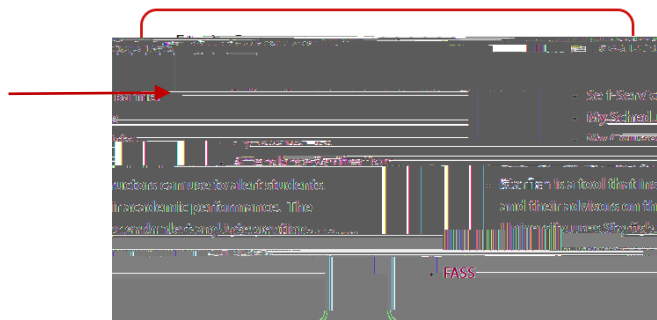




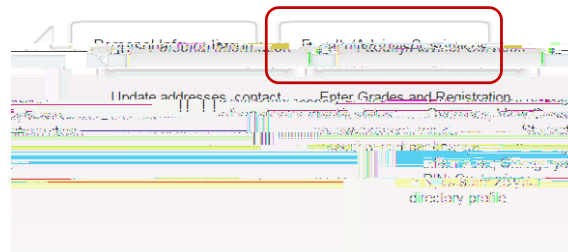
Mid-term and Final grades are entered via Self Service Banner (SSB) under **Final Grades**. This is the official area where faculty enter a student's midterm and/or final grade for the course.

To Access Self Service Banner:

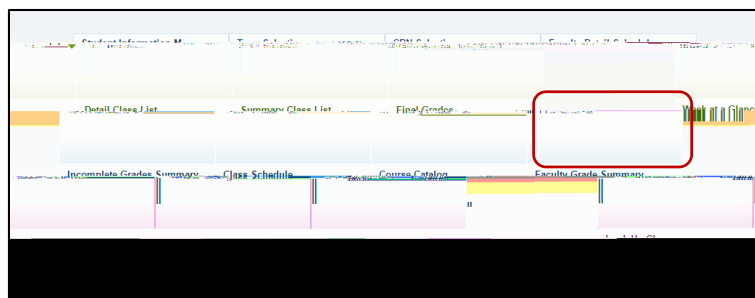
- 1) Navigate to www.montclair.edu
- 2) Click **Menu** on the right
- 3) Click **Employee Services**
- 4) Click **Quicklinks**
- 5) Select **Nest**
- 6) Login with your NetID and Password
- 7) Click **Sign In**
- 8) Under **Faculty Resources** select **Self-Service Banner**



- 9) Click the **Faculty/Advisor Services** button



- 10) Click **Final Grades**



11) **Select a Term**

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