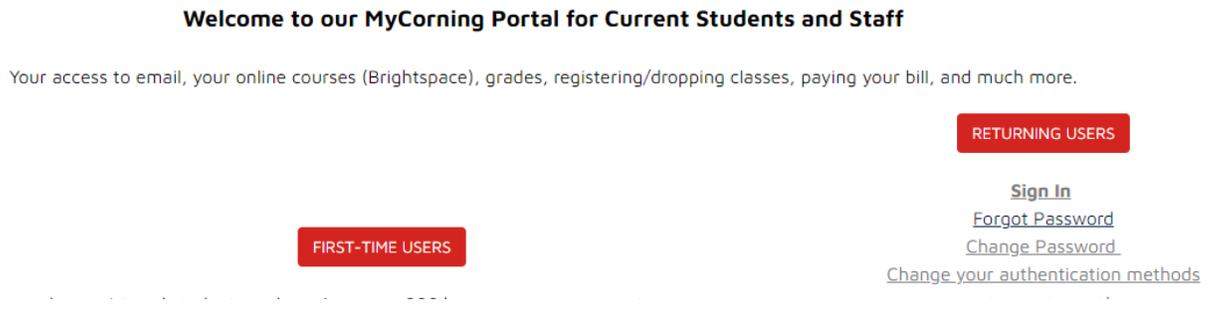


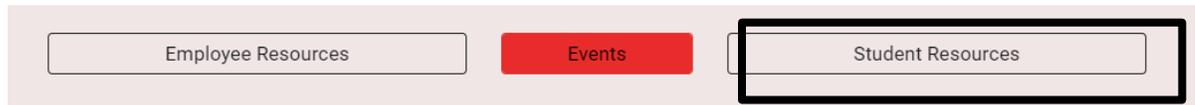
## Final Grade Entry

1. Log into [MyCorning](#).
  - a. If you have already successfully claimed your account and set up your 2 methods of security, you can just login at “*Returning Users*”
  - b. If you have not claimed your account - select “*First Time Users*” and go through that process.

If you need assistance with this please contact the IT helpdesk at [helpdesk@corning-cc.edu](mailto:helpdesk@corning-cc.edu) or 607-962-9555



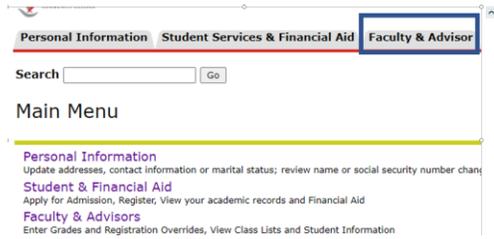
2. Once logged in - Navigate to the *Student Resources* tab



3. Select *My Banner*



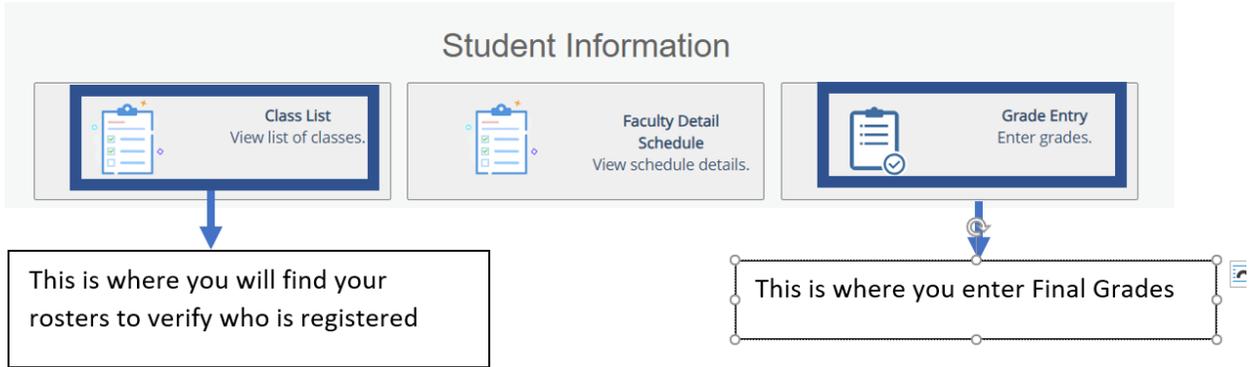
4. Select *Faculty & Advisor/ then Faculty SSB9*



5.

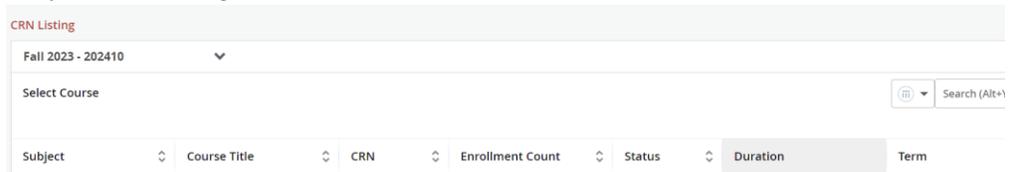
Faculty Services

Faculty\_SSB9

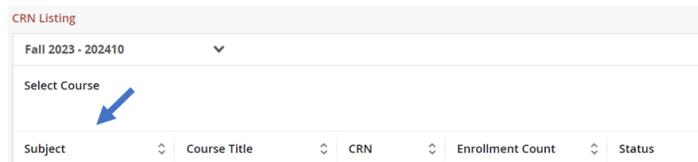


6. Class Lists

1. Select a term (Anyone who is teaching in the *FALL is Fall 23 Term*- even if it's a full year)



2. Your courses will be listed here.
3. *Hold your Mouse over the CRN (course number) and a class list will generate* (The CRN will be listed under the Subject column)



**NOTE: Please notify the ACE office anytime a student is dropped before the end of the term.**

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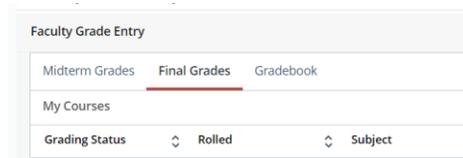
# Grades

## 1. Select Grade Entry:



This is where you enter Final Grades

## 2. Your courses should appear here



## 3. Select your course

### a. Enter FINAL Grade ONLY

**\*\*\* If entering a grade of F a last date of attendance will be needed. \*\*\***

**For Fall courses: Enter 12/1/2023**

**For Spring courses: Enter 5/1/24**

Enter Grades						
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	
Abbott, Megan	[REDACTED]		A			[Calendar Icon]
Bracken, Chloe	[REDACTED]		B+			[Calendar Icon]
Cooper, Hannah	[REDACTED]		F		04/25/2023	[Calendar Icon]

Email [ace@corning-cc.edu](mailto:ace@corning-cc.edu) or call our office for any assistance:

Wendi: 607-962-9491

Kim: 607-962-9533