How to Submit Midterm or Final Grades
Start by logging into Connect Lehigh at [http://connect.lehigh.edu](http://connect.lehigh.edu)

After logging in, click the *Banner* option under the *Where to* menu.
From the Main Menu tab, click **Faculty & Advisors**
Click *Term Selection* to ensure the correct term is selected.
Chose to enter Final or Midterm Grades

If you are assigned a cross listed course, you may choose that option to grade all the courses as a group.
If prompted, use the drop-down menu to select the correct term.

Once selected, click Submit.
Using the drop-down menu, select the course you wish to grade.

Once selected, click Submit.
Depending on the class size, you may have multiple pages or Record Sets.

Under the Grade column, use the drop-down menu to select the grade.
Don’t forget to click **Submit** to record the grade assignments.

Grades can be entered and edited until the grade submission deadline indicated on the [Academic Calendar](#).

⚠️ Please submit the grades often. There is a 60 minute time limit starting at 12:48 pm on Dec 13, 2015 for this page.
After submitting grades, return to the Faculty Services menu and click *CRN Selection* to grade another course.
Congrats! You’re done!

If you have any questions, please contact the Registrar’s Office at (610) 758-3194 or via email at registrar@lehigh.edu.