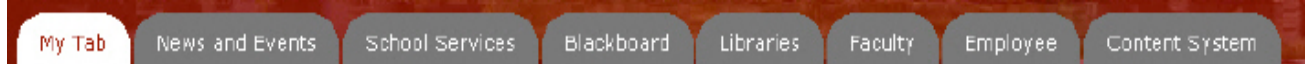


**To Drop a Student from your class for non-attendance:**

1. Run a fresh class roster, save as an Excel file and print. If the student has already dropped the class it will be indicated on the new class roster.
2. Circle name of the student or enter X in drop column & indicate last date of attendance or never attended, if appropriate.
3. Sign and deliver to Records and Registration Office 114H Johnston Hall (or send through campus mail) **Note:** Students are dropped effective the date that your roster is **received** in the Records & Registration Office.

**To View a Class Roster:**

1. Open any supported browser and go to [myMiami.muohio.edu](http://myMiami.muohio.edu)
2. Log in to myMiami by entering your Miami UniqueID and MUnet password.
3. Select the "Faculty" tab to view a list of classes that you are teaching.





**Optional:** To view classes from a term other than what is currently displayed, use the pull-down menu to select another term and select "GO".

**If you do not see a class listed that you are assigned to teach, contact the course coordinator for your department. The list of classes assigned to you in myMiami is updated every 24 hours.**

4. Select the 'Class Roster' link. It may take up to a minute for the roster to appear on the screen. At this point, you are in MInE, Miami's report environment.


**To Print a Class Roster:**

**NOTE:** The best format for printing a class roster is a PDF (Adobe's Portable Document Format) file. A roster created in this manner can be viewed and printed but cannot be changed. Class rosters can be edited after downloading the class roster into Excel.

1. Open a class roster by following the instructions above.
2. Select the  button to create a PDF file.
3. When the roster is viewable on the screen in the PDF format, select the  printer icon on the top menu bar or from the File menu, select "Print" to print a copy of your roster.


**To Save the Displayed Class Roster as an Excel File:**

**Windows Instructions:**

1. Select the  icon at the top of the class roster.
2. Select "Open" to open the file in Excel.
3. From the File menu, select "Save as". Enter the desired name of the class roster and change the file type to 'Microsoft Excel Workbook (\*.xls)'. NOTE: This choice is usually at the top of the list of file types.
4. Close the class roster window to return to myMiami and select the next class.

**Macintosh Instructions:**

Following are instructions that typically work on a Mac running OS X or higher. If these instructions do not work for you, please call the Support Desk at 513-529-7900 and press #2, then #1 for Administrative Support.

1. Select the  icon at the top of the class roster. This will save the file to your desktop. The file will be called "szrrstr\_.csv" with a number where the \_ is.

*Note: The download manager may open and/or the class roster .csv file may open in a text editor window. Just close these windows if they appear.*

2. Open Microsoft Excel.
3. From the File menu, select "Open" and locate the saved file on your desktop.
4. From the File menu, select "Save as". Choose a location, enter the desired name of the class roster and change the format type to 'Microsoft Excel Workbook'.
5. Close the class roster window to return to myMiami and select the next class.

For More Information

Login/Technical Support: Call IT Services Support Desk, 529-7900, press 2, then 1 for Administrative Support.

Class Roster Registration Questions: Call the Middletown Records and Registration Office, 513-727-3217.

## Entering final grades into BannerWeb

Conditions for using Banner Web for entering grades:

◇ To enter grades for a particular CRN (Course Reference Number), you must be assigned as an instructor for that course for the selected term.

◇ Certain courses, such as zero credit labs, are not gradable. You will receive a message "Section is NOT gradable."

**CHANGES:** You can enter or change submitted grades through BannerWeb until the deadline for grade submission.

## Banner Web Grading

**NOTE: Course enrollment in BannerWeb is completely up-to-date and reflects all recent additions and deletions of students to your class.**

1. Open any supported browser and go to [myMiami.muohio.edu](http://myMiami.muohio.edu) NOTE: To view the supported software list, go to: [www.muohio.edu/supportedsoftware](http://www.muohio.edu/supportedsoftware) and select the appropriate platform link.
2. Enter your Miami UniqueID and MUnet password and click the 'Login' button.
3. Under either the "My Tab" or "Faculty" tabs, first locate the "My Courses" heading, and then "Courses You're Teaching" in order to view a list of your classes.



Optional: To view classes from a term other than what is currently displayed, use the pull-down menu to select another term and select "GO". If you do not see a class listed that you are assigned to teach, contact the course coordinator for your department. The list of classes assigned to you in myMiami is updated every 24 hours.

4. Locate the class for which you wish to enter grades and select the "Final Grades" link to open BannerWeb for grade entry. **Note: Link is available only during grade submission periods.**
5. Enter a grade from the drop-down list for each student. Continue through the list of students.

**Note: Do not enter grades of P.S. or U except for Student Teaching and certain dissertation research courses.**

**NON-ATTENDANCE: Any listed student who discontinued attendance or never attended and was not pre-assigned a W, must be assigned a final grade for the course. Also, for federal financial aid compliance: (1) if the student ceased attendance, you must enter the date of last attendance under the Last Attend Date column, or (2) if the student never attended, you must enter 0 in the Attend Hour column.**

6. Click the 'Submit' button at the bottom of the page to save your grade entries. Submit (save) each page before moving to next page. **WARNING: Save your work often and at least every 14 minutes. Banner will automatically log you out after 15 minutes of inactivity and you will need to reenter any grades that you did not submit/save.**

7. Close the Web Grade window to return to the "My Tab" or "Faculty" page in myMiami.
8. Run and print your myMiami Class Roster to confirm your submitted grades.
9. Select next course for grading and repeat steps 4-8.
10. Log out of myMiami and close the browser.

## For More Information

Login/Technical Support: Call IT Services Support, 513-529-7900, press 2, then 1 for Administrative Support.

Final Grade Questions: Call the Middletown Records and Registration Office at 513-727-3217.