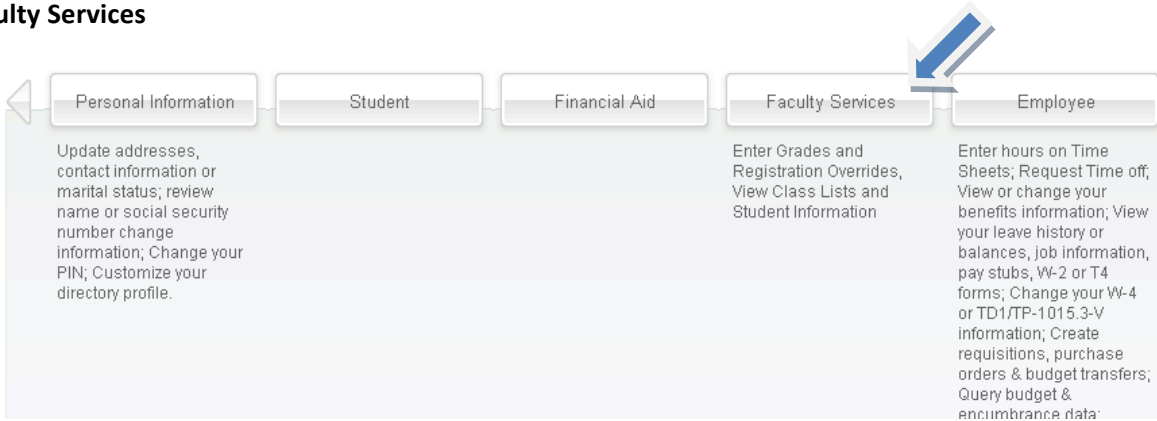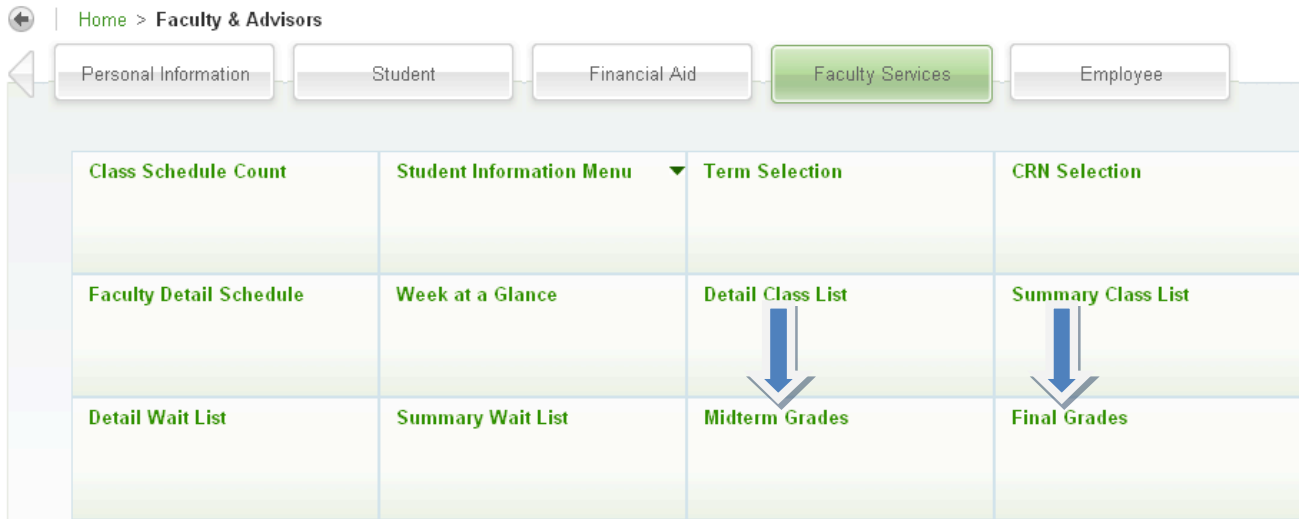# OKLAHOMA BAPTIST UNIVERSITY - FACULTY MIDTERM & FINAL GRADE INSTRUCTIONS

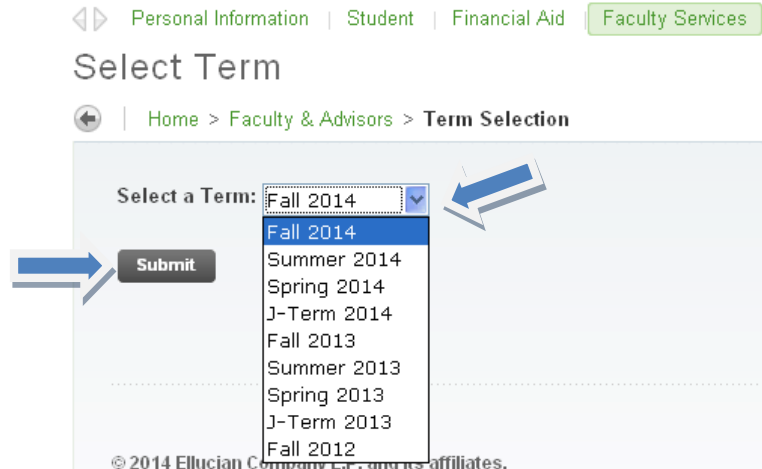1. Log into **Self Service Banner** at www.okbu.edu/ssb .

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**.

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

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.

CONGRATULATIONS! YOUR GRADES HAVE BEEN SUBMITTED!