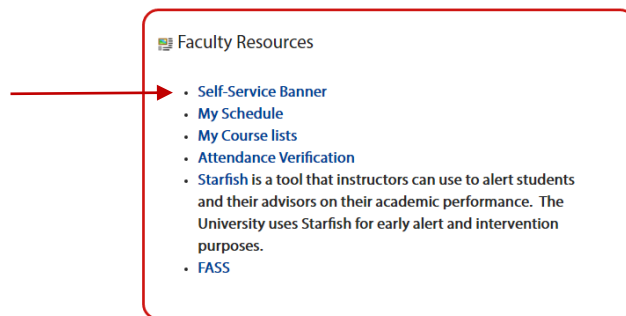


## Faculty Guide to Entering Grades

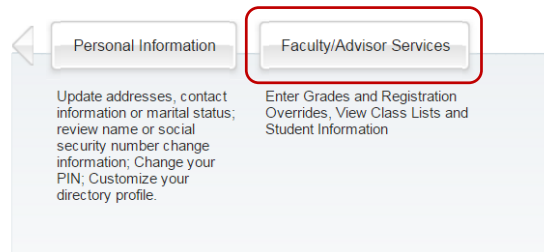
Mid-term and Final grades are entered via Self Service Banner (SSB) under **Final Grades**. This is the official area where faculty enter a student's midterm and/or final grade for the course.

### 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

Home > Faculty/Advisor Services > Term Selection

Select a Term: SPRING 2017

Submit

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

Home > Faculty/Advisor Services > CRN Selection

CRN: NUFD 304 02: Introduction to Research, 25143 (35)

Submit

Enter CRN Directly

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

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

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	Registered Aug 30, 2016	None		09/12/2016		2
2	Confidential		3.000	Registered Aug 30, 2016	None		09/12/2016		3
3			3.000	Registered Aug 30, 2016	None		09/12/2016		4
4			3.000	Registered Jul 21, 2016	None		09/12/2016		1

**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.

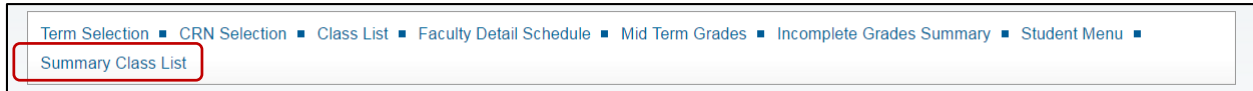
Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1			IN	N	F	02/15/2017	

Submit Cancel Reset

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.

