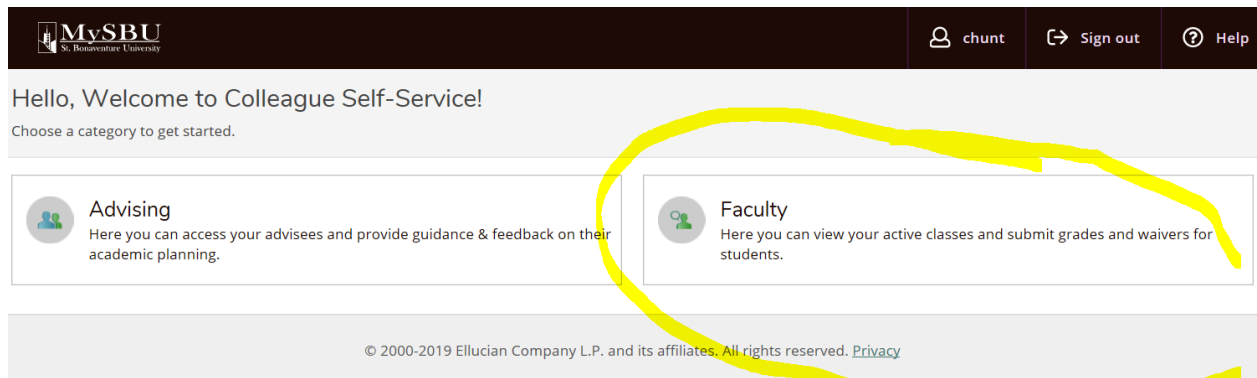


Go to MySBU/Academics Tab/Academic Resources/Student Planning:



The screenshot shows the MySBU website interface. At the top, there is a navigation bar with the MySBU logo and a search bar. Below the logo, there are icons for Office 365 Email, Moodle, Calendar, Directory, and Tech Assistance. A secondary navigation bar contains links for My Home, Academics, Student Services, One Stop, Employee, HR/Payroll, and Business/Finance. The main content area is titled "Academic Resources" and lists various links such as Academic Calendar, Classroom Information, Faculty Senate, and GPA Calculator. Below this, a "Student Planning" section is highlighted with a yellow circle, containing links for Student Planning and Instruction for Students.

Once there, click on the Faculty bar:



The screenshot shows the "Colleague Self-Service" page. At the top, there is a navigation bar with the MySBU logo, a user profile icon for "chunt", a "Sign out" button, and a "Help" button. Below the navigation bar, there is a greeting: "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." Two main categories are displayed: "Advising" and "Faculty". The "Faculty" category is highlighted with a yellow circle and contains the text: "Here you can view your active classes and submit grades and waivers for students." At the bottom of the page, there is a copyright notice: "© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

Select the course you need to grade:

Section	Times	Locations	Books
EDUC-401-02: DIAG/PRESCRIPTIVE READING	T/Th 8:00 AM - 10:59 AM 1/22/2019 - 5/9/2019 TBD 5/10/2019 - 5/16/2019	TBD LECTURE TBD EXAM	
EDUC-425-02: ORGANIS/ASSESSMT ELEM CLASSRM	T/Th 11:00 AM - 1:59 PM 1/22/2019 - 5/9/2019 TBD 5/10/2019 - 5/16/2019	TBD LECTURE TBD EXAM	
EDUC-430-02: M/M OF TEACHING ELEM STEAM	T/Th 2:00 PM - 4:30 PM 1/22/2019 - 5/9/2019 TBD 5/10/2019 - 5/16/2019	TBD LECTURE TBD EXAM	
EDUC-495A-01: SR SEM: PROF ASSESS/REFLECT	W 5:00 PM - 7:30 PM 1/22/2019 - 5/9/2019 TBD 5/10/2019 - 5/16/2019	Plassmann Hall, 155 LECTURE TBD EXAM	

Then click on the grading tab:

Section Details

[Back to Courses](#)

EDUC-401-02: DIAG/PRESCRIPTIVE READING

Spring 2019
Main Campus

T/Th 8:00 AM - 10:59 AM
1/22/2019 - 5/9/2019
TBD

TBD
5/10/2019 - 5/16/2019
TBD

Seats Available 0 of 0

Roster Grading

You should then be able to grade your class. Once you enter the grade, it is done. There is no submit button.