

Here at SUNY Schenectady, we have upgraded our Self-Service Banner 8 (SSB8) to Self Service Banner 9 (SSB9). This training guide will give you a high-level look and feel of SSB9. Banner has combined these two roles into one module and it can't be separated.

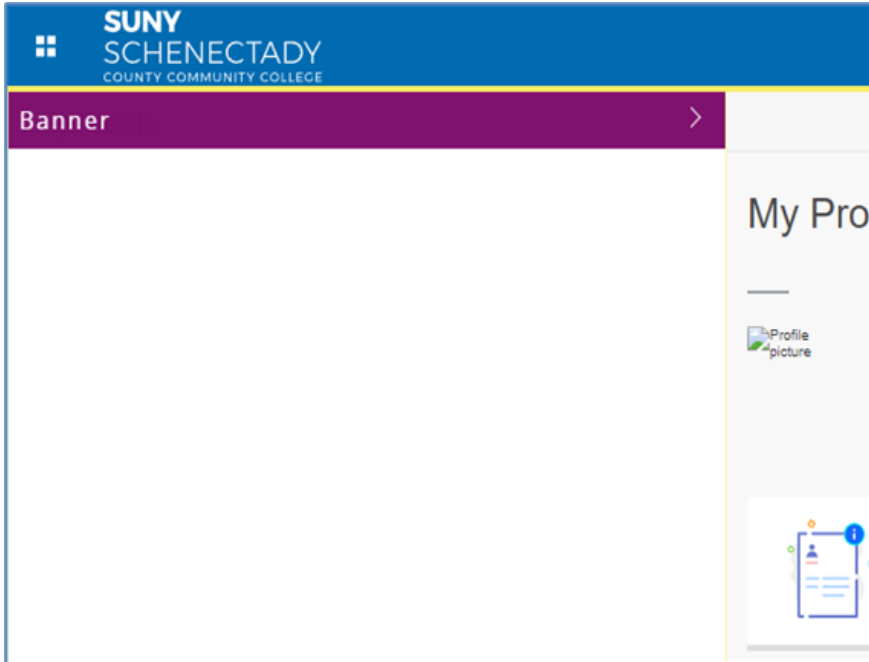
**Note:** Some pages from SSB8 are included in SSB9. We are currently working to bring these pages to SSB9. There are additional links on SSB9 that are not included here. We encourage you to explore those links on your own.

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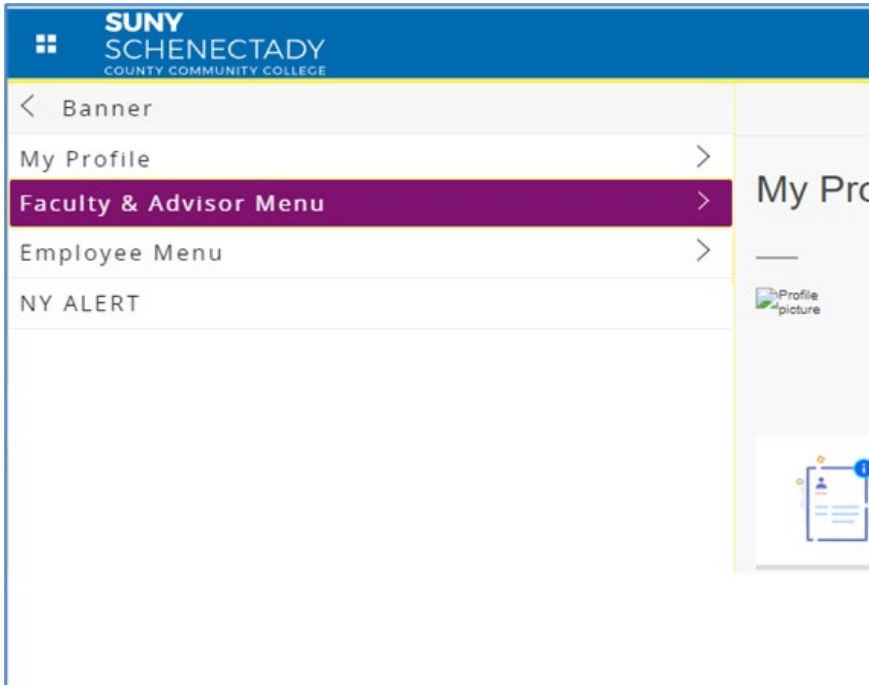
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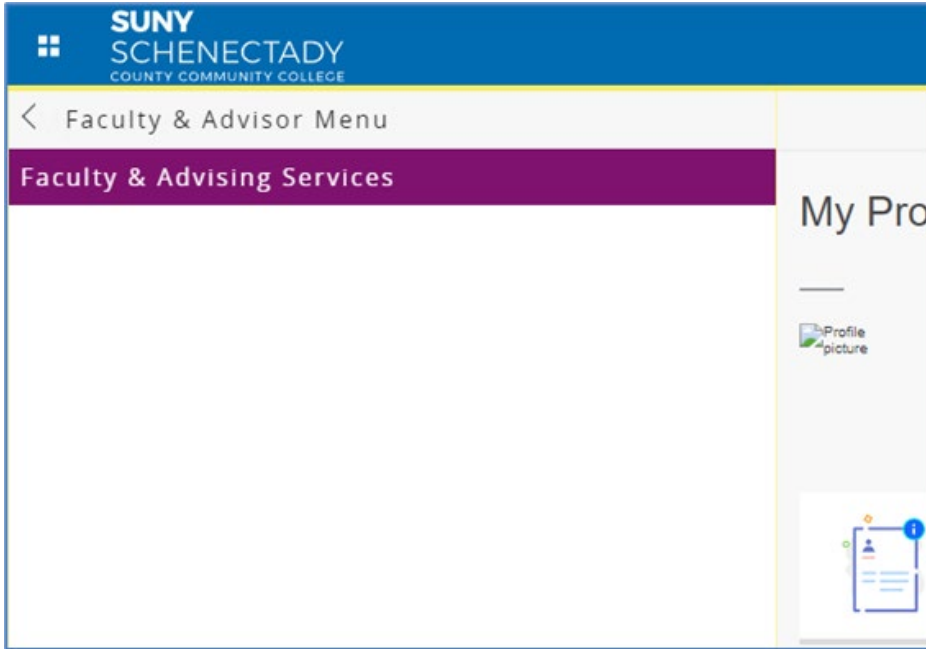
Result of clicking on **4-square icon**



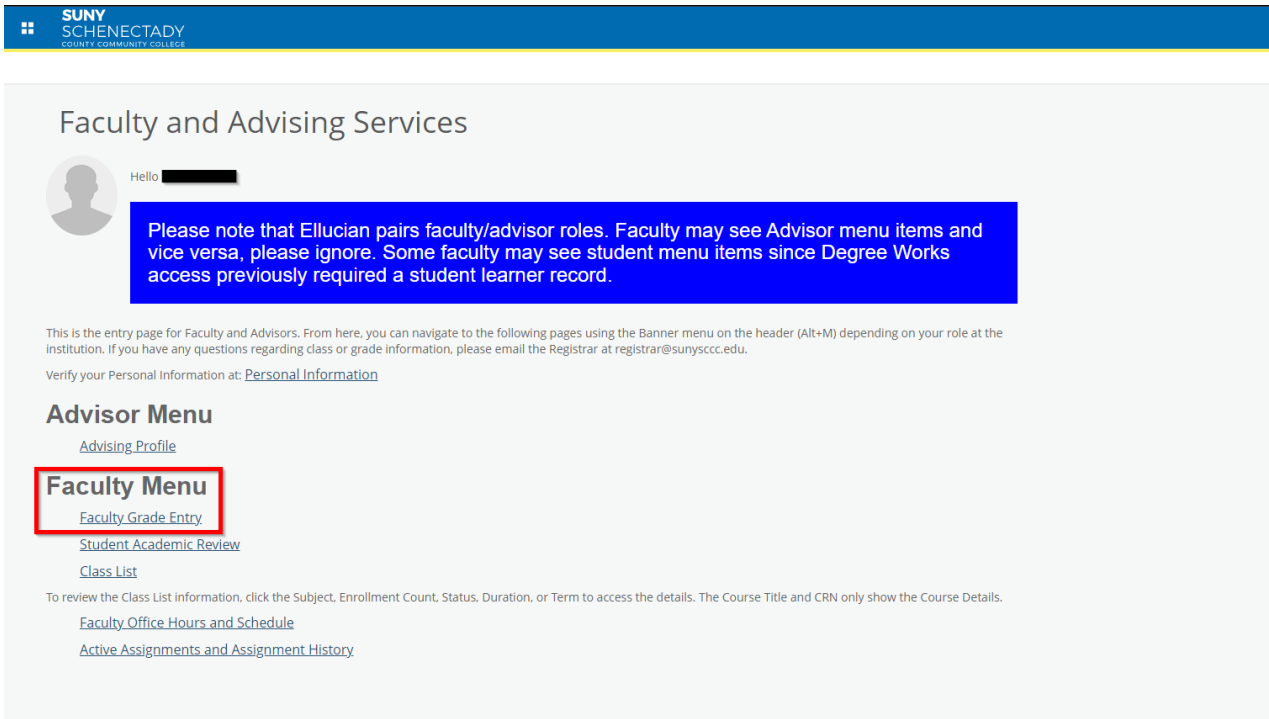
Result of clicking on **Banner** (There will be four links here - **My Profile**, **Faculty & Advisor Menu**, **Employee Menu**, and **NY Alert**. We will skip **My Profile** as it was displayed on the previous page.)



Result of clicking on **Banner > Faculty & Advisor Menu**



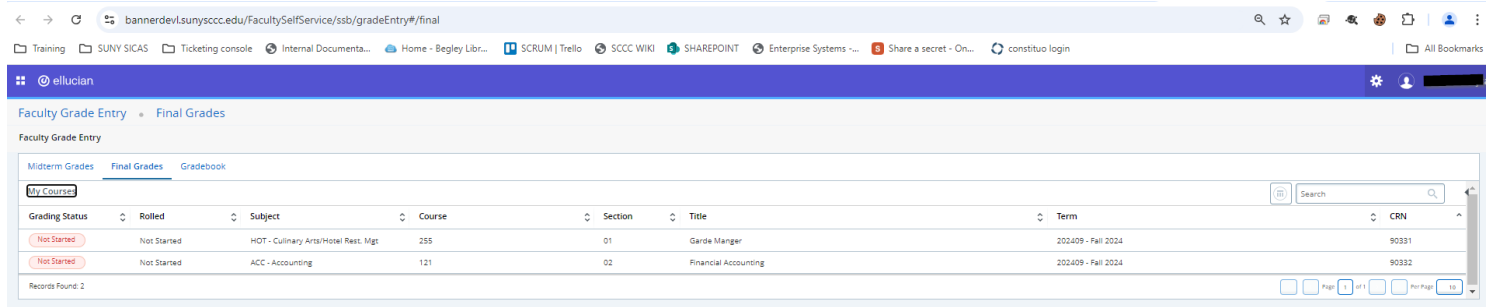
Result of clicking on **Banner > Faculty & Advisor Menu > Faculty & Advising Services**



## SSB9 Faculty Grade Submission Training Guide

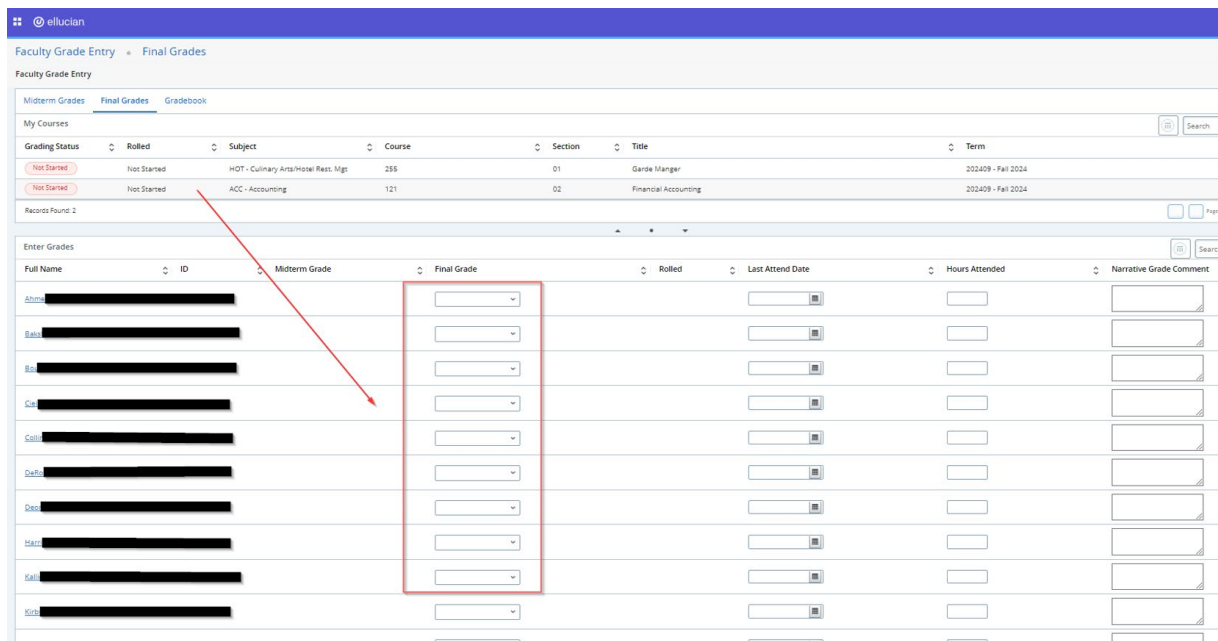
Result of clicking on **Banner > Faculty & Advisor Menu > Faculty & Advising Services > Faculty Grade Entry**

Note-by default, the Final Grades tab is selected. These instructions show “Final Grades” entry but the steps are the same for Midterm Grades; **just select whichever grades you are entering.**

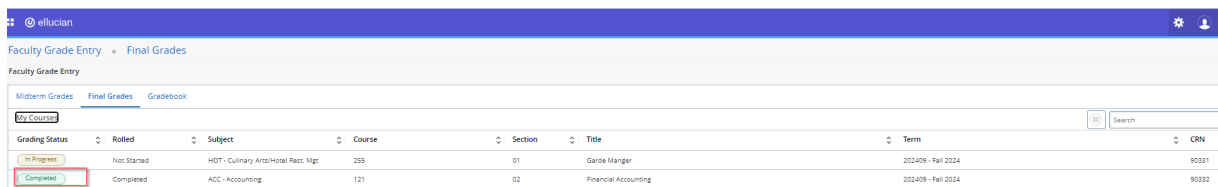


Pick the class you want to submit grades for. Result of clicking on class for which you need to submit grades.

Enter grade in drop-down for each student. **Only the grade field is needed EXCEPT if entering an “F”;** if entering an **“F”, you MUST put a last attend date or that grade won’t save.**



Hit Save at the bottom right. When the screen refreshes, you should see the Grading Status as “Completed” for that course.



This concludes the class grade submission training.