

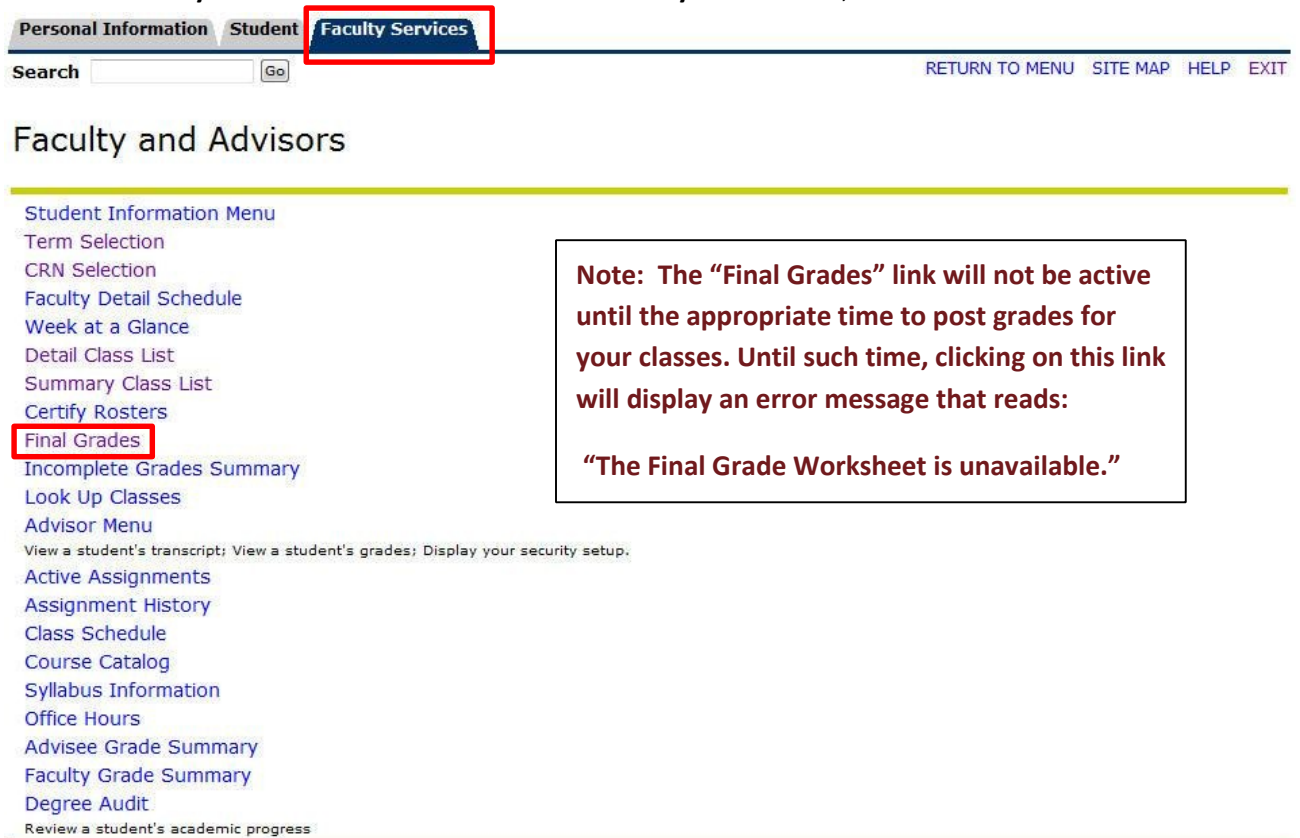


Posting Grades in SSB

Updated Fall 2013

Posting Grades

1. From the **Faculty and Advisors** main menu on the **Faculty Services** tab, click **Final Grades**.



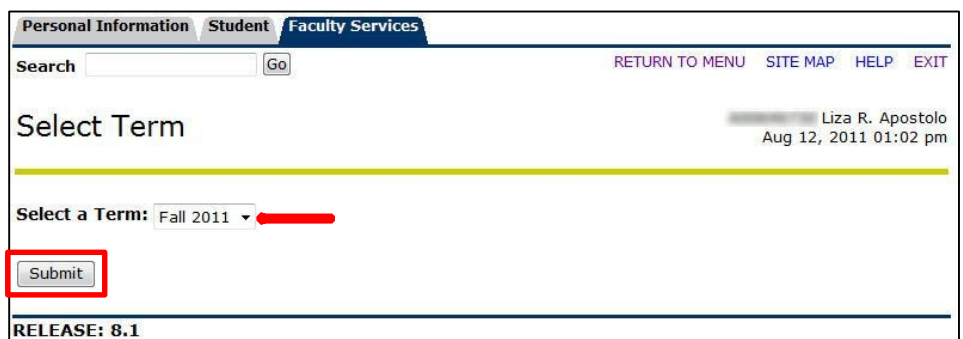
The screenshot shows the top navigation bar with tabs for 'Personal Information', 'Student', and 'Faculty Services'. The 'Faculty Services' tab is selected and highlighted with a red box. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Faculty and Advisors' and contains a list of links. The 'Final Grades' link is highlighted with a red box. A note box on the right contains the following text:

Note: The "Final Grades" link will not be active until the appropriate time to post grades for your classes. Until such time, clicking on this link will display an error message that reads:

"The Final Grade Worksheet is unavailable."

RELEASE: 8.3

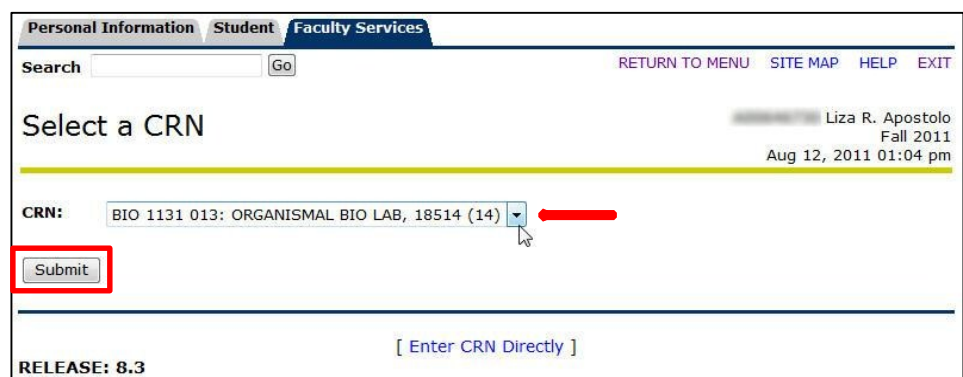
2. Select a term from the pull down menu and click **Submit**. (This step may be skipped if you've already selected a term previously during this log in session.)



The screenshot shows the 'Select Term' form. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Select Term' and contains a 'Select a Term:' dropdown menu with 'Fall 2011' selected. A red arrow points to the dropdown arrow. Below the dropdown is a 'Submit' button, which is highlighted with a red box. The bottom of the form shows 'RELEASE: 8.1'.

3. Choose a course to view from the pull down menu and click **Submit**.

Note: You may enter the CRN directly by clicking [Enter CRN Directly] below.



The screenshot shows the 'Select a CRN' form. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Select a CRN' and contains a 'CRN:' dropdown menu with 'BIO 1131 013: ORGANISMAL BIO LAB, 18514 (14)' selected. A red arrow points to the dropdown arrow. Below the dropdown is a 'Submit' button, which is highlighted with a red box. At the bottom of the form is a link labeled '[Enter CRN Directly]'. The bottom of the form shows 'RELEASE: 8.3'.

- For each student, choose the appropriate grade from the pull down menus under the **Grades** column. See the **Grade Legend** on the next page of this document for a full explanation of the grades available.

Liza R. Apostolo
Fall 2011
Aug 12, 2011 01:51 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
ORGANISMAL BIO LAB - BIO 1131 013
CRN: 18514
Students Registered: 14

Please submit the grades often. There is a 15 minute time limit starting at 01:51 pm on Aug 12, 2011 for this page.


Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Bradford, Kyle C.	XXXXXXXXXX	1.000	Registered Aug 14, 2011	A	N			11
2	Darden, Catherine M.	XXXXXXXXXX	1.000	Registered-Web Apr 26, 2011	C	N			5
3	Gonzalez, Benny	XXXXXXXXXX	1.000	Registered Aug 16, 2011	A	N			12
4	Johnson, Wally L.	XXXXXXXXXX	1.000	Registered-Web Jun 14, 2011	A	N			7
5	Jones, Amanda S.	XXXXXXXXXX	1.000	Registered-Web Jun 17, 2011	A	N			9
6	Kraus-Lozano, Andrea D.	XXXXXXXXXX	1.000	Registered-Web Apr 20, 2011	B	N			3
7	Lagasse-Sinha, Pranka	XXXXXXXXXX	1.000	Registered-Web Apr 14, 2011	C	N			2
8	Merrins, Justin	XXXXXXXXXX	1.000	Registered Aug 24, 2011	B	N			15
9	Mondragon, Jimmy	XXXXXXXXXX	1.000	Registered-Web Jun 15, 2011	A	N			8
10	Norred, Victor M.	XXXXXXXXXX	1.000	Registered Aug 24, 2011	A	N			16
11	Robinson, Garrett D.	XXXXXXXXXX	1.000	Registered-Web Apr 25, 2011	C	N			4
12	Rubio, Victor A.	XXXXXXXXXX	1.000	Registered Aug 11, 2011	F	N			10
13	Ryck, Charlotte D.	XXXXXXXXXX	1.000	Withdrawal Official Aft Census Sep 19, 2011	Not Gradable	N			17
14	Vaughn, Lacey	XXXXXXXXXX	1.000	Registered Aug 14, 2011	D	N			14

Please submit the grades often. There is a 15 minute time limit starting at 01:51 pm on Aug 12, 2011 for this page.

[\[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Incomplete Grades Summary | Student Menu | Summary Class List \]](#)
RELEASE: 8.3

- If necessary, click **Reset** to clear your changes and begin again.
- When you are finished, click **Submit** at the bottom.
- The screen will refresh and above the roster you will see:

 **The changes you made were saved successfully.**
- 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. Continue with steps 2-7.

Notes regarding U (unearned) grade:

The creation of a **U** (unearned) grade will allow an instructor, at the point of grade entry, to specify whether a non-passing grade is either a true **F** (earned) or a **U** (unearned). This will ensure effective and efficient compliance with federal Title IV financial aid regulations.

- **F** (Failing) – awarded to student who completed the course but failed to achieve the course objectives.
- **U** (Unearned Failing) – awarded to students who did not officially withdraw but failed to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives. For a grade of U or I, you will be required to enter the date the student last participated in an academically-related activity.
- **N** (Never Attended, Unearned Failing) – awarded to students who did not officially withdraw but never attended the course and did not submit any assignments or take any exams.

Unearned (U) and Incomplete (I)

When entering a grade of U or I, you are required to put in a date of last attendance. Upon pressing Submit, the system will give an error if a date has not been entered. Enter a date into the field indicated and click Submit again.

Course Information
FUNCTIONAL BIO LAB - BIO 1130 L56
CRN: 54315

You have errors on the page. Correct the errors to submit all grades for this record set.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Duong, Loan K.	AD0000070	1.000	Registered-Web Mar 29, 2013	I	N			1	Last date of attendance required for this grade.
2	Nguyen, Kathleen M.	AD0001702	1.000	Registered-Web Apr 03, 2013	U	N			4	Last date of attendance required for this grade.

Submit Reset

The system will also give an error if the date is not within the correct start and end date for that section. Enter the correct date in the field indicated and click Submit again.

Course Information
FUNCTIONAL BIO LAB - BIO 1130 L56
CRN: 54315

You have errors on the page. Correct the errors to submit all grades for this record set.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Duong, Loan K.	AD0000070	1.000	Registered-Web Mar 29, 2013	I	N	07/14/2013		1	
2	Nguyen, Kathleen M.	AD0001702	1.000	Registered-Web Apr 03, 2013	U	N	07/01/2013		4	Last date of attendance must be between section start date and section end date.

Submit Reset

When entering a grade of I, the system will inform you of the extension date that the I will roll into an F. You have until the Extension date to change the grade.

A00646730 Liza R. Apostolo
Summer 2013
Oct 21, 2013 12:24 pm

Incomplete Final Grades

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
FUNCTIONAL BIO LAB - BIO 1130 L56
CRN: 54315

⚠ The extension date default is Aug 09, 2014. The extension date may have constraints according to level.

Record Number	Student Name	ID	Grade	Rolled	Incomplete	Final	Grade	Extension Date	Extension Date Constraints
								MM/DD/YYYY	
1	Duong, Loan K.	A00646730	I	N		F		08/09/2014	On or before default date.

Submit Cancel Reset

Developmental Course Grading

Developmental courses have some differences when it comes to grading. Instead of the traditional F, U, N, I, or PR grades, the below are to be used:

TRADITIONAL GRADE	NEW GRADE	EXPLANATION	Grade Points per Semester Hour
F	RF	(Developmental Course) Non-Punitive, Earned	0
U	RU	(Developmental Course) Non-Punitive, Unearned	0
N	RN	(Developmental Course) Never Attended and Non-punitive	0
I	RI	(Developmental Course) Incomplete	0
PR	RP	(Developmental Course) In Progress And Non-Punitive	0

Grade Legend

Symbol	Explanation	Grade Points per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure (Earned)	0
U	Failure (Unearned)	0
N	Failure (Never Attended)	0
I	Incomplete	0
NR	Not Reported	0

Symbol	Explanation	Grade Points per Semester Hour
W	Withdrawn Passing	0
PR	In Progress and Non-punitive	0
CR	Credit Given	0
RF	(Developmental Course) Non-punitive, Earned	0
RU	(Developmental Course) Non-punitive, Unearned	0
RN	(Developmental Course) Never Attended and Non-punitive	0
RI	(Developmental Course) Incomplete	0
RP	(Developmental Course) In Progress and Non-punitive	0
X*	Non-degree Credit Given	0
Y*	Non-punitive	0
AU	Audit	0


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.