

INSTRUCTIONS FOR FINAL GRADE SUBMISSION THROUGH SFAALST

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I. LOG INTO THE FACULTY STAFF PORTAL

- Go to www.weber.edu
- CLICK faculty & staff
- Enter your Wildcat ID in the designated field
- Enter your Wildcat password in designated field
- CLICK the Enter button

II. GETTING INTO LYNX / BANNER

- CLICK Lynx (Banner) in the purple bar
 - if you do not have Lynx Self-Service in the purple bar complete the following steps:*
 - CLICK Preferences
 - CLICK the Quick Links tab
 - SCROLL until you see the link and selection box for Lynx (Banner)
 - CLICK the box corresponding to Lynx (Banner)
 - SCROLL to the bottom of the form
 - CLICK the Submit button
- CLICK INB-Internet Native Banner
- ENTER your username in the “Username” field
- ENTER your password in the “Password” field
- ENTER “prod” in the “Database” field
- CLICK the “Connect” button
- ENTER SFAALST in the “GO to . . .” field and hit the “Enter” key

III. NAVIGATING SFAALST

- ENTER the term code in the “Term:” field
- Hit the Tab key
- ENTER the CRN (Course Reference Number) in the “CRN:” field
 - ✓ DO NOT CHECK THE ROLL INDICATOR BOX
 - ✓ DO NOT ENTER ANYTHING INTO THE DEGR AWRD IND BOX
- CLICK Next Block
 - ✓ A list of students in the class will populate listed in the order they registered for the course NOT ALPHABETICALLY
- ENTER the grade for the student in the “Grade” column
 - ✓ Note: this is not a drop-down menu; you must type in the letter grade. DO NOT use the grade search button above the field
- If you enter an “E” or a “UW” for the student, Tab to the **Date Last Attended** field and input the last date of attendance.
- DOUBLE-CLICK in the Date Last Attended field to use a date search calendar
- DOUBLE-CLICK the correct date for input once selected
- CLICK Save frequently to save your progress
 - ✓ Note: PLEASE DO NOT ENTER AN ‘I’ GRADE IN THIS FORM. The ‘Incomplete Form’ must be completed and turned into the Records Office (MC 1102) for the ‘I’ grade to be entered. Forms are available on the Registrar’s website
<http://departments.weber.edu/registrar/>