



**To:** Faculty  
**From:** Janelle Schofield, Registrar  
**Subject:** Final Grade Entry for **Banner 9**  
**Date Due:** Monday August 3, 2026 by the close of business

- ☐ **Please utilize self-service Banner and enter a Final grade for each student listed on your roster.** If you utilize self-service Banner, you do not have to turn in a paper roster. *Please only turn in a paper roster if you are experiencing issues getting grades entered in self-service Banner.*
- ☐ **For any student whose name does not appear on the roster**, please notify the Registrar's Office in writing/via email.
- ☐ **Please update attendance for all students in your course in Drop Guard.** Attendance reporting is mandatory. If a student is still showing on your roster but has never attended your course, please make a note on Drop Guard that the student has never attended.
  - This helps us to verify the students who have never attended classes and remain in compliance with federal financial aid regulations. Institutions who receive federal Title IV financial aid funds are required to report students who did not attend class or participate in an academically related activity (assignments, exams, discussions with professors, etc) for each course. If a student is paid financial aid for courses not attended, the College is responsible to return the financial aid back to the federal government. If this is a repeat finding, the College may be questioned on its administrative capability and subject to a fine and/or discontinuation of federal Title IV funds.

Please contact us if you have questions about submitting grades or encounter issues with self-service banner.

|                             |                 |                                                                      |              |
|-----------------------------|-----------------|----------------------------------------------------------------------|--------------|
| General Contact Information |                 | <a href="mailto:registrar@newriver.edu">registrar@newriver.edu</a>   | 304-929-5032 |
| Shamil Walton               | Records Officer | <a href="mailto:swalton@newriver.edu">swalton@newriver.edu</a>       | 304-929-5027 |
| Tonya Webb                  | Records Officer | <a href="mailto:twebb@newriver.edu">twebb@newriver.edu</a>           | 304-929-6722 |
| Janelle Schofield           | Registrar       | <a href="mailto:jschofield@newriver.edu">jschofield@newriver.edu</a> | 304-929-1044 |
| IT Help Desk                |                 | <a href="mailto:itsupport@newriver.edu">itsupport@newriver.edu</a>   | 304-929-6725 |

We appreciate all that you do!  
Warm Regards,

Janelle R. Schofield, Registrar

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[www.newriver.edu](http://www.newriver.edu)

**Greenbrier Valley Campus**  
653 Church St.  
Lewisburg, WV 24901  
304.647.6560  
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**Mercer County Campus**  
304 New Hope Rd.  
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Fax: 304.425.0860

**Nicholas County Campus**  
6101 Webster Rd.  
Summersville, WV 26651  
304.872.1236  
Fax: 304.872.3587

**Raleigh County Campus**  
280 University Dr.  
Beaver, WV 25813  
304.929.5450  
Fax: 304.929.6719

**Central Administration**  
280 University Dr.  
Beaver, WV 25813  
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## Submitting Final Grades in Banner 9

Log into: (<https://portal.newriver.edu>).

To the single sign on portal area, click on Banner 9 Faculty Grade Entry

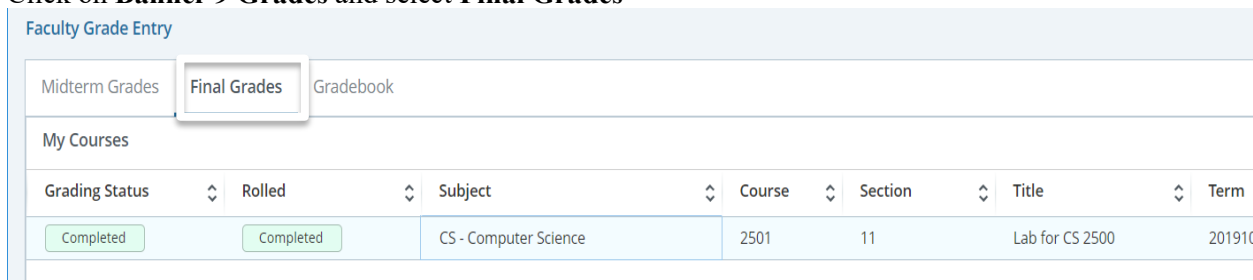
If you are prompted to log in again, use the same information as your MyNewRiver account.

There are two options for submitting grades. The instructions below are for manually entering each student.

There is an attachment to this email showing how to use a spreadsheet to enter grades for multiple students at once.

**Save your work frequently to avoid losing data.**

1. Click on **Banner 9 Grades** and select **Final Grades**



Faculty Grade Entry

Midterm Grades Final Grades Gradebook

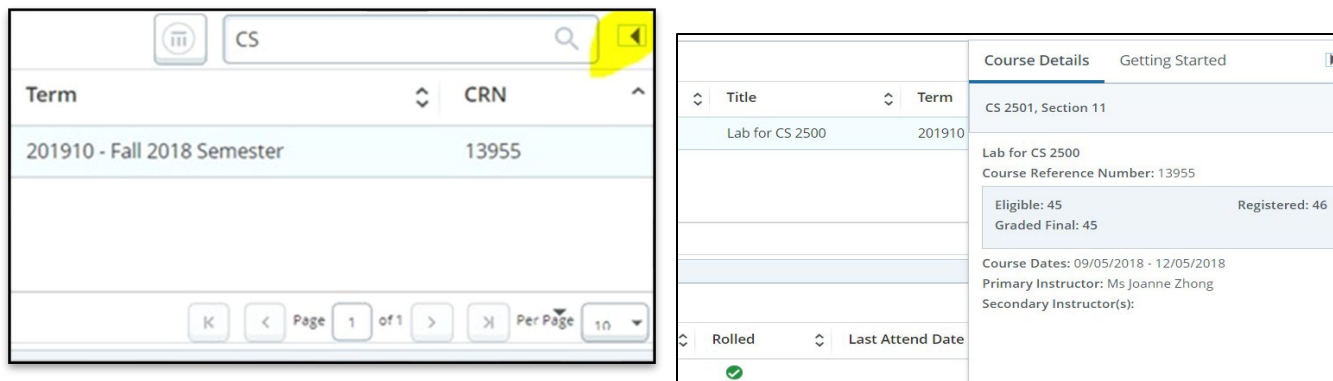
My Courses

| Grading Status | Rolled    | Subject               | Course | Section | Title           | Term   |
|----------------|-----------|-----------------------|--------|---------|-----------------|--------|
| Completed      | Completed | CS - Computer Science | 2501   | 11      | Lab for CS 2500 | 201910 |

Select a course from the list of gradable courses (The columns are sortable and you can use the search box to find classes)

2. Review information in the Course Details tab on the right

To review the Course Details for the selected course, click the arrow (highlighted in yellow) to the right of the Search box. Course Details will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and any secondary instructors.



Term CRN

201910 - Fall 2018 Semester 13955

Course Details Getting Started

CS 2501, Section 11

Lab for CS 2500 201910

Lab for CS 2500

Course Reference Number: 13955

Eligible: 45 Registered: 46

Graded Final: 45

Course Dates: 09/05/2018 - 12/05/2018

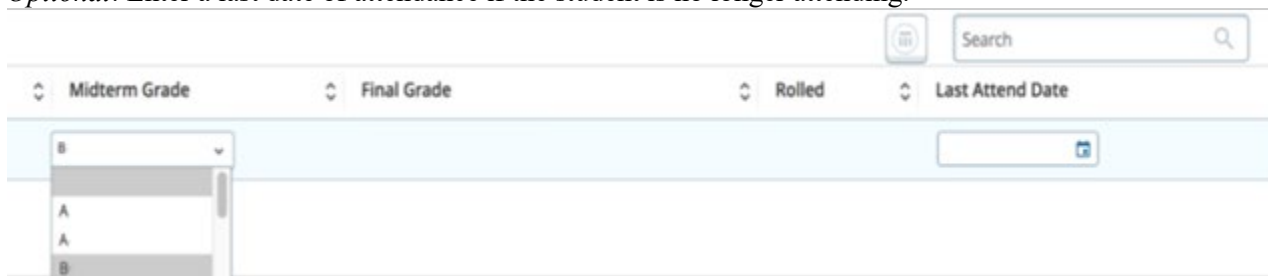
Primary Instructor: Ms Joanne Zhong

Secondary Instructor(s):

Rolled Last Attend Date

3. Once you have selected a class, use the dropdown box to enter a Final Grade for each student.

*Optional:* Enter a last date of attendance if the student is no longer attending.



Midterm Grade Final Grade Rolled Last Attend Date

B A A B

4. Continue to select students and enter grades and any other information
5. Save Changes (You may use the arrows near the save button to go back and forth through pages but may want to save in between.)

Navigation controls: K, <, Page 1 of 2, >, X, Per Page 25. Below are buttons for Save and Reset.

6. Correct any errors
7. Save again

**Save frequently to avoid losing data**

Grade options are A, B, C, D, F, P, SA, SB, SC, UD, UF. Please do not submit a numeric grade.

- Please do not enter a W grade, even if you believe the student may have dropped. All students listed on the grade sheet must be given a letter grade. Contact our office with any concerns about students dropping.
- **No FIW'S are allowed as final grades.**
- If you are assigning an **incomplete grade** for the term, an incomplete grade form must be submitted to the dean and our office will enter the incomplete grade after approval. Incomplete grade forms are available on the Intranet under Faculty Forms.

**To obtain an incomplete grade form or a change of grade form:**

Go to [www.newriver.edu](http://www.newriver.edu) –Faculty and Staff – Intranet Login/Logout – Faculty Forms. Please review the information in the Grade section of the College Catalog for incomplete grades.