Entering Final Grades at the End of the Semester

Click here to watch the video tutorial or follow the screen shots below.

Go to MyCanisius. There's a link on the College home page (upper right) but the quickest way is the URL my.canisius.edu.

It is time to meet with your advisor to plan your Fall 2017 class schedule. The Fall schedule and Advisement Guide now appear online.

UNDERGRADUATES: To prepare your Fall schedule you should:

- Run your Self-Service and review your remaining degree requirements.
- Review the course offerings to work out a preliminary schedule. This is important to ensure you make the best use of your meetings with your advisor.
- For information on viewing and selecting the Fall 2017 schedule, please refer to the "Fall 2017 Advisement Guide." In MyCanisius, in the "Schedules and Registration" section of the navigation bar.
- Schedule an appointment to meet with your advisor to review your course selections. You should also see this time with your advisor to discuss your career goals and opportunities for the major, as well as class and event dates that may interest you.
- Your advisor will give you your registration PIN, which you will need in order to register.
- You will get a message in MyCanisius once you have registered for the course.
- An email with your advisor's email address will be sent to you.

It is a good idea to meet with your advisor before you register to get feedback on your schedule.

- To register for classes, go to your MyCanisius login page (this is the page you are on now) and select "Register for Classes." Click "OK" to continue.
- Log in with your username and password. Next, register begins at 7:30 am (Pacific Time). These are the times that you can access the system. If you log in for more than 20 minutes prior to the 7:30 am start time, you can secure your position in the regular registration process. If you log in too early, your registration will be deactivated.
- Please make sure that your registration is not added to your class record.
- Your registration is complete.
- If you have any questions or problems, please call 888-260 or visit us in Room 100, Room 200.

The Student Records & Financial Services Center will be open beginning at 7:30 am on each registration Tuesday. If you have any questions or problems, please call 888-260 or visit us in Room 100, Room 200.
Once logged in, go to "Faculty Services" in the lower lefthand menu. Click that to expand that submenu. From there, click "Final Grades (SSB)." This will log you into Self-Service Banner, our academic records system, and take you to the appropriate space for entering final course grades.
Once in Banner/Final Grades, you'll move through a series of dropdown menus. From the first, select the semester and click "Submit." From the follow-on menu, select the course section for which you wish to enter grades, and click "Submit."

You'll then see a list of your students, with appropriate spaces to enter or select letter grades.

Pro Tip! While you must submit your final course grades through Banner Self Service, D2L can at least help you calculate those grades. Take a look at this tutorial for converting your D2L gradebook to a letter grade scheme.