STEP ONE: Login to your myNEU account using your myNEU Username and myNEU Password.

You may reach the login screen either by going to neu.edu, scrolling down and clicking myNEU on the bottom or by typing in the address: http://myneu.neu.edu.

If you have forgotten your Username or Password, have trouble logging in, or have not used myNEU before, click the links in red to find help.
STEP TWO: Open Self-Service Banner.

Once you have logged in to myNEU, click the Services & Links tab.

Click the Self-Service Banner (SSB) link.
STEP THREE: Open Final Grades link.

- After Self-Service Banner opens click the Faculty Services tab.
- Under the Faculty Services tab click Final Grades.

STEP FOUR: Select a course to grade.

- Select the appropriate term from the drop-down menu.

- Select the class you would like to grade form the drop-down menu.

Contact registrar@neu.edu for assistance with grading.
STEP FIVE: Entering Grades.

> Use the drop-down menu next to each student’s name to give them a grade.
  - If a student has withdrawn, is receiving an F, or stopped attending part way through your course, you will need to enter the Last Attend Date. (The last date they attended your class.)
  - You do NOT need to enter Attend Hours.

> There are 25 students listed per page, submit your grades once you finish each page to reset your time limit and save your progress.
  - You can move on to the next page by clicking the link next to Record Sets.

**ENTER A GRADE FOR EACH STUDENT, DO NOT LEAVE ANY BLANK.**

* Only if you are expecting a late grade for a student can you leave it blank. This allows you to enter a grade for the student after the grade submission date (See Changing Final Grades page).
STEP SIX: Verify grade submission.

After you click submit, verify you received the saved successfully message.

STEP SEVEN: Grade another course.

If you need to submit grades for another course, scroll to the bottom of the Final Grades page and click CRN Selection.

Choose your next course and click Submit.

> You will return to the Faculty Services tab.

> Click Final Grades.

> This will bring you to your next class roster where you can enter final grades.
Before the final grade submission date you may revisit and make changes to submitted final grades.

After the final grade submission date:

> You will see a Y under the Rolled column once you login to view the Final Grades page. This means the grades have been applied to the students’ record and you no longer have the drop-down box to change a grade.

> The only grades you will be able to change after the final submission date are any left blank.

> For all other grade changes, you will need to submit a Change of Grade card to the Registrar’s Office located at 120 Hayden Hall.
VIEWING AND PRINTING FINAL GRADES

Login to Self-Service Banner and click Summary Class List.

Select the Term and click Submit.

Then select the Course and click Submit.

To print from your browser, click File then Print from the drop-down menu.

Your final grades now show under the Final column.