Posting Grades in Banner

Grades are due by 10:00 a.m., the Thursday after the end of exams except for May graduation. PLEASE NOTE: GRADES ARE DUE FOR ALL GRADUATING STUDENTS (undergraduates and graduates) BY 10:00A.M. ON WEDNESDAY, not Thursday. All remaining grades are due by 10:00a.m. on Thursday.

Please submit your grades on-line via Banner Self Service. To access your on-line grade roster(s), please follow the instructions below:

1) Go the Citadel's homepage (www.citadel.edu) and click on Lesesne Gateway under "Faculty & Staff" on the navigation bar.

2) On the Lesesne Gateway homepage, enter your Citadel username and password and then log-in.

3) On the faculty tab, go to the Faculty Dashboard and click on the course to be graded for spring 2011.

4) At the bottom of the "Faculty Detail Schedule" page, click on final grades.

5) Select the course to be graded and click "submit."

6) Enter your grades and click "submit."

Banner Self Service will be available for grading effective Tuesday, 26 April.

In Banner, grades are not accessible to students until they are rolled into academic history. Therefore, I will be rolling grades into academic history daily during the grading period. Once grades are rolled into academic history, you will not be able to change them in Banner Self Service, even though the grading period may be opened. You will need to submit a "Change of Grade" form to the Office of the Registrar.

If you do not assign a grade to a student on the grade roster, please send me an explanation via e-mail at nesmiths@citadel.edu.

If you have any questions, please contact MAJ Eleanor Weiters at 953-6706, MAJ Susan Morris at 953-6964, or me at 953-6976.

Thank you.

Sylvia L. Nesmith
Registrar

LTC Sylvia L. Nesmith
Registrar
The Citadel
171 Moultrie Street
Charleston, SC 29409
(843) 953-6976 (Office)
(843) 953-7029 (Fax)