

# Important Instructions for 2025 Senior Grades

**ALL SENIOR GRADES ARE DUE WEDNESDAY MAY 14 by 3 pm**

*Graduating seniors must have a grade assigned for ALL coursework,  
Grade of I or IP may not remain on the transcript.*

Note: Block 8 grades for *non-graduating* students are due later in May, a reminder will be sent.

## Block 8 Grade Sheets Are Now Open!

To access your Block 8 grade sheet, please follow the instructions below:

1. Login to Banner
2. Choose **Faculty Services**
3. Choose **Select a Term- choose Spring 2025**
4. Choose **Select a Course-** scroll through the drop-down menu to find your course (don't forget-your cross-listed courses have a separate CRN and grade sheet)
5. **Submit**
6. Choose **Enter Grades**
7. This brings you to your grade sheet
8. Click on the grade drop down menu to the right of the student's name
9. **SENIOR students will be listed at the top of your grade sheet - the header is identified with a RED ASTERISK \***
10. ENTER GRADES for each SENIOR student - then, **SUBMIT** (lower left) *You may submit your senior grades even if the rest of your class grades are not recorded.*

**Short Cut! To submit grades for *seniors in earlier blocks*, please follow the instructions below:**

1. Log in to Banner
2. Choose **Faculty Services**
3. Choose **Incomplete or Missing Grades Summary** (this will show all students in need of grades, **seniors will have a red asterisk\***)
4. Enter grades
5. **SUBMIT**

## Seniors with an I (Incomplete) or an IP (In Progress Grade):

Please send the **student ID and final grade** directly to me, I will make the grade update and confirm back to you: [karen.west@coloradocollege.edu](mailto:karen.west@coloradocollege.edu)

*If you do not receive an email confirmation back from me within 24 hours, please reach out again.*

If you are accessing Banner from off- campus, please use the guide on this link:

<https://www.coloradocollege.edu/offices/its/guides/connect-from-off-campus.html>

**Please call if you have any questions, I'm happy to help!**

Karen West (719)389-6612