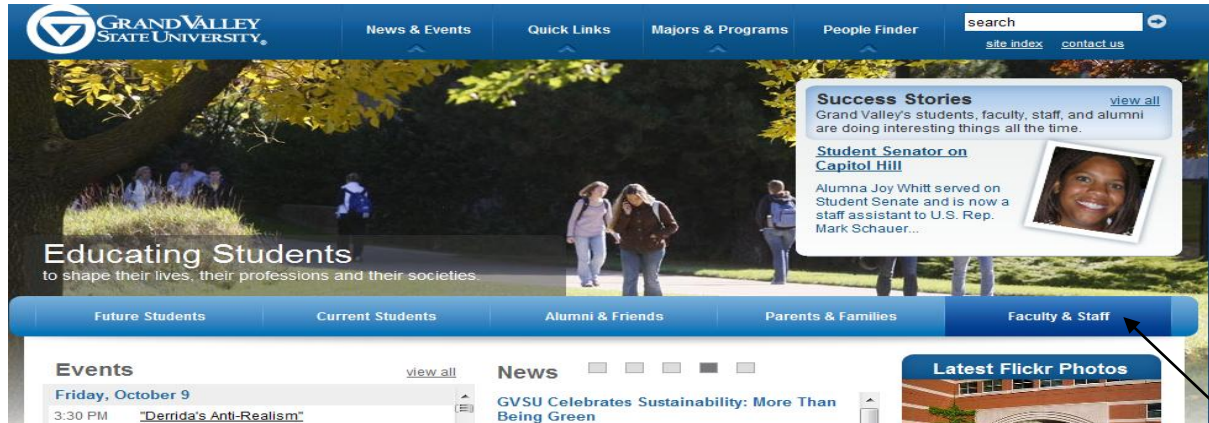


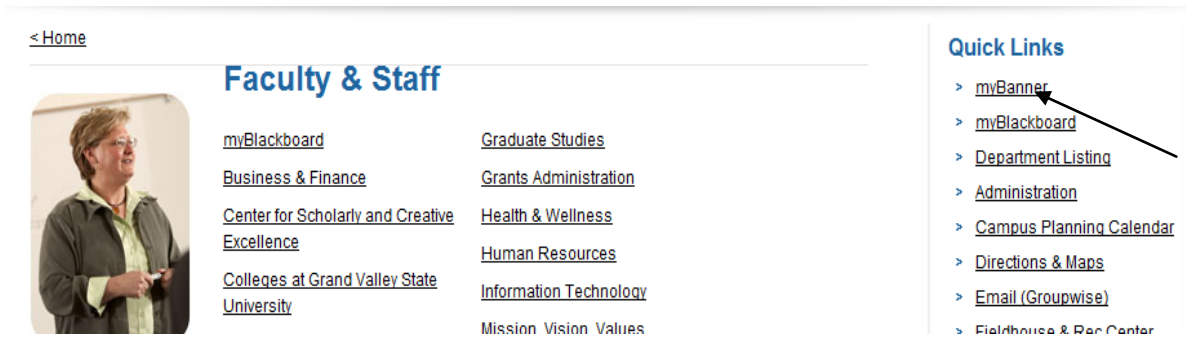
# Student SSB Job Aid - Mid-term & Final Grade Entry

Follow these steps for Student SSB grade entry:

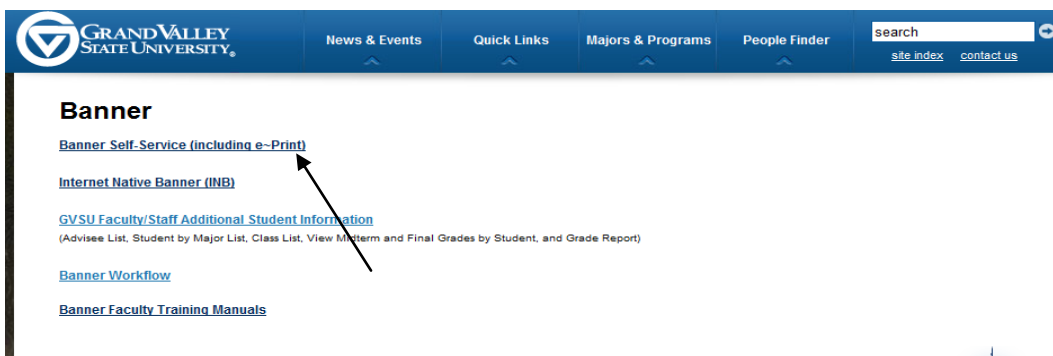
1. **Open** Internet Explorer
2. If your home page does not default to the GVSU home page, Go to the following address at the top of the screen: <http://www.gvsu.edu> – the following page will display:



3. **Click** on the Faculty & Staff tab, to the right, under quick links, click on MyBanner



4. The following screen will appear :



5. **Click** on the **Banner Self Service** option and the login screen is presented.

**User ID:**

**PIN:**

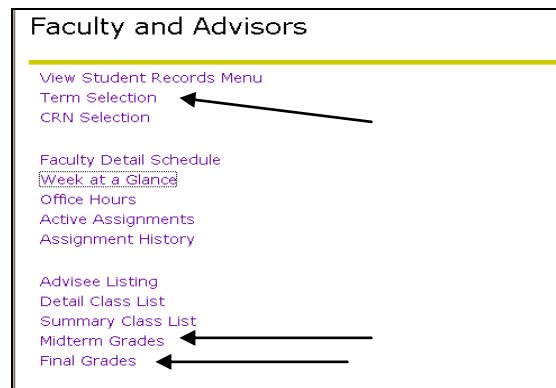
6. **Type** your User ID and PIN and **Click** the **Login** button.

User ID: 9 digit number preceded by G for all persons on file in Banner

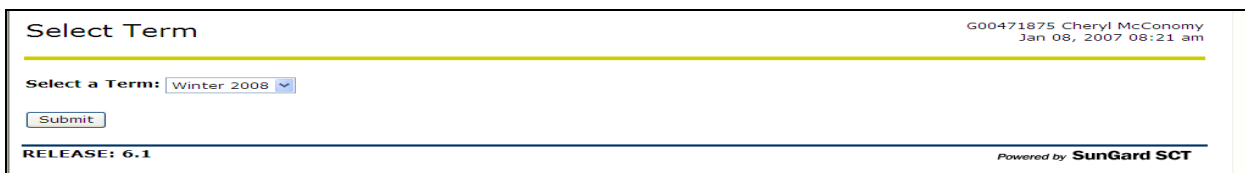
PIN: Initial PIN is defaulted to 6 digits; changed by user upon initial SSB system access to 6 -10 alphanumeric characters.

**HINT: Store your User ID and PIN in a safe place for future reference. PLEASE, do not share this information with others – all activity in Student SSB is tracked to the logged-in user.**

7. **Click** the **Faculty & Advisors** menu option (or the **Faculty Services** tab) as displayed below left, to display the **Faculty and Advisors** menu as shown below right:



8. **Click** on the **Term Selection** menu item and the following window appears:



9. From the drop down menu box, **Select** the desired term and **Click** on the **Submit** button to return to the Faculty and Advisor menu.


10. **Click** on the **Midterm** or **Final Grades** menu option, as applicable, to begin entering grades and the summary class list for your first CRN will appear. **Tab** to the **Grades** field for a student and either **Type** the letter grade or **Select** from the options in the drop down box as displayed below left:


SWS Fund of Public Relations - CAP 220 01  
 CRN: 10149  
 Students Registered: 4

**Mid Term Grades**


Record Number	Student Name ID	Credits	Registration Status	Grade	Last Attend MM/DD/YY
1	Shafer, Erica L. G00182644	3.000	**Web Registered** Nov 09, 2006	A	
2	Storteboom, Erika N. G00339092	3.000	**Registered** Nov 07, 2006	A-	
3	Vysotskaya, Yulya M. G00226315	3.000	**Web Registered** Nov 09, 2006	B+	
4	Winkler, Amber N. G00349250	3.000	**Registered** Nov 07, 2006	B-	

Submit Reset

 Please submit grades often. There is a 30 minute time limit on this page.

 **Quick Tips**

- Grade box displays only CR or NC for students taking classes credit/no credit
- Students taking a class as audit will be listed, but no grading options will appear in the drop down box
- Grades can be entered and reentered as many times as necessary grading is turned off by the Registrar
- **CAUTION:** grades entered and not submitted before a 30 minute timeout will be lost

11. **Click** on the **Submit** button to save the new information the following message appears in the lower left corner:  The changes you made were saved successfully.

12. **Select** a new CRN and repeat steps 8 – 10 until complete.