Quick Steps to Posting 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 ID and PIN. Click Login.
4. Based on your role, you should see the Main Menu with 3 tabs across the top:
   - Personal Information
   - Student
   - Faculty Services

Posting Grades (this function will not be active until grading has been turned on by the Registrar's Office)
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.