

# Quick Steps: Rosters, Certifying Classes and Grades

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## 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.)

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**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.*

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## 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.