How To

How to configure and use the Faculty Grade Assignment channel on the Faculty tab in the connectCUNE portal.

First, configure the channel to display the right courses

- Click on the leftmost of the four small, square icons to the right of the channel title, the one with the small pencil on it.
- Enter the number of rows of courses you wish to see. We suggest 4 to 6.
- Use the pull-down menu to select the starting term. Usually this will be the current term.
- Check the "Final" box from the Available Views and check "Final" as the default view.
- Click on the "Apply" button to make this your current configuration.
- Then and only then click on "Back" to go back to the channel itself.

Second, enter your grades

- In the channel that lists your courses click on the green triangle to the right of the course name. If there is no green triangle then you can't enter grades for this course. Check with the registrar.
- If you do not see the course you want to select you can click on "More" at the bottom of the channel to display the rest of the courses for this term.
- You can also reconfigure the channel as described above to display more courses or display courses from more terms.
- Once you click on the green triangle you will be in Banner Self-Service and can enter grades. If you have questions about the grade entry form please contact the registrar's office.
- Note that since this is a web-based tool there is a 60 minute timeout imposed. You must enter all your grades and click on "Submit" within 60 minutes. You can, of course, return to this page any number of times but you must click "Submit" each time to save whichever grades you have entered. We strongly suggest that you compute all your grades and have them available before entering this page.