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.

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.