

SSB: Enter Grades (Midterm or Final Grades)

- 1. Go to <u>mycharger.newhaven.edu</u>, and log in with your University of New Haven network username and password.
- 2. Click on the Self-Service Banner (SSB) icon and then click on the Faculty Services tab (or Faculty and Advisors link). The Faculty and Advisors menu appears.

University of New Haven SELF-SERVICE BANNER	Personal Information Student Faculty Services Employee Finance Search 00	
	Faculty and Advisors	
Personal Information Student Faculty Services Employee Finance Search Ga	Student Information Mer Term Selection CRN Selection Paculty Detail Schee Detail Wait List Summary Glass List Detail Wait List Midferm Grades Final Grades Final Grades Final Grades Chomplete Grades Summary Advisor Menu Ver a shoeth traveneth Vera a student's prefers Depler your security retur. Class Schedule Course Catalog	
Main Menu		
Personal Information Update addresses, constit information or markal installs review name or social security number change information: Change your RNI; Customice your directory profile. Student: Apply for Admission, Registes View your academic records.		
Faculty and Advisors Enter Grades and Registration Overrides. View Class Lists and Student Information	Office Hours Advisee Grade Summary	
Employee Time sheets, time off, benefits, leave or job data, revolute, W2 forms, W4 data,	Faculty Grade Summary	
Finance Create or review Financial documents, budget information, approvals.	Grade Change Form Incomplete Grade Form	
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3. Click on Term Selection and select the appropriate term, then click Submit.

Select Term	
Select a Term: Fall 2018 Aug 27, 2018 - Dec 19, 2018	۲
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.

Faculty Services	Faculty Services
Faculty and Advisors	Search Go
Student Information Menu Term Selection CRN Selection Faculty Detail Schedule Week at a Glance	Select a CRN
Summary Class List Detail Wait List	CRN: ACCT 1101 05: Intro Financial Accounting, 90026 (9)
Midterm Grades Final Grades Incomplete Grades Summary	Submit
Class Schedule Course Catalog Office Hours Advisee Grade Summary Eaculty Grade Summary	[Enter CRN Directly]

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. <u>Please note:</u> 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.

Withdrawal: 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.

Incomplete/Incomplete+: 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.

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