## **OKLAHOMA BAPTIST UNIVERSITY - FACULTY MIDTERM & FINAL GRADE INSTRUCTIONS**

- 1. Log into Self Service Banner at <u>www.okbu.edu/ssb</u> .
- 2. Select Faculty Services

Personal Information	Student	Financial Aid	Faculty Services	Employee
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.			Enter Grades and Registration Overrides, View Class Lists and Student Information	Enter hours on Time Sheets; Request Time off, View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD 1/TP-1015.3-V information; Create requisitions, purchase orders & budget transfers; Guery budget & encumbrance data:

3. Select Final Grades (or Midterm Grades when appropriate).

Personal Information	Student Financial A	Aid Faculty Services	Employee
Class Schedule Count	Student Information Menu	<ul> <li>Term Selection</li> </ul>	CRN Selection
Faculty Detail Schedule	Week at a Glance	Detail Class List	Summary Class List
Detail Wait List	Summary Wait List	Midterm Grades	Final Grades

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	udent   Financial Ald   Faculty Services					
Select Term						
🖝 🛛 Home > Faculty & Advis	l Home > Faculty & Advisors > Term Selection					
Select a Term: Fall 2014 Fall 2014 Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit Submit S	014 4 14 013 .3 13 ano as affiliates.					

5. Select the appropriate **CRN/Course** and **Submit**.

**Final Grades** 



6. Select Final Grade for each student listed on the roster. Then select Submit at the bottom of the page.

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Home >	<ul> <li>Faculty &amp; Advisor</li> </ul>	s > Final (	Grades					
Enter fina	al grades and last atten	dance date an	d hours. If C	Confidential appears next	to a student's	s name, the	personal information	is to be kept confiden
Course Info	ormation							
Success 10	)1 - GNED 1051 A				None 😽	1		
CRN:	1529	9			А			
Students	Registered: 16				В			
					D =			
🛕 Please 🤉	submit the grades	s often. Th	ere is a 9	0 minute time limi	itE	at 03:36	pm on Mar 21, 3	2014 for this pa
					FX			
Final Grad	es				I	ļ		
Record	Student Name	ID	Credits	Registration	I/B	Rolled	Last Attend	Attend Hours
Number				Status	I/D		Date MM/DD/YYYY	0-999.99
1	Doe, John	0123456	1.000	**Registered** Jan 31, 2014	None V			

7. After grades and been entered and **Submitted**, select the next Course to input Final Grades. Click on **CRN Selection** and return to **Step 5. Repeat** until all grades are entered.



**CONGRATULATIONS! YOUR GRADES HAVE BEEN SUBMITTED!**