The purpose of this document is to show you how to access Banner Self-Service, to view / print class lists, and to submit grades using NLU’s Faculty Self-Service.

**Access to Banner Self-Service:**

1. Go to the NLU Web site home page at [www.nl.edu](http://www.nl.edu).
2. Click on the **NLU PORTAL** (on the top).
3. On the left side of your screen you will see a **Secure Access Login** box.
4. Enter your User Name and Password.
   - **User Name** – It is the first part of your NLU email address
     (George Washington with email address gwashington@nl.edu is “gwashington” or Joan Smith with
     jsmith3@nl.edu is “jsmith3”)
   - Your **initial Password** is National + your birth year. (If your birth year is 1970, then the password is
     National1970). As soon as you login you will be asked to change the password. The password must
     be 8 and 15 characters in length and must meet 2 out of these 3 rules (1. At least one upper case letter
     ‘A-Z’, 2. At least one digit ‘0-9’, & 3. At least one special character). If you forget your password, you
     can click on “Forgot password?” from the Portal log in page and follow the rest of steps. If it is still not
     working, please contact the helpdesk at 1-866-813-1177 or at x4357 from an on-campus extension, or
     email them at helpdesk@nl.edu.

5. Click **Login**.

6. Once you have logged in you will see NATIONAL LOUIS UNIVERSITY PORTAL on your screen. To enter
   Banner Self-Service – Click on the **My Services** tab at the top of the page.

7. On the **My Services** screen, click on NLU Self Service

   ![My Services](image)

   **Click the link below to access Banner Self Service**

   ![Banner Self Service](image)

8. At the **Personal Information** screen Main Menu, you may enter the **Faculty Services Menu** by clicking on
   the **Faculty Services** tab or by selecting **Faculty** from the Menu choices.

   ![Banner Self Service](image)
Viewing & Printing Class Lists On-line

1. Click **Term Selection**. (Use the pull-down arrow and select a term. Refer to the table for the possible Banner term.—See notes (*) below for further information.)

   If your course started in: | Term Choice
   --------------------------|------------------
   Sept, Oct, Nov, or Dec. 2014 | Fall 2014
   Jan, Feb, or March 2015 | Winter 2015
   April, May, or June 2015 | Spring 2015
   July or August 2015 | *Summer 2015

(*) If you cannot find your class under the term you have chosen, try using the present term. If that doesn’t work, back up to a previous term. Continue this process for at least three terms until you find your class.
(See the next page for contact information for Troubleshooting.)

2. Click **Submit**.

3. Click **CRN Selection** (CRN = Course Record Number). Use the pull-down menu to see a list of courses assigned to you. (The CRN and title for each of your assigned courses are already listed.) (You can also use the **Faculty Detailed Schedule** option from the Faculty Services menu to see more information about your courses and access a **Summary Class List** from this screen.)

4. Choose **Detail Class List** or **Summary Class List** (This second option contains the student’s ID#).
Please note: Sometimes, depending on your computer screen, for classes that have more than 10 (or 11) students, you may need to pull the bottom horizontal scroll-bar all the way to the right, so that you can pull down the hidden vertical scroll-bar to reveal the rest of your class list.

5. View address, phone, or other student info, by clicking on student's name.

6. Print and save your class roster for submitting an iGrade, Grade Change, or FX grade submission. Select File (Print). If your class exceeds 10 or 11 students, you may want to perform Select-All under Edit or use Ctrl-A to print the selection. [You can also block, copy, and paste the Summary Class List into Word or Excel for your personal grade book.]

7. End your session by clicking on Exit.

Emailing a student or an entire class from Banner Self-Service

On the Summary Class list, on the right side of the screen you will see a small envelope – that’s a link to the student’s NLU email address. Also, at the bottom left is an EMAIL Class envelop icon. Click on this and email the entire class at once.

Submitting Course Grades On-line

Use the following steps to submit your course grades:

1. From the Faculty Services menu, click Term Selection. (See information above.)
2. Select Final Grades – Select the appropriate term, if needed.
3. At the Final Grade Worksheet, pull down and highlight the grade for each student. To give a student an “I” leave the grade at NONE and follow the instructions given in the I-Grade Workflow Procedure found on the Faculty Services main menu. The Registrar will send you a confirming email upon successful submission of the workflow. The FX Grade has the similar procedure as “I” grade.

See the next page of this handout for letter grade information provided by the Office of Registrar. Please SKIP the columns labeled Rolled, Last Attend. Date, and Attend. Hours.

4. Click Submit Grades. (IMPORTANT STEP!)
5. Look for a large red confirmation message in the middle of your screen.

NOTE: At regular intervals during the grading period the Registrar’s Office takes the grades you have entered and “rolls” them into academic history. In other words, they are permanently put into the student's academic records and will appear on a transcript. The grades will not appear on a transcript until they are rolled. And, once they have been rolled, you will not be able to make changes on-line from the Final Grade Worksheet. You will, however, be able to update a grade by using the Grade Change Upgrade Procedure. These directions can be found on Faculty Services main menu.

6. Print your grade sheet or save a copy to your computer.
7. End your session by clicking on Exit.
Submitting I-Grade, FX grade, and Grade Changes On-line

To submit an I-Grades, FX grade, or change a grade once it is rolled into the student’s academic record. Click on the Faculty/Staff tab. And look into the Employee Services area.

Directions for the use of these Workflows are found under the Faculty Services main menu.

Additional Information is provided by the Registrar’s Office

<table>
<thead>
<tr>
<th>Grade</th>
<th>Level(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>UG, GR</td>
<td>Outstanding performance</td>
</tr>
<tr>
<td>B</td>
<td>UG, GR</td>
<td>Above satisfactory performance</td>
</tr>
<tr>
<td>C</td>
<td>UG, GR</td>
<td>Satisfactory performance</td>
</tr>
<tr>
<td>D</td>
<td>UG, GR</td>
<td>Marginal performance</td>
</tr>
<tr>
<td>F</td>
<td>UG, GR</td>
<td>Fail</td>
</tr>
<tr>
<td>FX</td>
<td>UG, GR</td>
<td>Non-attendance— An FX grade is given to a student who registers but has not attended.</td>
</tr>
<tr>
<td>I</td>
<td>UG, GR</td>
<td>Course in-progress (eligible for student who completed at least 75% of required work). Grade change to be submitted by last day of the subsequent term according to schedule (90 days) or will lapse to F grade for UG and N grade for GR.</td>
</tr>
<tr>
<td>N</td>
<td>UG, GR</td>
<td>No credit</td>
</tr>
<tr>
<td>P</td>
<td>UG, GR</td>
<td>Pass (“C” Level or better)</td>
</tr>
<tr>
<td>WN</td>
<td>UG only</td>
<td>Unsatisfactory progress at time of last half voluntary withdrawal from an undergraduate P/N course</td>
</tr>
<tr>
<td>WP</td>
<td>UG only</td>
<td>Satisfactory progress at time of last half voluntary withdrawal from an undergraduate P/N course</td>
</tr>
<tr>
<td>WS</td>
<td>UG only</td>
<td>Satisfactory progress at time of last half voluntary withdrawal from an UG standard grade course</td>
</tr>
<tr>
<td>WF</td>
<td>UG only</td>
<td>Unsatisfactory progress at time of last half voluntary withdrawal from an UG standard grade course</td>
</tr>
<tr>
<td>X</td>
<td>GR</td>
<td>Deferred course designed to extend over a longer period of time</td>
</tr>
</tbody>
</table>
**Grade Deadlines**

University academic policy requires grade submission no later than 10 business days after the last scheduled class meeting and after the web grading has been turned on. Web grading is available on the following schedule:

- 1 to 6 weeks classes is available on the 5 weeks of term Tuesday at 10:00 am
- 7 to 12 weeks classes is available on the 10 weeks of term Tuesday at 10:00 am

Faculty who are unable to meet these deadlines due to extenuating circumstances should contact the following college administrators:

CPSA -- Vlad Dolgopolov, Associate Dean: vdolgopolov@nl.edu – 312-261-3282
NCE -- Arlene Borthwick, Associate Dean: aborthwick@nl.edu – 847-947-5025

**Troubleshooting Call List.** (Off-Chicagoland campuses Dial 1-800-443-5522 then the extension.)

- For problems related to hardware, your web browser, the Logon process, and resetting Passwords call: LITS Help Desk at x4357 or e-mail at helpdesk@nl.edu.

- For problems in course assignments / not able to see your course(s) from your portal – follow the process set up by your college, department or unit:
  CPSA – contact your department chair, program coordinator, or administrative assistant for your program.
  NCE – contact your program coordinator, department chair, or administrative assistant for your program.

- For questions about web grading policies or protocols:
  (Undergraduate & Graduate) Debbie Nesbitt-Mohammed, Associate Register, Ext. 3190