

Submitting Final Grades Using Self-Service

Logging into the Self-Service Center

From the University's Home Page:

1. Go to <http://www.hartford.edu>, navigate to the My UHart button at the top → Self-Service. • Click on **Self-Service** at the top.
2. Click on **Secure Login for Students, Faculty, Staff, and Alumni**.
3. Enter your 8-digit University ID number and your 6-digit password. Initially, the password is set to the user's own birthday, which can be changed after logging in.
 - Instructors who can't remember their password and/or whose birthday doesn't work can have their password reset if they have entered a "challenge question." If an instructor doesn't have a challenge question or can't remember the answer, he or she can call ITS to have it reset at: **860.768.4357**
4. Once logged in, click **Faculty** tab at the top in order to access services, including rosters and grades.

Submitting Grades

To send submit grades to the Banner Student Information System, do the following:

1. Log into Self-Service Center (you may be requested to do a password change).
2. Select **Faculty** tab.
3. Select **Final Grades**.
4. Select the **Term** from dropdown menu and then click **Submit**.
5. Select appropriate **CRN** and then click **Submit**.
6. Enter the student grades and then click **Submit**.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcd@hartford.edu

Website: <http://www.hartford.edu/fcd>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/its>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>