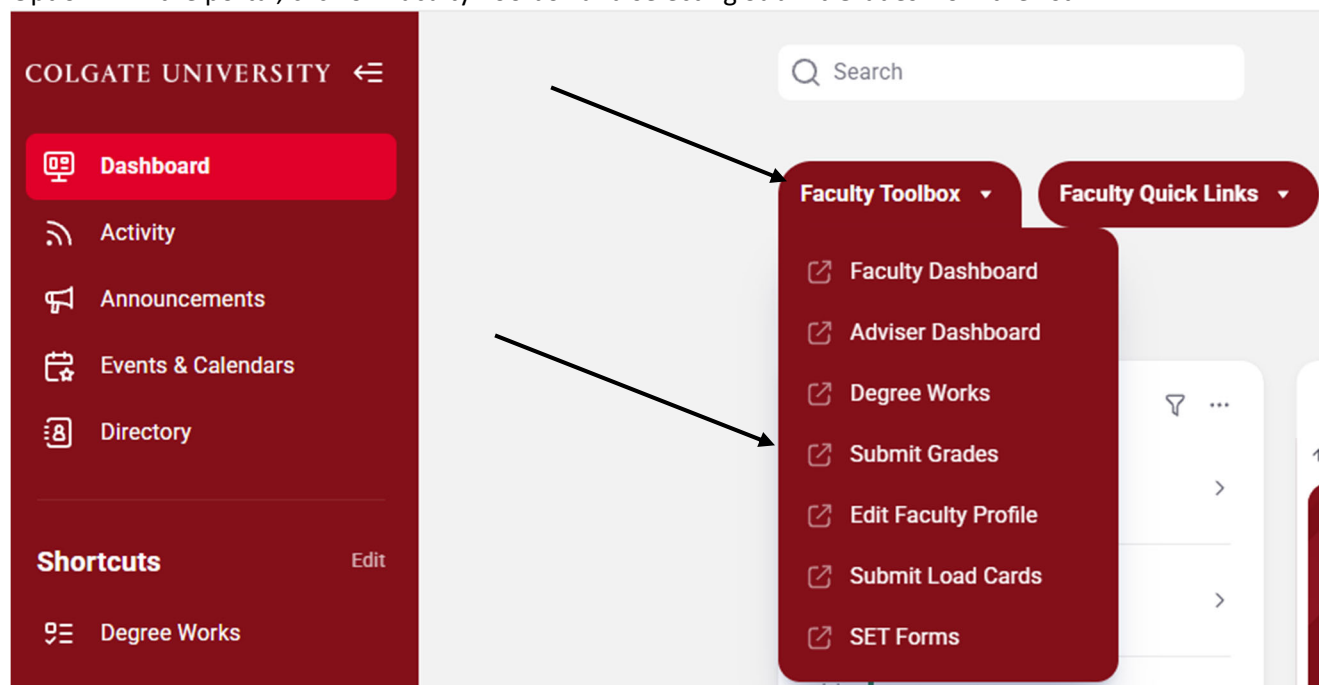# Instructions for entering final grades using the Banner Faculty Self-Service application

Step 1: Access the grade roster

Option 1: In the portal, click on Faculty Toolbox and selecting Submit Grades from the list

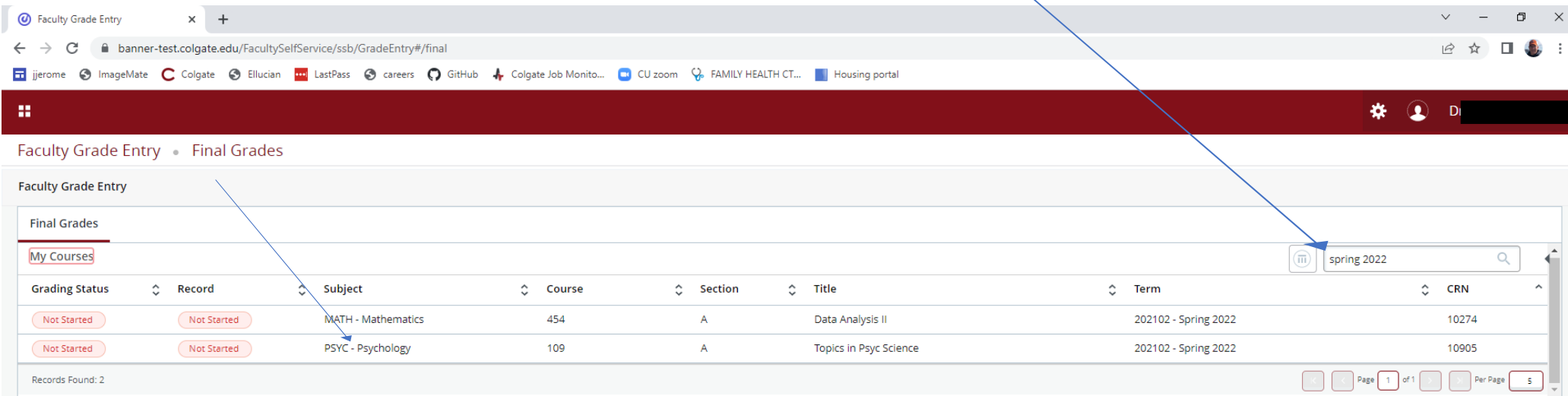Option 2: In the portal, type "Submit Grades" in the search bar and the select "Submit Grades" from the list

Option 3: You can navigate directly to Banner Self-Service grade entry with the following url:
https://banner.colgate.edu/FacultySelfService/ssb/GradeEntry

Instructions for entering final grades using the Banner Faculty Self-Service application

Step 2: Click on the Subject (or anywhere in the line) for the course you want to enter final grades. This will display a student roster below the courses section.
If you see more than just the current term courses, you can type the term in the search box on the right.
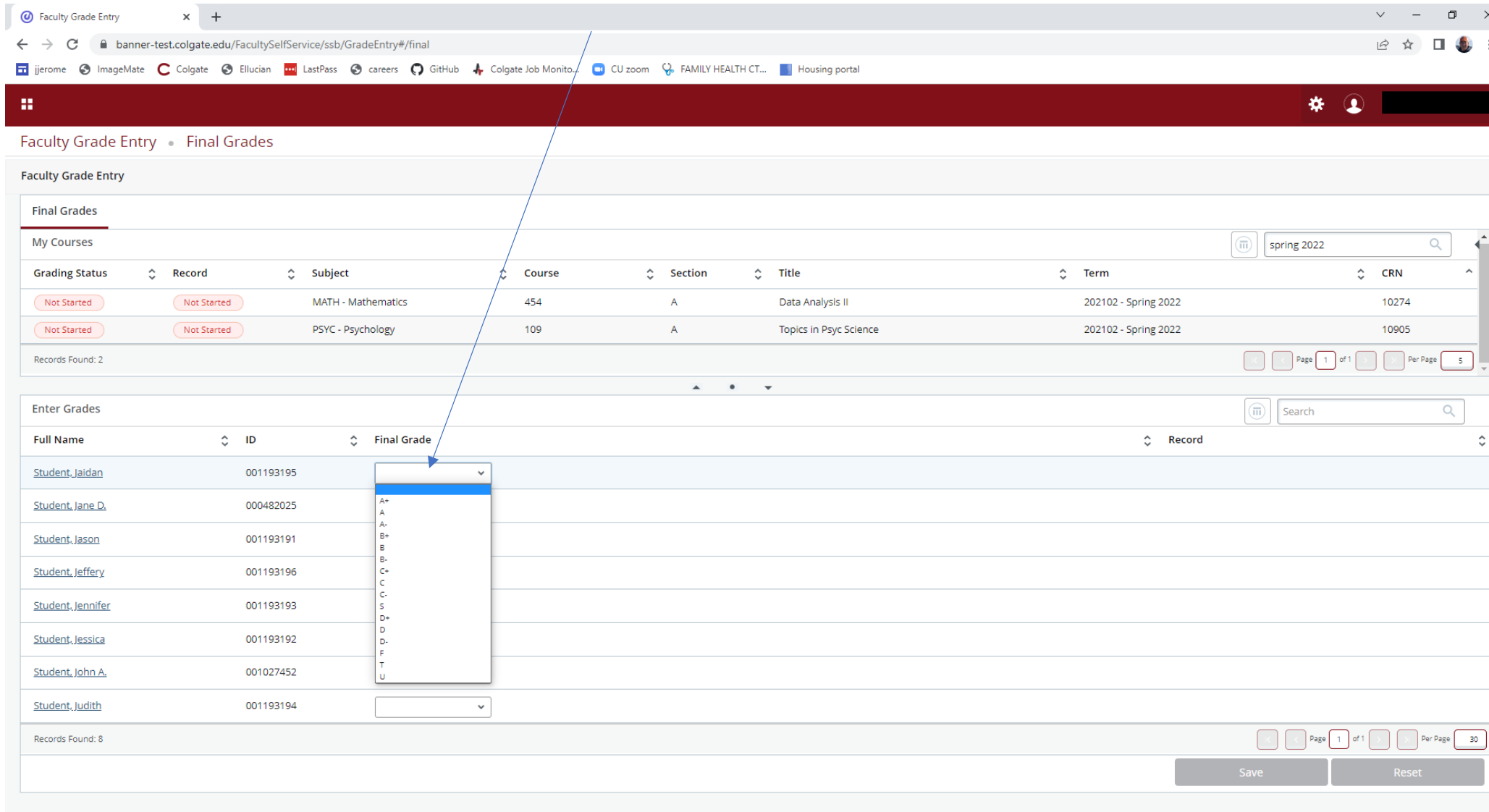
Instructions for entering final grades using the Banner Faculty Self-Service application

Step 3: Select the appropriate grade from the Final Grade drop-down list for each student.

Instructions for entering final grades using the Banner Faculty Self-Service application

Step 4: When you are ready to save your grade entries, click on the SAVE button at the bottom of the window.