

LOADING MIDTERM GRADES ON BANNER WEB

Please follow the easy steps outlined below to successfully load your grades at midterm! Refer to the tips below if you have any questions. If you still need assistance, please contact the Office of the University Registrar at 683-4425.

- 1) Go to LEO Online www.leoonline.odu.edu or browse to LEO Online from www.odu.edu and **log in** to the secure area.
- 2) Select **Faculty and Advisor**
- 3) Select **MIDTERM or PROGRESS REPORT Grades**
- 4) Select a **TERM** and click **Submit**
- 5) Select a **CRN** and click **Submit CRN**
- 6) Enter **Grades** using the drop-down box next to each student's name. Select only valid grades for level/type of course.
- 7) Click **Submit** to save your grade entries before leaving the page. If you have more students, go to the next page of your roster to load their grades.
- 8) Use the **Faculty and Advisor** link to select another CRN.
- 9) Click **EXIT** on the upper right of your screen when you are done, to log out of LEO Online, and **close your browser**.

STEP 1: LOGGING IN to LEO ONLINE

- At the **USER LOGIN**, type in your **ID** (social security number or University ID number) in the **USER ID** field.
- Enter your **PIN** (initially your month, day, year of birth in MMDDYY format). If your PIN is expired, you must create a new 6-digit PIN. Click **Login**.

STEPS 2-5: FACULTY AND ADVISOR SERVICES MENU: FINAL GRADES

Select the **CRN** for which you are entering grades. Click **Submit CRN**. When you have submitted the CRN, the class roll for the selected course will appear on your screen. The following information will display: student name, credit value of course, how student registered, registration date, grade mode (N=normal, A=audit, P=pass/fail), grade, rolled indicator (Y/N).

STEPS 6-7: ENTERING GRADES

- **Type only in the GRADE field, using the drop down box.**
- **YOU MUST USE THE DROP-DOWN BOX** associated with the student's name in order to enter a grade. Please note that all valid grades for any course display in the drop-down box. **PLEASE SELECT ONLY VALID GRADES FOR THE LEVEL OF THE COURSE or THE TYPE OF COURSE** (i.e., standard letter grades are not valid for general studies courses, graduate students may not earn grades of D [including plus or minus], etc.) If you have completed entries or if you must log off your system...
- **You must click on the SUBMIT button to save your entries or your work will be lost!**
- If you discover you have made an error or you have recalculated grades, you may change an entry as long as the grade has not rolled to academic history. When you have submitted grades, the system displays a message confirming that your changes were made successfully.
- You can continue to work on grades as your schedule permits. If you must leave a grade sheet incomplete, please be certain to **submit** the grades and **log off** your system so that no one can tamper with your entries.
- When you enter a grade sheet for the first time, you will notice that the "rolled" column displays "N". This means that no grades for the particular call number have been rolled to student academic histories. Grades will be rolled periodically through the day, multiple times throughout peak grading periods. When a grade has been rolled, "Y" appears in the rolled column and no drop-down box is offered for entering a grade.
- *When individual grades have been rolled, you will no longer be able to change a grade online.* After a grade has rolled, to change a grade you must submit the "Grade Change Form" available from your department office.
- **Automatic log-out of LEO will occur after 5 minutes inactivity. Type any key to maintain your session.**

STEP 8: ENTERING MULTIPLE CRNs and COURSE ASSIGNMENTS

- If you have more than one course reference number to enter, you must select the next course reference number from the **Faculty & Advisors Menu** and enter grades as described above.
- If a CRN does not appear for a course you taught, you are not coded as the instructor of record in Banner. Notify your department chair so that scheduling@odu.edu can assign you as the course instructor.

STUDENT INFORMATION LOOKUP

- You will notice that the student's name is linked to additional information. You can look up the student's address and telephone information by clicking on his/her name. This is confidential information.
- At the bottom of the screen, click on additional menu items related to the student's admission and curriculum.

SECURITY AND CONFIDENTIALITY ISSUES

- Please secure your workplace so that casual observers cannot identify student names and grades.
- Confidentiality of student records is protected by the Family Educational Rights and Privacy Act of 1974. **You cannot release any information related to the student's academic record (i.e., anything not defined as directory information in the Guide to Enrollment) to anyone other than the student.** Questions regarding this policy should be directed to the Office of the University Registrar. Please do not post grades in a public location.
- If the word CONFIDENTIAL appears next to a student's name, the student has requested that no information about his/her attendance at Old Dominion University be released to another third party.