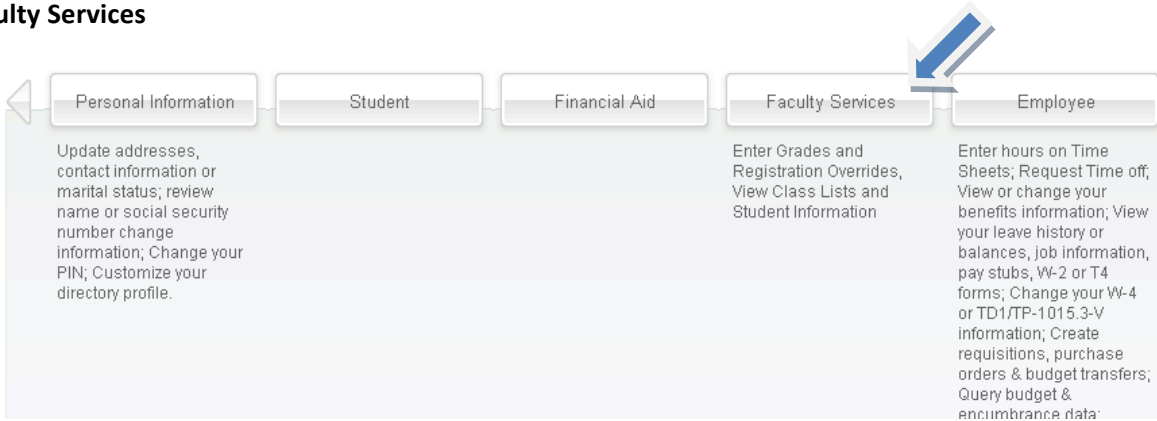


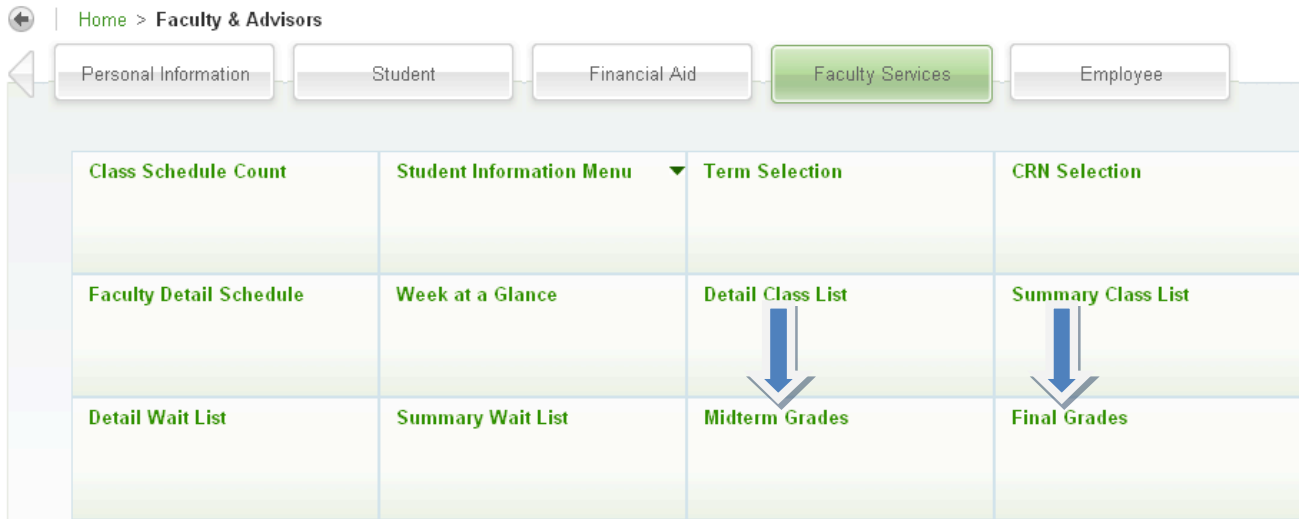
OKLAHOMA BAPTIST UNIVERSITY - FACULTY MIDTERM & FINAL GRADE INSTRUCTIONS

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

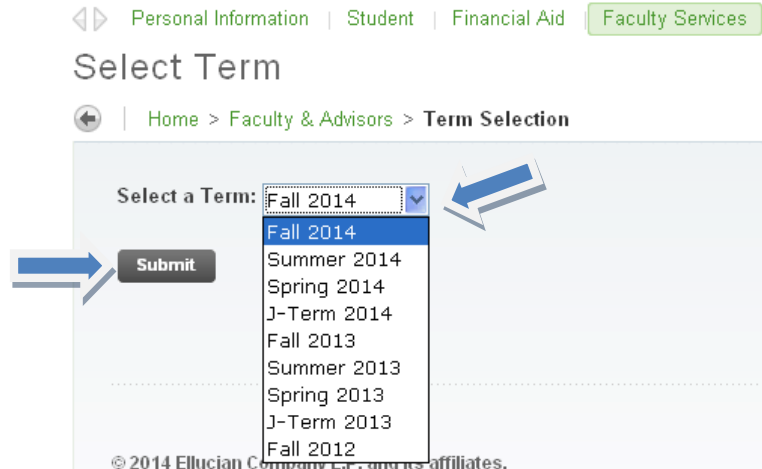
2. Select **Faculty Services**



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



4. Select Appropriate **Term** and **Submit**.



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

Personal Information | Student | Financial Aid | Faculty Services | Emp

Select a CRN

Home > Faculty & Advisors > CRN Selection

CRN:

Enter CRN Directly

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

Final Grades

Home > Faculty & Advisors > Final Grades

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

Success 101 - GNET 1051 A

CRN: 1529

Students Registered: 16

Please submit the grades often. There is a 90 minute time limit

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Rolled	Last Attend Date	Attend Hours
1	Doe, John	0123456	1.000	**Registered** Jan 31, 2014	None	MM/DD/YYYY	0.999.99

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.

[Term Selection](#) ■ [CRN Selection](#) ■ [Class List](#) ■ [Faculty Detail Schedule](#) ■ [Mid Term Grades](#) ■ [Incomplete Grades Summary](#) ■ [Student Menu](#) ■ [Summary Class List](#)

CONGRATULATIONS! YOUR GRADES HAVE BEEN SUBMITTED!