### Final Grades

Select a course using the drop-down menu for the course. The final grade entry period will begin on the date mentioned in the course details. Grades are entered using the drop-down selection option.

#### Midterm Grades

- Rhetoric and Composition (RHET) 233: P
- Rhetoric and Composition (RHET) 105: B3

#### Final Grades

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ID</th>
<th>Midterm Grades</th>
<th>Final Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Hours Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>600000001</td>
<td></td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td>600000002</td>
<td></td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td>600000003</td>
<td></td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 4</td>
<td>600000004</td>
<td></td>
<td>C+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 5</td>
<td>600000005</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student 6</td>
<td>600000006</td>
<td></td>
<td>F</td>
<td></td>
<td>09/15/2015</td>
<td></td>
</tr>
<tr>
<td>Student 7</td>
<td>600000007</td>
<td></td>
<td>A</td>
<td></td>
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<tr>
<td>Student 8</td>
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<td>A</td>
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<tr>
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<td>A+</td>
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<td></td>
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<tr>
<td>Student 10</td>
<td>600000010</td>
<td></td>
<td>C-</td>
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</tr>
</tbody>
</table>

#### Grade Status Bar Indicators:
- Green = Complete
- Yellow = Incomplete
- Blank = Not Started

### Exporting/Importing Excel Grade Spreadsheet

- **Export Grade Template** — This option allows you to export the class roster of the CRN that was selected.
- **Import Grade Template** — This option allows you to import an Excel file that contains the final grades for your course. If your Excel file has column headers, you can use the mapping feature to identify the columns. However, the following column categories are required in order to successfully upload your Excel file:
  - **Spreadsheet Columns Required for Import**: Student UIN; Final Grade; Last Attend Date (If an F or U grade is assigned); Hours attended (If an F or U grade is assigned)
  - After mapping the Excel file, the validation report will display any errors in the Excel file import and provide detailed information on correcting these errors.

**MUST** click on the "Save" button for entered grades to be submitted to Banner.

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[Office of the Registrar](http://www.registrar.illinois.edu/final-grades)