


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.