



Did the Registrar's Office Receive My Final Grades?

Instructions:

1. Login to MyWSUTech with your WSUTech username/password
2. Click on the Employee link on the left
3. Scroll down to see Employee Links section
4. Under Banner 8 (INB & SSB), click on Self-Service Banner
5. Click on the Faculty Services tab on the top
6. Click on Term Selection
7. Dropdown and select the current semester and click on Submit
8. Click on CRN Selection
9. In the dropdown, select the CRN/Class you wish to check on and click on Submit
10. Click on Summary Class List
11. Scroll down to see your course roster with student names. Column heading will show Record Number, Student Name, ID, Reg Status, Level, Credits and then there will be column heading called Final. If you see Final Grades listed for each student under Final, then the Final Grades have been received and processed by the registrar's office. If you see the words "Enter" instead of grades, then the grades have not been processed yet. NOTE: You will not be able to enter Final Grades here as this function has been disabled and must be performed in Blackboard!
12. PLEASE NOTE IT CAN TAKE A FEW HOURS FOR THE FINAL GRADES TO SHOW IN THIS AREA. IF YOU CHECK IMMEDIATELY AFTER YOU SUBMIT IN BLACKBOARD THEY WILL NOT BE THERE YET!
13. Scroll down and click on Return to Previous

14. Repeat Steps 8-12 again for other courses you would like to check.