1. Log into Self Service Banner at www.okbu.edu/ssb.

2. Select Faculty Services

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

4. Select Appropriate Term and Submit.
5. Select the appropriate CRN/Course and Submit.

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

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.