Clark Atlanta University
Office of the University Registrar

Faculty Guide
for
Posting Attendance
Entering Mid-Term and Final Grades
1. Log onto www.cau.edu

2. Click on LOGIN TO BANNERWEB Link at the bottom of the page.
3. Click on **Enter Secure Area**

4. Enter your **User ID (900#)** and **PIN**, then click Login button
5. Click on **Faculty & Advisor** link

6. Click on the link for the grades you are trying to enter **Final Grades** or **Mid Term Grades**

7. Use the drop down menu to select the term then click **Submit**.
8. If you are assigned to more than one course use the drop down menu to select the CRN of the course, then click **Submit**.
9. The Faculty Final Grade Worksheet or Faculty Mid-Term Grade Worksheet will appear.

10. Use the drop down menu to select the grade for each student. Use standard grades. Standard grading mode is defined as a course in which A, B, C, D, F, or I can be earned. Use Pass (P) or Fail (F) grades for labs, seminars, etc. and/or courses that do not require standard grades. In some cases, the "L" grade is used as a passing grade for successfully completing laboratory courses as defined by the discipline. If a student has discontinued attending your class, please enter XF and the last date of attendance for that student.
11. Post the **Last Attend Date** for all students listed.

12. After you have entered all the grades then click **Submit**. **NOTE: Once the Office of the University Registrar has officially rolled all Final Grades you can’t change the grade via the web a Change of Grade Form must be submitted.**