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**How to Enter Grades in Banner 9 Faculty Services (Cougar Tracks)**

1. Log into MyTC (upper right-hand corner of the TC homepage). If you need to reset your password, please contact A&R at 7741.

A close-up of a screen

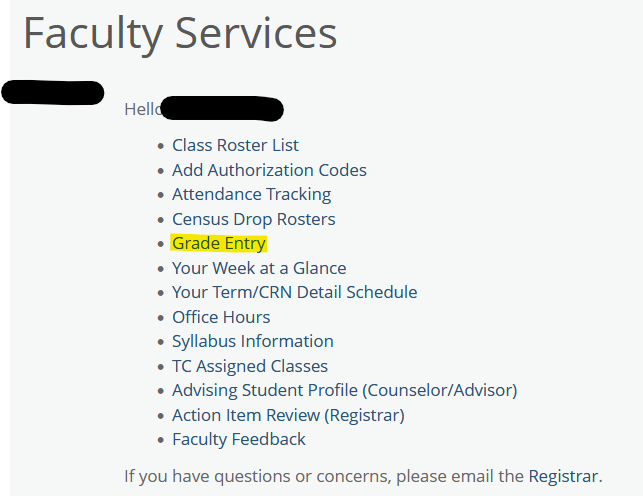
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1. Click on the Faculty Services (Cougar Tracks) icon

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1. Click on “Faculty Grade Entry”



1. Click on the course you are wishing to enter grades for and the students will populate below.

A screenshot of a computer

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1. Select the appropriate grade from the drop-down menu for each student. The last date of attendance is required for each “FW” grade you enter.

Other helpful grading tips:

* If your students are showing up on multiple pages, change the drop-down menu in the bottom right-hand corner to display all students. This will ensure you don’t miss a page of students or navigate between pages without saving.

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* If you are issuing an **Incomplete**, you need to submit the [Incomplete Grade Assignment](https://ct-prod-wp.taftcollege.edu/forms/admissions/incomplete-grade-assignment/) form online. This can be found under the Faculty Resources page.
* If you see **Pass/No Pass** as grading options for a student that typically has letter grade options displayed, they submitted a Request for Pass/No Pass grading to our office. If the student’s letter grade would have been A, B, or C then you would issue a Pass. If their letter grade would have been a D, F, or FW then you would issue a No Pass. Confirm that the student elected this grading option by calling our office at 7741.
* If your course is an **Arranged Hours** course, you will need to enter the hours when you submit the grades as well as the attendance tracking.
* **“W” Grades** cannot be assigned on a final grade roster. If the “W” is not appearing then the student did not drop the course and you are required to assign the grade the student earned.
* **“FW” Grades** are to be used when a student is failing a course due to non-attendance and/or non-participation. The last date of attendance is required for each “FW” grade you enter.