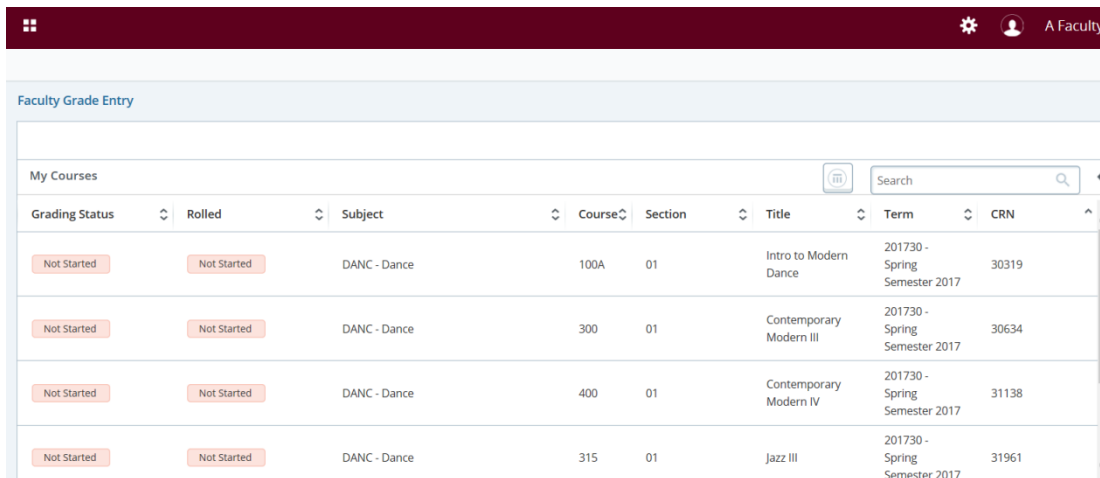


Banner XE Faculty Grade Entry

➤ Entering Final Grades Directly into Cyberbear

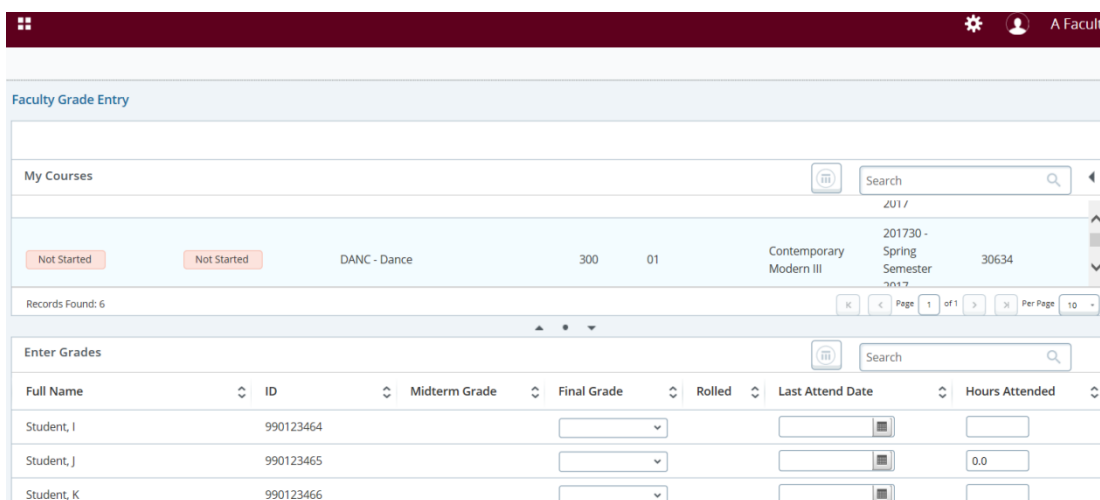
- Go to <http://cyberbear.umt.edu/>
- Enter your UM Netid name and password, and then sign in.
- Cyberbear main page > Proceed to main menu > select **Cyberbear for Faculty and Advisors** > Click through **Ferpa Warning** > Click **Faculty Grade Entry** from menu
- The Final Grades tab with only your 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 columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The table lists three students (I, J, and K) with their respective IDs and input fields for grades and attendance. The 'Hours Attended' column shows '0.0' for Student J.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student, I	990123464					
Student, J	990123465					0.0
Student, K	990123466					

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