



NSUConnect (SSB-Self-Service Banner) Guide for Faculty and Advisors

Go to the NSU Home Page at www.nsula.edu.

- Click on the **myNSU** icon.
- If this is your first time to use **myNSU**, click on **First Time Users** under LOGIN and follow directions.
- **Login:** Enter your Username.
NOTE: If you forgot your Username, click on **Forgot Username** and follow directions.
- **Password:** Enter your password.
NOTE: If you forgot your Password, click on **Forgot Password** and follow directions.
- After you login to your account, click on the **Connect** icon.
- If you need assistance, call the Help Desk at 318-357-6696.
- Click on the Faculty Services tab and select Term Selection.
- The respective term should show up in the “Select a Term” box.
- If a term does not show, select the appropriate term from the drop-down menu.
- Click “Submit”

Faculty and Advisors

Faculty and Advisors

[Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#) (Midterm grades/Final grades)

[Midterm Grades](#)

[Final Grades](#)

[Incomplete Grades Summary](#)

[Registration Overrides](#)

[Active Assignments](#)

[Class Schedule](#) (Almost the same as “Look Up classes”)

[Course Catalog](#)

[Syllabus Information](#)

[Office Hours](#)

[Advisee Grade Summary](#)

[Assignment History](#)

Faculty & Advisor Student Information

Faculty & Advisor Student Information

[Term Selection](#)

[Find a Student ID](#)

[Student Information](#)

[Student Address and Phones](#)

[Student E-mail Address](#)

[Student Schedule](#)

[Add or Drop Classes](#)

Requires Student Login Password

[Academic Transcript](#)

[Degree Works - Degree Evaluation](#)

Click here to Login to Degree Works through myNSU

[Active Registrations](#)

[Registration History](#)

[Advisee Listing](#)

[View Test Scores](#)

[View Holds](#)

[Concise Student Schedule](#)

[Student Week at a Glance](#)

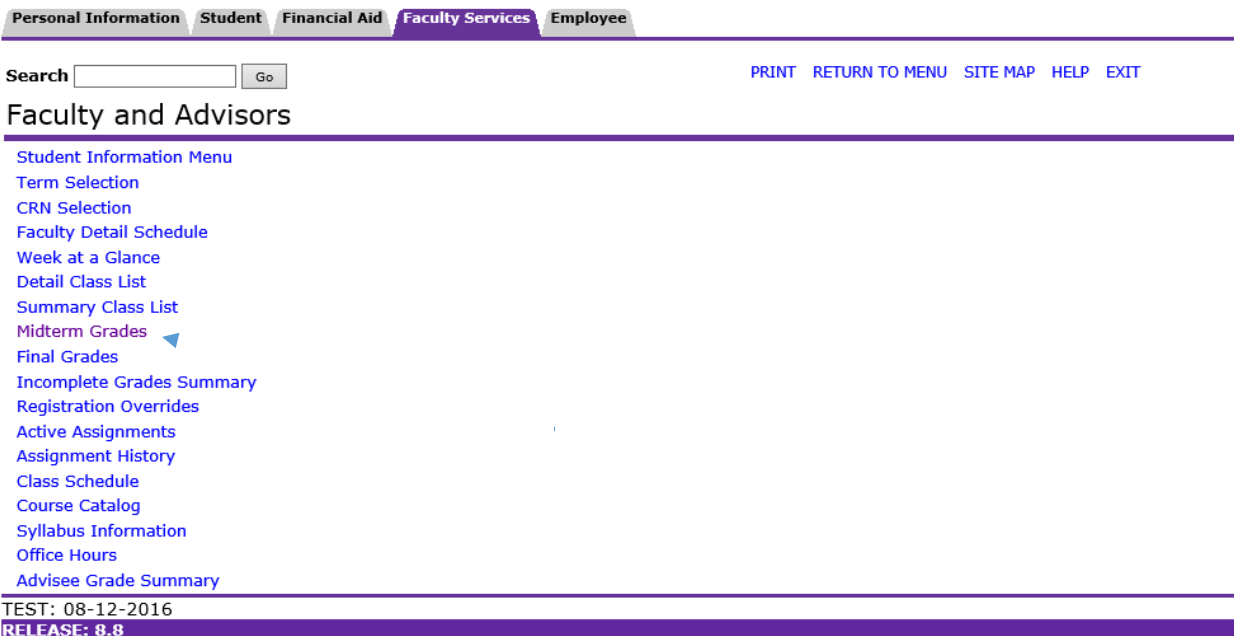
GRADING – FIVE-WEEK & MIDTERM GRADES

Click on Midterm Grades to enter Five-Week or Midterm Grades.

Please Note:

- Five-Week and Midterm grades are not official and will not display on transcripts.
- Five Week and Midterm grades do not appear on a student's academic history.
- Submitted Five-Week and Midterm grades are immediately viewable to students and faculty.
- Midterm grades will remain on the system and can be viewed via NSUConnect.

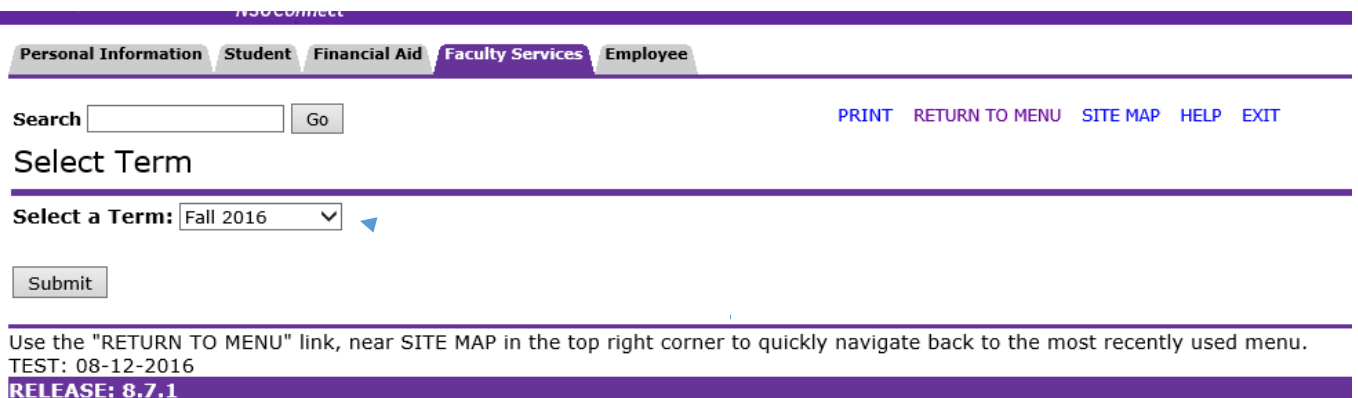
1. From the Faculty & Advisor page, click on Midterm Grades.



The screenshot shows the NSUConnect interface. At the top, there is a navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services (which is highlighted), and Employee. Below the navigation bar is a search field with a 'Go' button and a list of links: PRINT, RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty and Advisors' and contains a list of menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Midterm Grades (which has a small blue triangle next to it), Final Grades, Incomplete Grades Summary, Registration Overrides, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, and Advisee Grade Summary. At the bottom of the page, there is a footer with the text 'TEST: 08-12-2016' and 'RELEASE: 8.8'.

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2. Select the appropriate term. Click on the submit button.



The screenshot shows the NSUConnect interface for selecting a term. At the top, there is a navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services (which is highlighted), and Employee. Below the navigation bar is a search field with a 'Go' button and a list of links: PRINT, RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Select Term' and contains a dropdown menu labeled 'Select a Term:' with 'Fall 2016' selected. Below the dropdown menu is a 'Submit' button. At the bottom of the page, there is a footer with the text 'Use the "RETURN TO MENU" link, near SITE MAP in the top right corner to quickly navigate back to the most recently used menu.', 'TEST: 08-12-2016', and 'RELEASE: 8.7.1'.

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- Select the course to be graded from the CRN drop down menu. Click on the submit button. This will display a class list to enter a grade for each student.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)

Search

[PRINT](#)
[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select a CRN

CRN:

[\[Enter CRN Directly \]](#)

Use the "RETURN TO MENU" link, near SITE MAP in the top right corner to quickly navigate back to the most recently used menu.
 TEST: 08-12-2016
RELEASE: 8.7.1

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- Select the appropriate grade from the Grade drop down menu next to each student to be graded.

Mid Term Grades

Enter mid-term grades. Do not enter last attendance dates and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

THE UNIVERSITY EXPERIENCE - UNIV 1000 01N

CRN: 11592

Students Registered: 24

Please submit the grades often. There is a 90 minute time limit starting at 10:37 am on Sep 20, 2016 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Regi
1	Alexander, Reginea R.	200047530	1.000	**Registered** (NSUConnect) Jun 24, 2016	None	<input type="text"/>	<input type="text"/>	35
2	Banks, Orneshia A.	2i	1.000	**Registered** (NSUConnect) Jun 24, 2016	A	<input type="text"/>	<input type="text"/>	33
3	Beardon, Triston T.	2i	1.000	**Registered** (NSUConnect) Jun 03, 2016	B	<input type="text"/>	<input type="text"/>	17
4	Bergeron, Gavin M.	2i	1.000	**Registered** (NSUConnect) Jun 03, 2016	C	<input type="text"/>	<input type="text"/>	9
5	Cobb, Chelsi M.	2i	1.000	**Registered** (NSUConnect) Jun 24, 2016	D	<input type="text"/>	<input type="text"/>	32
6	Coyne, Rachael A.	2i	1.000	**Registered** (NSUConnect) Jun 24, 2016	F	<input type="text"/>	<input type="text"/>	27
					WN	<input type="text"/>	<input type="text"/>	
					None	<input type="text"/>	<input type="text"/>	

5. Once all grades are entered, click on the submit button at the bottom of the screen.

				Jun 03, 2016						
19	Miller, Trent M.	200062352	1.000	**Registered** (NSUConnect)	B	▼	N	<input type="text"/>	<input type="text"/>	34
20	Pezant, Joe B.	200	.000	**Registered** (NSUConnect)	C	▼	N	<input type="text"/>	<input type="text"/>	10
21	Smith, Lakota D.	200	.000	**Registered** (NSUConnect)	B	▼	N	<input type="text"/>	<input type="text"/>	24
22	Turner, Alyssa M.	200	.000	**Registered** (NSUConnect)	B	▼	N	<input type="text"/>	<input type="text"/>	28
23	Wills, Shacara J.	200	.000	**Registered** (NSUConnect)	A	▼	N	<input type="text"/>	<input type="text"/>	37
24	Wood, Katherine B.	200	.000	**Registered** (NSUConnect)	B	▼	N	<input type="text"/>	<input type="text"/>	31

 Please submit the grades often. There is a 90 minute time limit starting at 11:17 am on Sep 20, 2016 for this page.

6. Follow the same procedure on all subsequent Record Sets to enter grades for all enrolled students.

GRADING – FINAL

Please note:

- Final grades are Official.
- Submitted final grades will be viewable to students and faculty after they are rolled to academic history.
- Final grades will appear on students' transcripts.
- Final grades will appear on a student's academic history.
- Final grades cannot be entered for students who have an assigned "W" or "AU" grade.
- Students who never attended shall receive a "WN" grade.
- Students who stopped attending and had unsatisfactory performance shall receive an "F" grade.
- The last date of attendance must be entered in order to post final grades of F, I, IP, or WN. The first day of classes should be used as the last date of attendance for WN grades.

1. From the Faculty & Advisor page, click on Final Grades.

The screenshot shows a navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services (highlighted), and Employee. Below the navigation bar is a search field with a 'Go' button and links for PRINT, RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Faculty and Advisors' and contains a list of menu items: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Midterm Grades, Final Grades (highlighted with a blue arrow), Incomplete Grades Summary, Registration Overrides, Active Assignments, Assignment History, Class Schedule, Course Catalog, Syllabus Information, Office Hours, and Advisee Grade Summary. At the bottom, there is a footer with the text 'TEST: 08-12-2016' and 'RELEASE: 8.8'.

- Select the appropriate term. Click on the submit button.

Search Go [PRINT](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term: ▼

Use the "RETURN TO MENU" link, near SITE MAP in the top right corner to quickly navigate back to the most recently used menu.
 TEST: 08-12-2016
 RELEASE: 8.7.1

- Select the course to be graded from the CRN drop down menu. Click on the submit button.

NSUConnect

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

Search Go [PRINT](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select a CRN

CRN: ▼

[\[Enter CRN Directly \]](#)

Use the "RETURN TO MENU" link, near SITE MAP in the top right corner to quickly navigate back to the most recently used menu.
 TEST: 08-12-2016
 RELEASE: 8.7.1

- Select the appropriate grade from the Grade drop down menu next to each student to be graded.

CRN: 11592
 Students Registered: 24


⚠ Please submit the grades often. There is a 90 minute time limit starting at 11:17 am on Sep 20, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Nu
1	Alexander, Reginea R.	200047530	1.000	**Registered** (NSUConnect) Jun 24, 2016	None	N	<input type="text"/>	<input type="text"/>	35
2	Banks, Ormeshia A.	200072375	1.000	**Registered** (NSUConnect) Jun 24, 2016	A B C D F	N	<input type="text"/>	<input type="text"/>	33
3	Beardon, Triston T.	200099211	1.000	**Registered** (NSUConnect) Jun 03, 2016	WN	N	09/19/2016	<input type="text"/>	17
4	Bergeron, Gavin M.	200108944	1.000	**Registered** (NSUConnect) Jun 03, 2016		N	08-/22/2016	<input type="text"/>	9
5	Cobb, Chelsi M.	200116822	1.000	**Registered** (NSUConnect)	None	N	<input type="text"/>	<input type="text"/>	32

5. Once all grades are entered, click on the submit button at the bottom of the screen.

18	mcgurnee, Kailee E.	200092627	1.000	**Registered** (NSUConnect) [None v] N Jun 03, 2016	<input type="text"/>	<input type="text"/>	14
19	Miller, Trent M.	200062352	1.000	**Registered** (NSUConnect) [B v] N Jun 24, 2016	<input type="text"/>	<input type="text"/>	34
20	Pezant, Joe B.	200074416	1.000	**Registered** (NSUConnect) [C v] N Jun 03, 2016	<input type="text"/>	<input type="text"/>	10
21	Smith, Lakota D.	200074791	1.000	**Registered** (NSUConnect) [B v] N Jun 24, 2016	<input type="text"/>	<input type="text"/>	24
22	Turner, Alyssa M.	200050738	1.000	**Registered** (NSUConnect) [B v] N Jun 24, 2016	<input type="text"/>	<input type="text"/>	28
23	Wills, Shacara J.	200075228	1.000	**Registered** (NSUConnect) [A v] N Jul 12, 2016	<input type="text"/>	<input type="text"/>	37
24	Wood, Katherine B.	200111398	1.000	**Registered** (NSUConnect) [B v] N Jun 24, 2016	<input type="text"/>	<input type="text"/>	31



 Please submit the grades often. There is a 90 minute time limit starting at 11:17 am on Sep 20, 2016 for this page.

6. Follow the same procedure on all subsequent Record Sets to enter grades for all enrolled students.

VERY IMPORTANT NOTE: After you have entered grades for all students, please review grades for accuracy and to confirm that all grades have been entered successfully.