



## Spring 2020 Emergency Pass/Fail Grades Opt-In Process

Below are the instructions to review your final grades for the Spring semester and directions on how to complete the Pass/Fail Grade Selection Form for your course(s).

### HOW DO I CHECK MY FINAL GRADES?

To check your final grades you will need to:

**Step 1:** Log on to Banner Self-Services for Students by accessing: [https://ssb-prod.ec.vsu.edu/BNPROD/twbkwbis.P\\_GenMenu?name=homepage](https://ssb-prod.ec.vsu.edu/BNPROD/twbkwbis.P_GenMenu?name=homepage)

- a. Select Banner Self Services
- b. Enter User ID and Pin

**Step 2:** Select “**Student, Housing, and Financial Aid**”

**Step 3:** Select “**Student Records**” Under the Student Records link you will find many different options. You can access your final grades for the semester.

**Step 4:** To check your final grades, click on the **Final grades** link.

- a. **Select the term** that you would like to view “**Spring 2020**”
- b. Click on **Submit**

Please note your current term GPA and your Cumulative GPA will not be updated until after final processing.

If you would like to calculate your GPA please use the [GPA CALCULATOR](#) under RESOURCES on the Emergency Grading Option page at: <http://www.vsu.edu/about/leadership/vp-for-academic-affairs/option/index.php>

### HOW DO I SELECT THE PASS/FAIL GRADE OPTION?

#### BEFORE COMPLETING THE PASS/FAIL GRADE SELECTION FORM

1. Review your Final Grade in Banner Self-Service for Students
2. Consult with your Academic Advisor – This action is final and it is important to speak with an academic advisor first.
- 3.

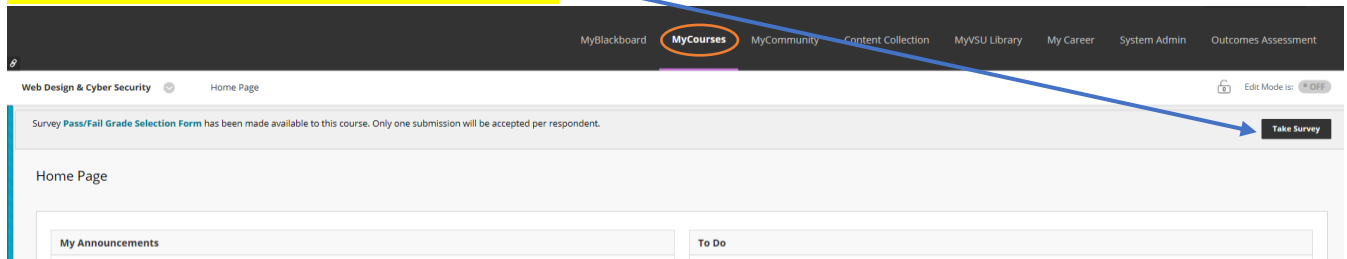
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### ACCESSING THE PASS/FAIL GRADE SELECTION FORM

You can access the form via your Blackboard Course:

1. Log into Blackboard (<https://blackboard.vsu.edu/>)
2. Go to **My Courses**
3. Select the course you want to opt-in for a pass/fail grade
4. Click the “Take Survey” button at the top right corner of the screen

Select take the survey to access the form.



### Completing the Pass/Fail Grade Selection Form:

Once you have accessed the form, you must complete three (3) steps:

**Step 1:** Read the Acknowledgement Statement and acknowledge that you have read and understand the statement by selecting **NEXT PAGE**

A screenshot of the 'Pass/Fail Grade Selection Form' for the course 'Web Design & Cyber Security'. The page title is 'Pass/Fail Grade Selection Form: Web Design & Cyber Security'. The main heading is 'Student Acknowledgement'. The text reads: 'As a result of the unprecedented evolution of the COVID-19 (Coronavirus) pandemic, Virginia State University (VSU) has implemented an emergency pass/fail grade option for the Spring 2020 semester. Undergraduate and graduate students will have the option to choose between receiving a standard letter grade or a Pass/Fail (S/SP/U) grade for each of their courses this semester. In selecting either the S/SP/U or standard letter grade option, the student acknowledges that their decisions are being made freely and at their sole discretion. The student, further, acknowledges that the S/SP/U option may impact their future academic/educational plans, scholarship eligibility, and endeavors outside of VSU. Additionally, the student also acknowledges that consultation with their academic advisor, faculty advisor, and/or program director is highly recommended before making any decision on any grading options. The student, not VSU, its agents or assigns, is solely responsible for any academic, financial or other impact of any grading decision.' Below this text is a link: 'If you have concerns about the Pass/Fail grade option please review the policy and frequently asked question page at <http://www.vsu.edu/about/leadership/vp-for-academic-affairs/option/index.php>.' At the bottom, there is a statement: 'I acknowledge that by clicking "Next" below, I have read and understand the above statement.' and a 'Next Page' button. A progress indicator shows '0% complete'. A blue arrow points from the text 'and understand the statement by selecting NEXT PAGE' to the 'Next Page' button.



## Spring 2020 Emergency Pass/Fail Grades Opt-In Process

**Step 2:** Select the grade you would like for the class noted.

Pass/Fail Grade Selection Form: **Web Design & Cyber Security**

Please indicate your grade selection for this course. Select to keep your Letter Grade (A-F) or select the Pass/Fail Grade option. Once your selection is made click the "Submit" button. If you are not ready to submit please click the "Submit Later" button.

All submissions must be made between May 8th - May 15th.

Grade Selection REQUIRED

a  Letter Grade Earned (A-F)

b  Pass/Fail Grade (S/SP/U)

Choose to Keep the Letter Grade (A-F)

Or

Select the Pass/Fail Grade option.

**Step 3:** Once your selection is made, click the **"Submit"** button. The next screen will confirm your submission was made.

Pass/Fail Grade Selection Form: **Web Design & Cyber Security**

Please indicate your grade selection for this course. Select to keep your Letter Grade (A-F) or select the Pass/Fail Grade option. Once your selection is made click the "Submit" button. If you are not ready to submit please click the "Submit Later" button.

All submissions must be made between May 8th - May 15th.

Grade Selection REQUIRED

a  Letter Grade Earned (A-F)

b  Pass/Fail Grade (S/SP/U)

**Undergraduate Courses Emergency Pass/Fail Grading:**

- **S** (Pass - letter grades A to C). Academic credit earned.
- **SP** (Pass - letter grade D). Academic credit earned.
- **U** (Fail - letter grade F). No academic credit earned.

**Graduate Courses Emergency Pass/Fail Grading:**

- **S** (Pass - letter grades A to B). Academic credit earned.
- **SP** (Pass - letter grade C). Academic credit earned.
- **U** (Fail - letter grades D to F). No academic credit earned.

**Submit**

If you click the **"Submit"** button, this decision is final and you will not be able to make additional changes.

If you are not ready to submit **DO NOT CLICK SUBMIT**, please CLICK the **"X"** icon in the top right corner of the screen to exit the form and return at a later time to complete it.



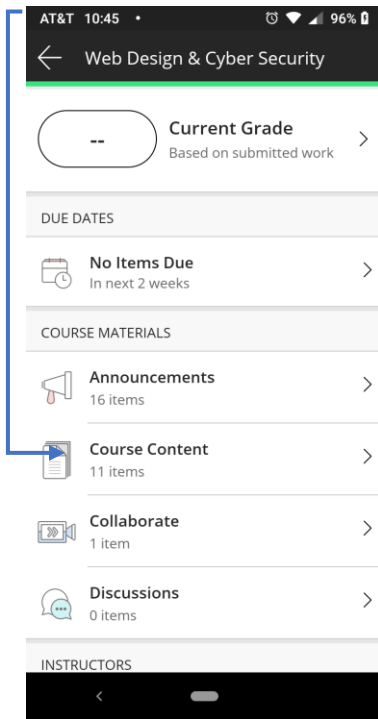
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### Completing the Pass/Fail Grade Selection Form on Mobile Device

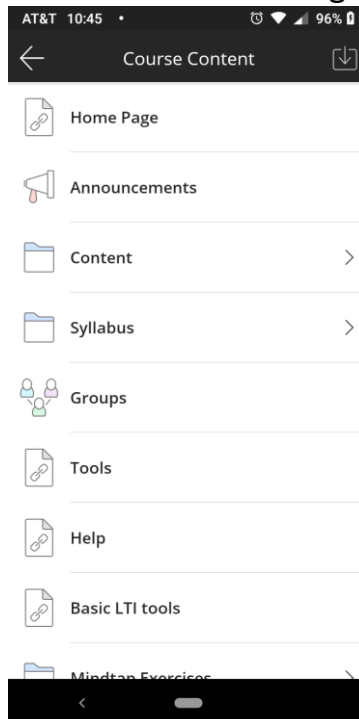
#### From the App:

1. Click the Menu bar at the top left (the 3 horizontal lines)
2. Select "Courses"
3. Select your course

#### 4. Select "Course Content"



#### 5. Select "Home Page"



#### 6. Click "Take Survey"

