University of New Haven
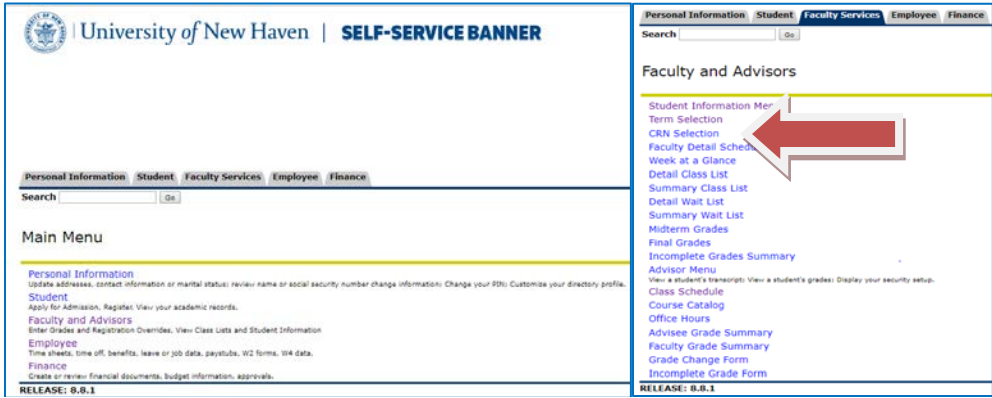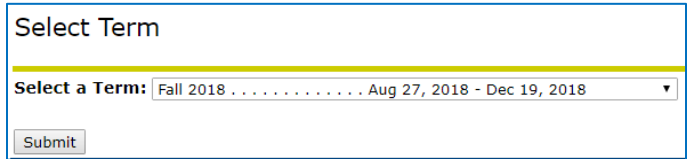
SSB: Enter Grades (Midterm or Final Grades)

1. Go to mycharger.newhaven.edu, and log in with your University of New Haven network username and password.

2. Click on the Self-Service Banner (SSB) icon [Self Service Banner] and then click on the Faculty Services tab (or Faculty and Advisors link). The Faculty and Advisors menu appears.

3. Click on Term Selection and select the appropriate term, then click Submit.

4. Click on either Midterm Grades or Final Grades. If you are teaching more than one course, click on the down-pointing arrow in the CRN field and select the course in which you want to enter grades, and then click Submit.
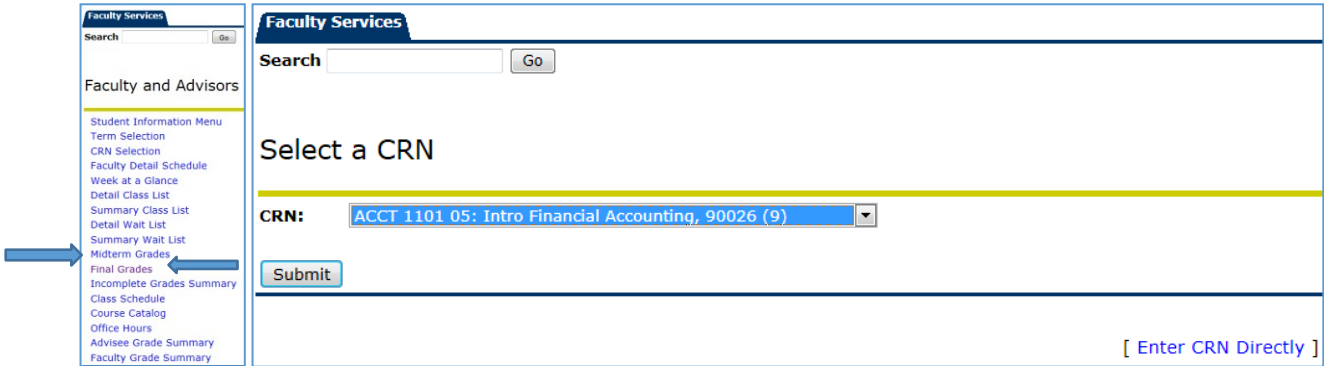
WHEN YOU ENTER THE MIDTERM OR FINAL GRADES SCREEN YOU WILL SEE A TIME LIMIT WARNING:

⚠ **Please submit the grades often. There is a 30-minute time limit starting at HH:MM pm on MM/DD/YYYY for this page.**

YOU HAVE 30 MINUTES TO SUBMIT YOUR ENTRIES. IF YOU DO NOT CLICK SUBMIT, THE ENTRIES WILL REVERT TO THE PREVIOUS STATE.

5. Under the Grade column, click on the arrow next to the Grade field and select the appropriate grade. Repeat this process for each student. Do not enter any information in the screen other than the grades. Please note: Each grade screen is limited to 25 students. For example, if you have 28 students in your class, on the first screen you will see students 1-25 and *a link* to get to the next screen for students 26-28. To ensure that the grades you enter are saved:
   - Enter the grades on the first screen (students 1-25) and then click Submit.
   - If you have 26 or more students in your class, click the link for the next screen of students, enter the grades and then click Submit.

YOU WILL RECEIVE A CONFIRMATION MESSAGE AFTER SUBMITTING:

✔ **The changes you made were saved successfully.**

6. Click Return To Menu and click CRN Selection to select another course in the same term.

Important notes:
   - If you have made an error before submitting and want to start over to re-enter all grades, click Reset.
   - Submitted grades can be changed anytime until the close of the Final Grades Submission Period. Submission deadlines are set each term by the Registrar's Office.

Please note the following information regarding course withdrawal and incomplete grades per university policy as outlined in the online catalogs:

<u>**Did Not Attend**</u>: If a student did not attend your course at all, select DNA for Did Not Attend and enter that grade for any student by the Mid-Term Grading Deadline. The DNA grade will not be available during Final Grading.

<u>**Withdrawal**</u>: Students who withdraw during the first two thirds of a class and complete the *Course Withdrawal Form* will have a final grade of "W" assigned by the Registrar's Office. This grade will be rolled to academic history prior to the opening of the final grading period and will appear on your roster as already graded. You will not be able to alter this grade, and the grade of "W" will no longer be available to you to assign during the final grading period.

<u>**Incomplete/Incomplete+**</u>: Grades of INC and INC+ cannot be assigned during the final grading period. Faculty who wish to grant an INC or INC+ (the latter is applicable to Internships, Practicums, Theses, and Research Projects) must submit the *Incomplete Agreement Form* located in SSB on the Faculty Services tab to the Registrar prior to final grading. The Registrar's Office will assign the final grade of INC or INC+, along with the date specified on the form for completion of requirements.
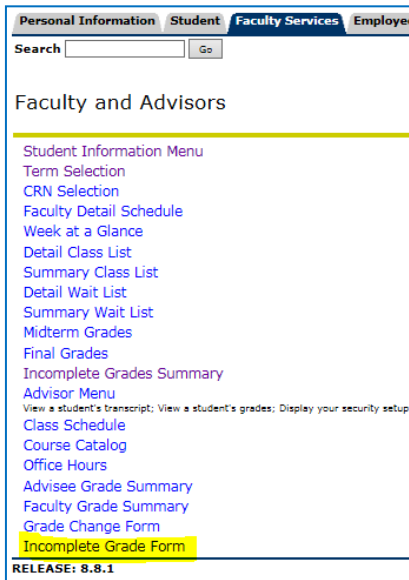
Contact for additional assistance using any system: Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Office of the University Registrar with questions about the information in SSB records at Registrar@newhaven.edu or 203.932.7309.

Updated April 11, 2018