To enter grades into the Banner system, launch any internet browser and go to the URL, www.online.commnet.edu

Click on “Login to ONLINE”

Log in by entering your 8-digit Banner number, including the ‘@’ sign, and your password.

Click the “Logon” button.

Click on “Faculty Services”

Click on the name of the campus.
Click on “Final Grades”

Select the appropriate semester from the drop-down menu and click the “Submit” button.

Select the section you wish to work on from the drop-down menu and click the “Submit” button.
Now you’ll see the student roster for the section.

Note the warning:

*Please submit the grades often. There is a 30 minute time limit for this page.*

More on this later.*

For each student, select a grade from the drop-down menu in the “Grade” column.

Click the “Submit” button at the bottom of the page often.

You may need to scroll down to do this.

*If you don’t submit the grades often and you get timed-out, you’ll lose the grades you entered since you last clicked on the “Submit” button.

When you’re done entering grades for the section, be sure to click on the “Submit” button again.

You may print the grades, but keep in mind that printing isn’t the same as submitting!

Please log out of Banner when you’re through.