**Grading**
Grading will be accepted online as it was last year. Teachers will also have the option of writing grades onto the class rosters, and returning them via email as a PDF scanned files to jean.mcarthur@shu.edu. Please make note of the following details for paper grading submitted through class rosters:

- Please do not include midterm grades; only final grades
- Please do not include numerical grades; only letter grades
- Please do not add or cross out students names. If there is an error on the class roster, please contact us ASAP.

If you will be submitting grades online through the banner self-service, please see below for detailed instructions:

**BANNER SELF SERVICE - HOURS OF AVAILABILITY:**
24 hours a day except for Sunday from midnight – 7:00 a.m. (down for maintenance)

If you have used our online system in the past, you can follow the directions for existing faculty. Otherwise, you are considered new faculty.

**INSTRUCTIONS FOR ONLINE GRADING**

**For New Faculty:**
If you have never used the Seton Hall University online grading before, a faculty record must be created in our computer system (Banner) so you can use our portal (PirateNet).

In order to do this, please email your full name, date of birth, place of employment, and the Project Acceleration course (name and section) you are teaching to susan.brennan@shu.edu with a subject line “Project Acceleration Grading.” Once the information is received, we will create your faculty record, username, user ID, and default password. This information will be forwarded to you via email.

**For Existing Faculty:**

1) Go to [www.shu.edu](http://www.shu.edu) and in the upper right hand corner select PirateNet.
2) Login to PirateNet with your username and password and then into the SHU portal.
3) Click on the **Profiles** tab.
4) Click on the link for **Banner Self Service**, which is toward the bottom of the middle column. Click on the **Faculty and Advisers** option.
5) Click on **Submit Final Grades** (second from the bottom).
6) Select either **Fall or Spring** as your term and press **Submit**.
7) A pull down menu will appear on the left hand side of your screen displaying the titles and CRNs of all of the course sections for which you are listed as the instructor.
8) Select a course and press **Submit**.

   **Note:** The grading option will only be enabled for those course sections which have ended as determined by the meeting dates entered into the system. If a course section is still in progress, the following message will appear: *The Final Grade Worksheet is unavailable.*

9) If it is time to grade the course section selected, your roster should appear on the **Submit Final Grades** screen as you scroll down.
10) Select each student’s grade from the pull down menu in the **Grade** column.
Note: If the student ceased attending at some point during the semester, please also enter the student’s last date of attendance in the Last Attend Date column. If a student never attended your class, please enter 0 in the Hours Attended column.

11) Press Submit at the bottom of the page to record the grades. If you do not press Submit, the grades are not recorded!

Note: The timeout period for Banner self-service is 60 minutes. So, for large classes, make sure to press Submit periodically to assure that you don’t lose the grades you’ve entered.

Note: Only 25 names appear on a page. For large courses, make sure to click on the Records Set line (this is immediately above the first student name) to access the successive page(s).

If You Cannot Log In:
Passwords expire after 90 days. If your password is expired or forgotten, please contact SHU Technology Service at (973) 275-2222, select 2 or helpdesk@shu.edu. Inform the technology representative that you are a Project Acceleration teacher located off-site, and you need to reset your PirateNet password. Technology Service will ask for your Seton Hall user ID number in order to reset the password. If you do not recall your Seton Hall ID number, please email susan.brennan@shu.edu and it will be provided to you.