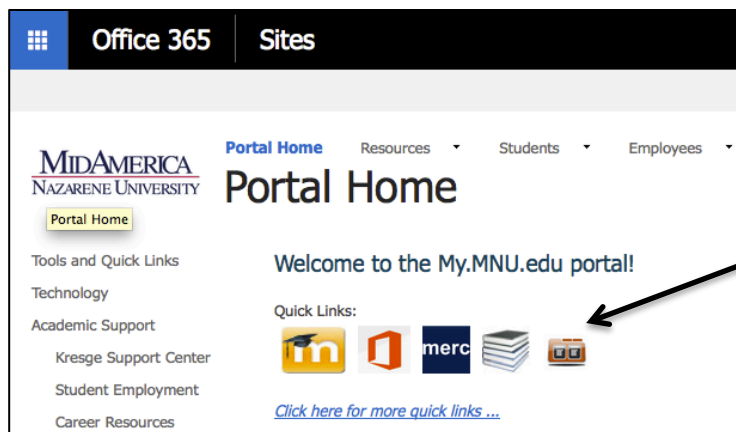
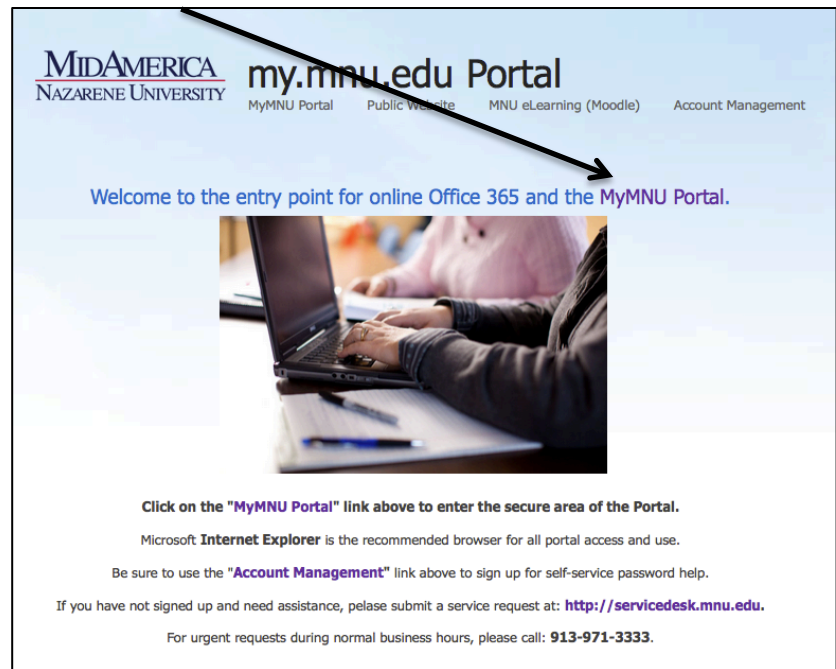


# Self-Service Banner

When your course has been completed and you have everything graded in Moodle, there is one more step you need to take.

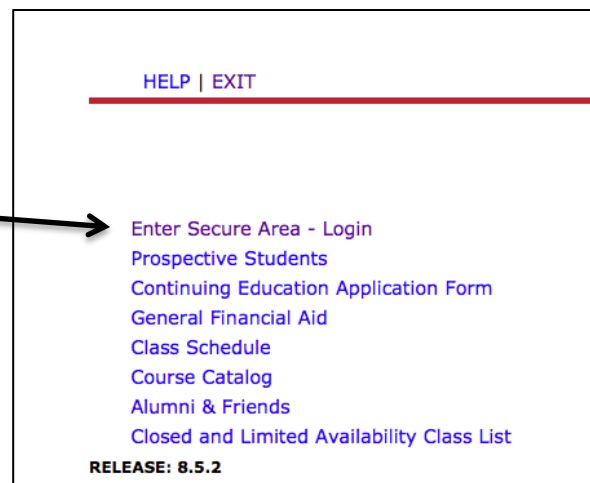
It is important to note that the grades in Moodle do not automatically roll into the system for grade report processing. The instructor must do that manually. This tutorial will guide you through the necessary steps for finalizing grades. Final grades must be posted in **Self-Service Banner**.

1. To begin, you will need to log into the MNU portal.



2. When you reach the Portal Home page, click on the last icon on the right – Self Service Banner.

3. Click the first link, "Enter Secure Area – Login".



4. Re-enter your login credentials.

HELP EXIT

### User Login

Please enter the one of the following combinations - (email name and password) or (ssn and pin). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Email Name or SSN:

Email Passwd or PIN:

[Click Here for Help with Login?](#)

5. Click on Faculty Services.

Personal Information Student Services Faculty Services Financial Aid

Search

Welcome, Michael Ramirez, to the WWW Information System! Last web page viewed

- Financial Aid**  
Apply for Financial Aid, review status and loans
- Student Services**  
Apply for Admission, Register, View your academic records, Pay your bill.
- Personal Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & more
- Faculty Services**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Return to Homepage](#)

6. Click on "Grading Menu".

Personal Information Student Services Faculty Services Financial Aid

Search

### Faculty Services

- [Electronic Class Schedule Book](#)  
This option provides the data that was previously available in the printed Class Schedule Booklet.
- [Detailed Class Schedule](#)  
Provides multiple lines of data for each schedule option.
- [Detailed Course Catalog](#)  
Multiple lines of information about courses in the MNU catalog.
- [Assist Students Menu](#)  
Help Students with advising and registration.
- [Grading Menu](#)  
View class rosters and enter grades.
- [Misc. Faculty Information Menu](#)
- [Freshman Seminar](#)
- ["Old" Faculty Menu](#)  
This link contains the previous Faculty Services Menu

7. Click on "Final Grades".

Personal Information Student Services Faculty Services Financial Aid

Search

### Grading Menu

- [Term Selection](#)
- [CRN Selection](#)
- [Summary Class List](#)
- [Class Roster with Pictures](#)  
To use this option you must be logged into the portal and using the webfor tab/link.
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic History Grades](#)  
Show grades entered by Faculty along with Final changes made by the Registrar

8. Use the pull-down menu to select the correct term. Then click "Submit".

Personal Information Student Services Faculty Services Financial Aid

Search  Go

Select Term

Select a Term: Summer 2016/Graduate

- Summer 2016/Graduate
- Summer 2016/Professional
- Summer 2016/Undergraduate
- Spring 2016/Graduate
- Spring 2016/Professional
- Spring 2016/Undergraduate
- Fall 2015/Graduate
- Fall 2015/Professional
- Fall 2015/Undergraduate
- 2015-2016/Graduate
- Summer 2015/Graduate
- Summer 2015/Professional
- Summer 2015/Undergraduate
- Spring 2015/Graduate
- Spring 2015/Professional
- Spring 2015/Undergraduate
- Fall 2014/Graduate
- Fall 2014/Professional
- Fall 2014/Undergraduate
- 2014-2015/Graduate

Submit

RELEASE: 8.5.4

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Search  Go

Select a CRN

CRN:  Serving through Servant Leader,

Submit

9. If you are teaching more than one course or multiple sections of the course, use the pull-down menu to select the correct CRN of the course. Click Submit.

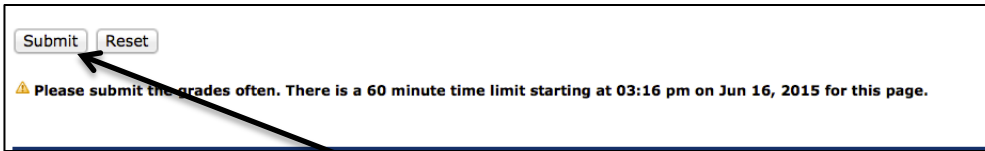
(Some information has been obscured for security and privacy.)

Final Grades

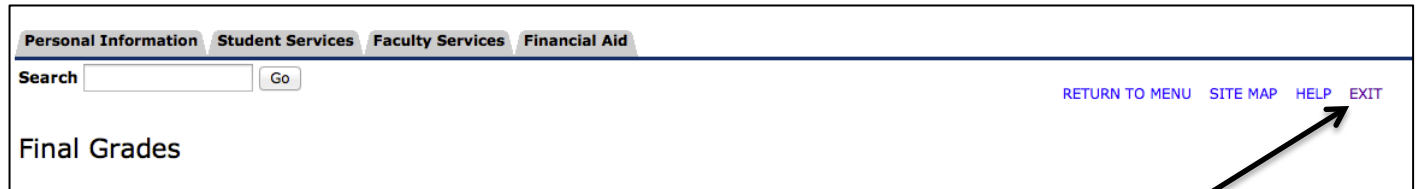
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student names and ID numbers would appear here.		**Registered**	May 04, 2015	None	N	<input type="text"/>	<input type="text"/>	1
2			**Registered**	May 13, 2015	A	N	<input type="text"/>	<input type="text"/>	18
3			**Registered**	May 04, 2015	B+	N	<input type="text"/>	<input type="text"/>	2
4			**Registered**	May 05, 2015	B-	N	<input type="text"/>	<input type="text"/>	13
5			**Registered**	May 04, 2015	C+	N	<input type="text"/>	<input type="text"/>	3
6			**Registered**	May 04, 2015	C-	N	<input type="text"/>	<input type="text"/>	4

Enter the last day attended for all "F" grades.

10. Use the pull down menu under "Grade" to record the final grade. If a student receives an "F", you must also enter the date of the last day attended.



**11. Note:** You do have a 60 min. time limit to submit grades for each course. When you are satisfied that your final grades are correct, click “Submit”.



When you are finished entering grades for that section, be sure to click “Exit” at the top right of the page.

**Important note!** If you are teaching more than one course or multiple sections of a course, you must click the “Exit” button after entering grades for a particular section/course. On the next screen, click “Return to Homepage” and repeat the entire process, steps 3-11 for any additional courses or sections you are teaching in the current semester.



**12.** Click on “Return to Homepage” to enter more grades.

Congratulations! You have successfully submitted your final grades!