



Office of the Registrar

Final Grade Entry Process

1. **Log into** the [GHC Faculty/Staff Intranet](#)
 - If you are off campus and not using a GHC issued device, you will need to use the VPN.
 - Click on [VPN Access Instructions](#) and follow the steps there, if needed.

GHC Home > Faculty/Staff

Faculty/Staff

Working at a GHC instructional site?

If you're a member of Georgia Highlands College's faculty & staff, click the button below to log on to the GHC Employee Portal.

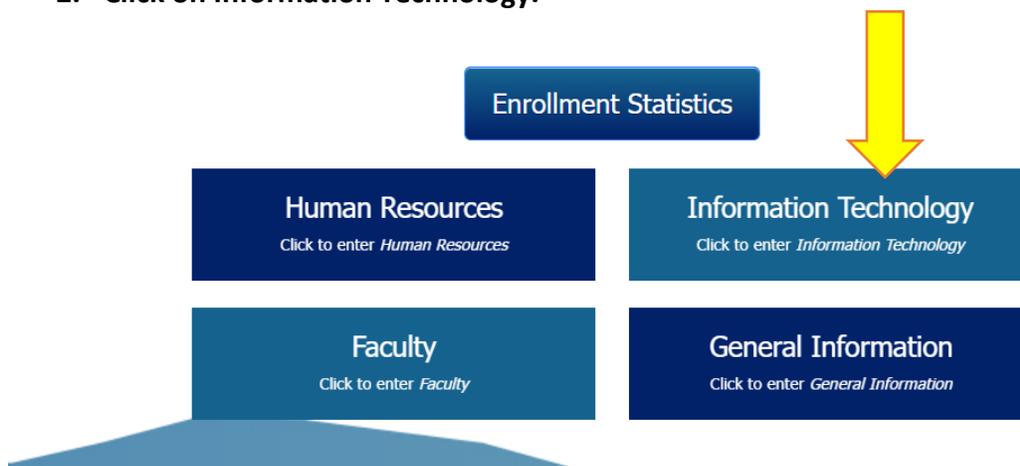
ENTER FACULTY/STAFF INTRANET PORTAL

Working offsite? VPN Access is required.

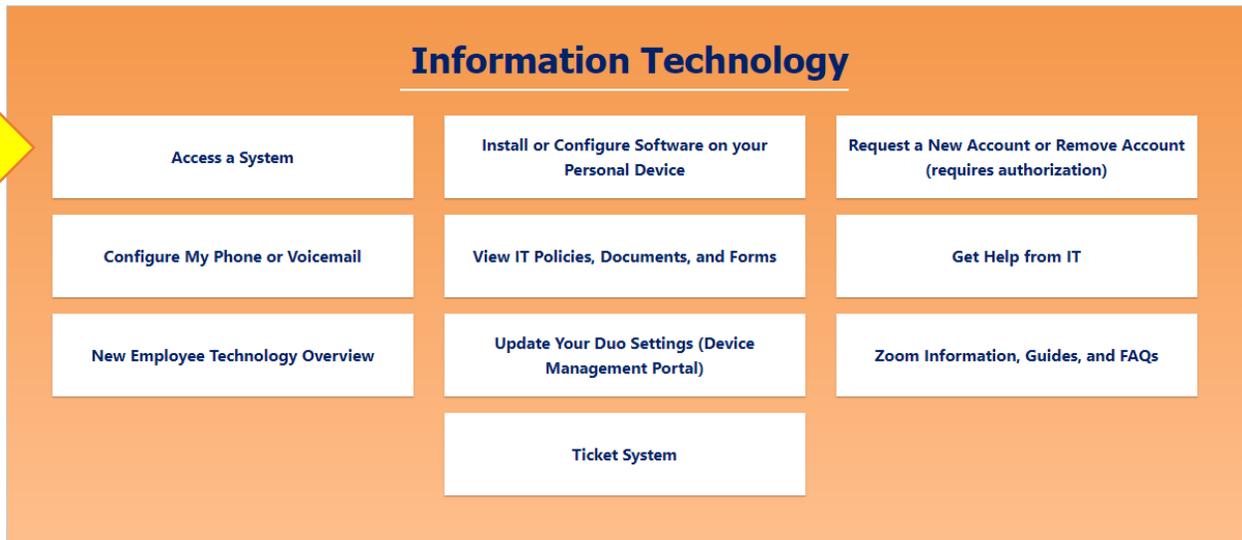
Faculty & staff can access the GHC Employee Portal offsite with VPN software.

[VPN Access Instructions](#)

2. **Click on Information Technology.**



3. Click on Access a System.



Information Technology

Access a System	Install or Configure Software on your Personal Device	Request a New Account or Remove Account (requires authorization)
Configure My Phone or Voicemail	View IT Policies, Documents, and Forms	Get Help from IT
New Employee Technology Overview	Update Your Duo Settings (Device Management Portal)	Zoom Information, Guides, and FAQs
Ticket System		

4. Click on Banner/Score.



Information Technology

Access a System	Install or Configure Software on your Personal Device	Request a New Account or Remove Account (requires authorization)
Banner/Score		
D2L		
Duo Device Management Portal		
Microsoft Office 365 (Employee Email)		
GHC Employee Password Reset		
Manually Connect to the "P-Drive"		
Navigate		
OneUSG / PeopleSoft / Careers		
Performance Progression		
Works		
Facilities Work Order System (Qware)		

5. Go to the Banner 9 Self Service Dashboards section and click on Faculty/Staff Self Service – Banner 9. If you are accessing this for the first time, you will be asked for a PIN. Your PIN is your six-digit birthdate (if your birthdate is June 1, 1958 your PIN is 060158).

Welcome to Self Service Banner

Production

GHCP PRODUCTION Argos

Banner 9 Self Service Dashboards

SCORE: Self Service 9 Student Self Service – Registration Faculty/Staff Self Service – Banner 9

Financial Aid Dashboard

6. Go to the Faculty Course Maintenance section and click on Faculty Grade Entry.

Faculty Course Maintenance

- **Faculty Detailed Schedule**
Displays the faculty member's schedule for the selected term. Both primary and non-primary instructors with instructional assignments can access this page.
- **Faculty - Week at a Glance**
Display of all of an instructor's classes for the selected week
- **Assignments**
All classes to which a faculty member is assigned; history includes all current and past assignments while active shows all assigned classes that have students registered for them.
- **Syllabus**
Maintain syllabus information, learning objectives, required materials, and technical requirements for the course; either type the information or copy from another source and paste.
- **Office Hours**
View or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sections
View or maintain office hours for a class; select the Display check box to allow students to view a class's office hours on the Web; using the Copy To pull down list, the instructor can also populate the office hours for other sections.
- **Faculty Grade Entry**
Enter and update midterm, final, and incomplete grades, in addition to the last date of attendance and hours attended.
- **Attendance Tracking**
Track attendance and absence statistics for students by CRN and meeting
- **Faculty View Academic Transcript**
- **Attendance Verification**

7. Select Final Grades tab and select a course from the list of gradable courses by clicking anywhere on that course row.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status ⌵ Rolled ⌵ Subject

Not Started Not Started ARTS - Art

Not Started Not Started ACCT - Accounting

Records Found: 2

Enter grades for each student using the dropdown box in the Final Grade column.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Caisey, Itena I.			<input type="text"/>		<input type="text"/>
Cantu, Brooklyn H.			<input type="text"/>		<input type="text"/>
Desil, Deborah F.			<input type="text"/>		<input type="text"/>
Fernandez, Sophia			<input type="text"/>		<input type="text"/>
Hamm, Claire O.			<input type="text"/>		<input type="text"/>
Rana, Najeb M.			<input type="text"/>		<input type="text"/>
Riekert, Ava R.			<input type="text"/>		<input type="text"/>
Sandoval, Horacio A.			<input type="text"/>		<input type="text"/>

IDs hidden in example for privacy

Enter last date of attendance for each student who earned an F\$ or F%\$ in the Last Attend Date column.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Caisey, Itena I.			<input type="text"/>		<input type="text"/>
Cantu, Brooklyn H.			<input type="text"/>		<input type="text"/>
Desil, Deborah F.			<input type="text"/>		<input type="text"/>
Fernandez, Sophia			<input type="text"/>		<input type="text"/>
Hamm, Claire O.			<input type="text"/>		<input type="text"/>
Rana, Najeb M.			<input type="text"/>		<input type="text"/>
Riekert, Ava R.			<input type="text"/>		<input type="text"/>
Sandoval, Horacio A.			<input type="text"/>		<input type="text"/>

IDs hidden in example for privacy

Click the save button at the bottom of the screen to save entries. Save frequently to avoid losing data. You will be able to update grades and LDAs until the grade deadline here. Be sure to have saved your work before the grade deadline to ensure it is received.

Sandoval_Isoracio A.	D	
Strickland_Breonna	B	
Sweeney_Beagan L.	D	
Wadsworth_Abigail C.	A	
Young_Bachel	F#	02/21/2024
Records Found: 12		Page 1 of 1 Two Page 28
		<input type="button" value="Save"/> <input type="button" value="Reset"/>

IDs hidden in example for privacy

