

CNU Live for Faculty

Banner Web Information and Grading Procedures

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CNU Live Account Information:

If the Office of the Provost has not already provided your CNU Live USER ID and PIN, you will receive this login information at your first departmental meeting during *Getting Started Week*, the week before classes begin, or at your training with the Office of the Registrar during *Getting Started Week*. After that date, new faculty should contact the Office of the Provost at (757) 594-7050 regarding access to CNU Live.

If you forget your User ID number, please contact the Office of the Provost at (757) 594-7050. If you forget your PIN (password), please contact the Office of the Registrar at (757) 594-7155.

Please do not share your User ID and PIN with anyone. This area contains secure information. You are responsible for any changes made using your login ID. Any information you enter or change will become effective immediately, unless otherwise noted.

Login to CNU Live:

- Click '[myCNU](#)' on the CNU Webpage
- Your CNU Live Username is your CNU ID number
- Login password (first time **ONLY** is DOB): MMDDYY
- Accept Terms Of Usage
- Click '[CNU Live](#)'
- Click '[Personal Information](#)'
The first time you log in to the CNU Live site you will be instructed to change your PIN (password).
- Click '[Change PIN](#)'
- Enter your date of birth (old password)
- Enter a new log-in PIN of your choice consisting of **exactly** six characters (alpha/numeric/or both).
Re-type your new log-in PIN to confirm. Remember this login PIN for future access to your account. The **first time** you log in to the CNU Live site you will be instructed to change your PIN (password).
- Click '[Change Security Question.](#)' Enter (case sensitive) a security question and answer for use with the 'Forgot PIN' option to verify your identity. This is a mandatory requirement; provide a question/answer that uniquely identifies you as the authorized account user. This should NOT be tied to your log in PIN! (example; Q: "favorite author" A: "Shakespeare"). You will be asked this information in the event you forget your log in PIN to verify your identity.

**** NOTE:** There is a 15 minute time limit for inactivity. Click a link often or you will time out and have to log into CNU Live again!

If your account is disabled or you need to reset your password, you must visit the Office of the Registrar, 205 Administration Building to have your PIN (password) reset. For security purposes, a photo ID is required.

For questions regarding your ID# or password contact the Office of the Registrar, at (757) 594-7155.

Accessing Your Course(s):

- Click 'Term Selection' from the Faculty Services menu to choose a semester then click 'Submit'.
- Click 'CRN Selection' from the Faculty Services menu, to choose your course **CRN**=Course Reference Number then click 'Submit'.
- Anytime you wish to change courses, you must click on the 'CRN Selection' and choose a different course.

Accessing Your Course Roster (two options):

1. Summary Class List- displays alphabetical list of students

- Click 'Summary Class List' from the Faculty Services menu,
- Select the desired semester and click 'Submit'.
- Select desired CRN and course title (Pull down menu will display if you are teaching more than one course) and click 'Submit'.
- Class roster will display in web format.
- At the bottom of the page *****[Download Class Roster](#)***** appears. Selecting this option opens printable class roster in Excel format.

2. Detail Class List - displays general student information (level, program, major college, etc.)

- Click 'Detail Class List' from the Faculty Services menu, then select the desired semester and click 'Submit'.
- Select the desired semester and click 'Submit'.
- Select desired CRN and course title (Pull down menu will display if you are teaching more than one course) and click 'Submit'.
- Detailed class roster will display including general student information (level, program, major, college, etc).

***** Faculty members are strongly encouraged to print course rosters at the beginning of each term, after the Add/Drop period, and after the Withdrawal period.**

Faculty Services Menu:

- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Grades

To navigate the menus, click the [‘Link Name,’](#) or click [‘Return to Menu,’](#) or [‘Back.’](#)

Grade Entry General Information:

- You can enter grades between the first day of final exams until noon of the Monday after final exams end.
- If the word **Confidential** appears next to a student's name, information is to be kept confidential!
- Click the [‘Submit’](#) button often to prevent loss of entries and to stay logged into CNU Live.
- If you discover you need to adjust a grade after web grade entry ends, please contact the Office of the Registrar. You will need to complete either a blue Change of Grade card or a pink Extension of Incomplete form, depending on the circumstances.

Entering Grades (from the Faculty Services Menu):

- Enter CRN for desired course.
- Click [‘Grades’](#) (Mid-term or Final).
- Choose the [‘drop-down list’](#) next to [‘NONE,’](#) a list of values will be displayed.
- You must select a grade from the list of available values.
- Click [‘Reset’](#) to clear any fields before you click [‘Submit.’](#)
- Click [‘Submit’](#) to save your entries. You will be returned to the top of the page; scroll down to resume entering grades.

**** NOTE:** If there is more than one page of students, be sure to click [‘Submit’](#) BEFORE going to the next page to save your entries!

REMEMBER to click [‘Submit’](#) at least once every few minutes to save your entries and to avoid being logged off and starting over!

To print click the [‘File/Print’](#) selection. Printing in Landscape allows the entire page to be visible. Try viewing your page in print preview before printing.

Logging out of CNU Live:

- Click [‘Exit’](#) in the upper right corner.
- Close your browser window and any other Internet Explorer windows you have open to be sure you have completely logged out.

Contacts:

Office of the Registrar: (757) 594-7155, 205 Administration Building, register@cnu.edu
Policies and procedures regarding grades, grade entry, and associated deadlines.

Office of the Provost: (757) 594-7050
Forgotten or lost CNU Live user ID number.

Information Technical Services (ITS): (757) 594-7079 or helpdesk@cnu.edu
CNU Live technical assistance.

General Computer information:

Please visit the ITS web page How-To Guides for information on operating your computer, email, web accounts and other computer related software. <http://www.cnu.edu/its/howtoguidesB.html>.