Faculty Guide to Entering Grades

Mid-term and Final grades are entered via Self Service Banner (SSB) under Final Grades. This is the official area where faculty enter a student's midterm and/or final grade for the course.

To Access Self Service Banner:

1) Navigate to www.montclair.edu
2) Click Menu on the right
3) Click Employee Services
4) Click Quicklinks
5) Select Nest
6) Login with your NetID and Password
7) Click Sign In
8) Under Faculty Resources select Self-Service Banner

9) Click the Faculty/Advisor Services button

10) Click Final Grades
11) **Select a Term** and click **Submit**

![Select Term](image)

12) Select a course from the drop down list under **CRN** or enter the CRN number directly by clicking on **Enter CRN Directly** and entering **CRN**

13) Click **Submit**

![Select a CRN](image)

14) Select the grade for each student from the **Grade** column

15) Click **Submit** once you have graded all students

![Grade](image)

**Note:** If you are entering a grade of “F” you will be required to enter the last date of attendance under **Last Attend Date**. **Attend Hours** is not a required field and should be left blank.

Posting **Incomplete Grades** is a two-step process:

The Incomplete (IN) grades are first entered on the grade roster.

Upon submission of the grade roster the **Incomplete Final Grades** confirmation page will pop up and show you all students who have been assigned IN grades. The list will include all current IN grades for the roster, the default grade of F, and the scheduled date the F conversion will occur if no final grade is submitted to the Office of the Registrar via paper grade change form. **NO changes are to be made on this screen by the instructor.** Click **Submit** for accurate recording of the incomplete grade.

Extension of Incomplete forms and grade change request forms are the means by which changes to the listed information is to be officially submitted.
If you see “confidential” next to the student’s name, there is a FERPA block in place, preventing release of Directory Information. FERPA guidelines can be reviewed at http://www.montclair.edu/policies/employee/ferpa-faculty-staff/

To confirm final grades have been posted correctly, click the link Summary Class List at the bottom of the Final Grade submission page.

Once the deadline for entering grades has passed, final grades can be found under Faculty Grade Summary.

Please note: Grade changes are allowable directly to the system up until the published final web grading deadline.

Open the roster and select the new grade for the student then click Submit. Once the grading deadline has passed no grade change can be made via Self Service Banner, but rather a paper grade change form must be submitted to the Office of the Registrar with all required approval signatures.

IMPORTANT: There is a 15-minute time limit when entering grades. The system will log you off after 15 minutes and you will lose any data that has not been saved. It is important to hit SUBMIT often to ensure the data is saved in the system in case you are signed out.