently to ensure that grades are officially recorded.
- Logout after entering grades