Quick Steps: Rosters, Certifying Classes and Grades

Log in to SSB (Self-Service Banner)
1. Go https://ssb.txstate.edu. (Or via Catsweb > Faculty/Staff Services > Banner Self-Service (SSB) link)
2. Click on Self-Service Login.
3. Enter your Texas State NetID and Password. Click Login.
4. Based on your role, you should see the Main Menu with 3 tabs across the top:
   - Personal Information
   - Student
   - Faculty Services

Accessing Class Rosters
SSB Terminology:
- Summary Class List = class roster
- CRN = Course Registration Number (replaces the index number)

To view/print a class roster:
1. Click on the Faculty Services tab to display the Faculty and Advisors main menu.
2. Click on Summary Class List.
3. Select a Term from the pull down menu and click Submit.
4. Choose a course to view from the pull down menu on the CRN selection screen and click Submit.
5. Your roster will display. (Note that student names are links to their student information.)
6. To print your roster, print as usual from your browser menu.

To view another class roster:
1. Click |CRN Selection| from the menu across the bottom of the screen.
2. Choose another course from the pull down menu on the CRN selection screen.
3. Click on Summary Class List to see the summary class list for this class.

Sending E-Mail to Students
To the far right of each line of student information is an envelope icon. Clicking this icon initiates in your mail system (e.g., Outlook) a new e-mail message addressed to the student’s e-mail account.

Near the bottom of the roster is another envelope icon with the words “Email class”. Clicking this icon initiates a new e-mail message addressed to the entire class (each student’s name will appear in the BCC field.)

**Important!** Users of Microsoft Outlook wishing to send e-mail to the entire class must first follow these 3 steps to configure Outlook to recognize the comma that separates each name as a valid email address separator:

1. On the Tools menu, click Options.
2. Click E-mail Options and then click Advanced E-Mail Options.
3. Under When sending a message click the checkbox next to Allow comma as address separator.

**Note:** This task only needs to be performed once. You can continue to use a semicolon.
Certifying Rosters and Picture Rosters

1. Go to https://tim.txstate.edu/classrosters or click the Certify Rosters link on the Faculty Services tab.
2. Log in using your NetID and password.
3. The Home navigational menu on the left offers 2 selections:
   - Class Selection – displays all your classes on one screen; click class names to view each one.
   - Inquire Class Rosters – offers the option to view Student Photos in the roster.

Certifying Classes

1. Click Class Selection in the navigation menu on the left.
2. Under Faculty Classes, click a class name to open that class in the Roster Certification screen.
3. The roster status may be changed for a student by clicking Edit on their corresponding row.
   a. Within the Edit window, click Update when finished, or Cancel to back out of the changes.
   b. Repeat as necessary for individual students.
4. You may add a new student by clicking the “Add New Student” button at the top of the roster.
5. When you are finished, click the Certify Roster button to certify your roster.
6. Red text will appear: “Roster Certified Successfully” indicating your changes are complete.
7. To certify another class, return to the Class Selection screen and choose another class.

Picture Rosters

1. Click Inquire Class Roster in the navigation menu on the left.
2. Click the Yes button next to “Include Student Photos”.
3. Choose a class to review by clicking on the class name.
4. Your class roster will display with pictures. Several options are available from this screen:
   • Print
   • Export to Excel (first icon in top right corner of roster)
   • Export to PDF (second icon in top right corner of roster)
   • Export to MS Word (third icon in top right corner of roster)
5. The Record Count indicates how many students are currently in this class. You may change the number of students displayed at one time on the screen by changing the Page Size number.
6. To view another roster with pictures, click the Inquire Class Roster link, and repeat steps 1-4.

Posting Grades

(this function will not be active until grading has been turned on by the Office of the University Registrar)
1. From the Faculty and Advisors main menu on the Faculty Services tab, click Final Grades.
2. Select a term from the pull down menu and click Submit.
3. Choose a course to view from the pull down menu and click Submit.
4. For each student, choose the appropriate grade from the pull down menus under the Grades column.
   a. If giving a grade of U or I, you must enter the last date attended.
5. When you are finished, click Submit at the bottom.
6. The screen will refresh and above the roster you will see:
   ✔ The changes you made were saved successfully.
7. To post grades for another class, click | CRN Selection | from the menu across the bottom of the screen to return to the course selection screen and continue with steps 2-7.