

## INSTRUCTIONS FOR FACULTY GRADE ENTRY

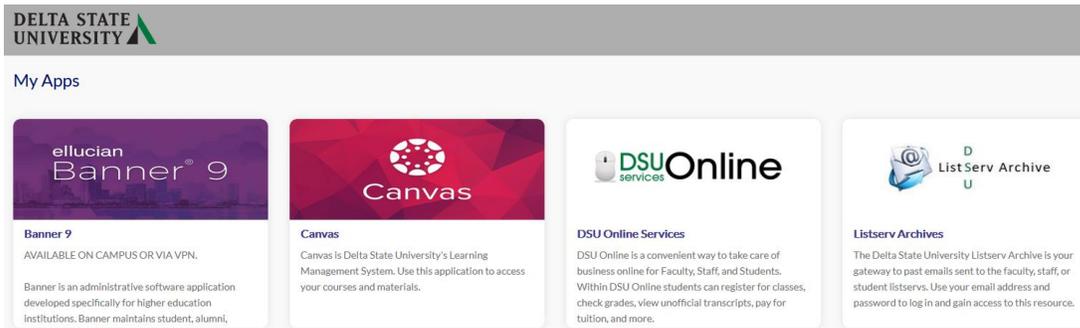
1. Log in to MyDSU Portal.



The myDSU Portal is a central location to access all DSU applications that have been assigned to your account. Applications currently accessible through the portal are Canvas, DSU Online Services, Listserv Archive, Office 365, Banner, and Zoom.



2. Select DSU Online Services” from your Apps.

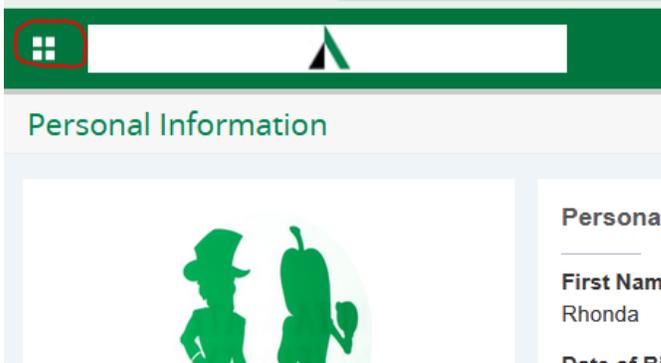


**DELTA STATE UNIVERSITY**

My Apps

- ellucian Banner® 9**  
Banner 9  
AVAILABLE ON CAMPUS OR VIA VPN.  
Banner is an administrative software application developed specifically for higher education institutions. Banner maintains student, alumni,
- Canvas**  
Canvas is Delta State University's Learning Management System. Use this application to access your courses and materials.
- DSU Online Services**  
DSU Online is a convenient way to take care of business online for Faculty, Staff, and Students. Within DSU Online students can register for classes, check grades, view unofficial transcripts, pay for tuition, and more.
- DSU Listserv Archive**  
Listserv Archives  
The Delta State University Listserv Archive is your gateway to past emails sent to the faculty, staff, or student listservs. Use your email address and password to log in and gain access to this resource.

3. From your “Personal Information” page select the Banner menu option by clicking the four square icon in the top left.



**Personal Information**

**Personal**

**First Name**  
Rhonda

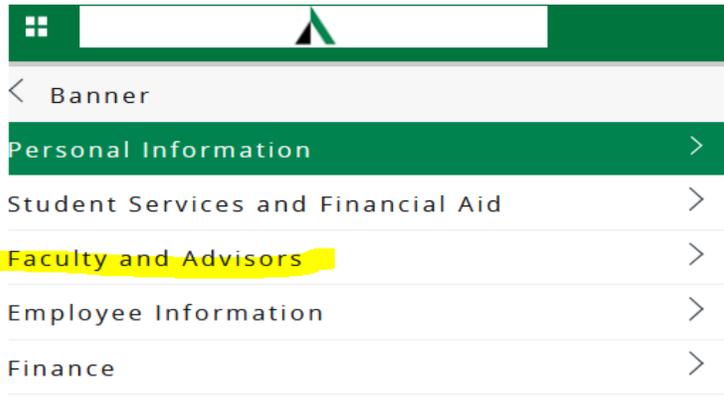
**Date of Bi:**

4. Select “Banner”

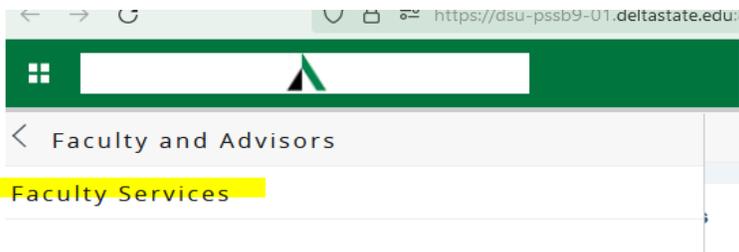


**Banner**

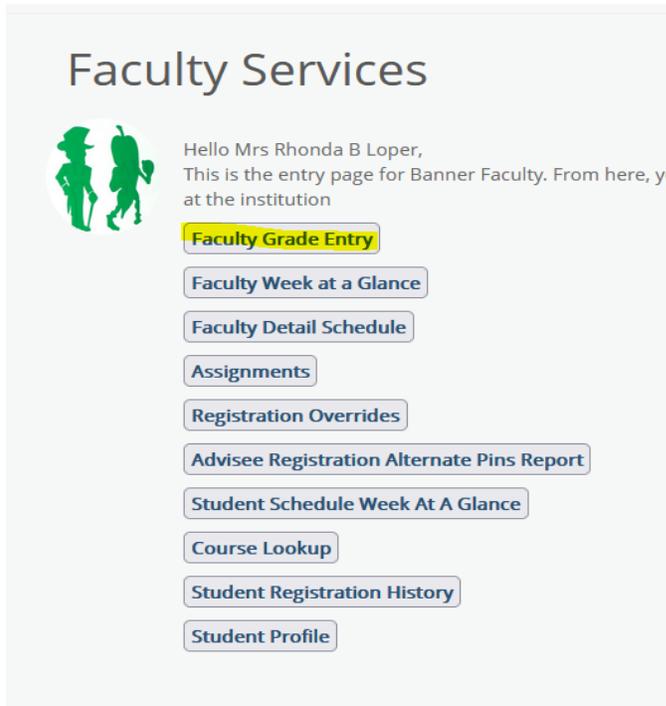
5. Select "Faculty and Advisors"



6. Select "Faculty Services"



7. From the Faculty Services menu select "Faculty Grade Entry"



8. On the "Faculty Grade Entry" page select either the relevant tab from Midterm Grades or Final Grades. Please note that the system defaults to the Final grade entry page and you must select Midterm.