



TEXAS STATE UNIVERSITY.
University Registrar

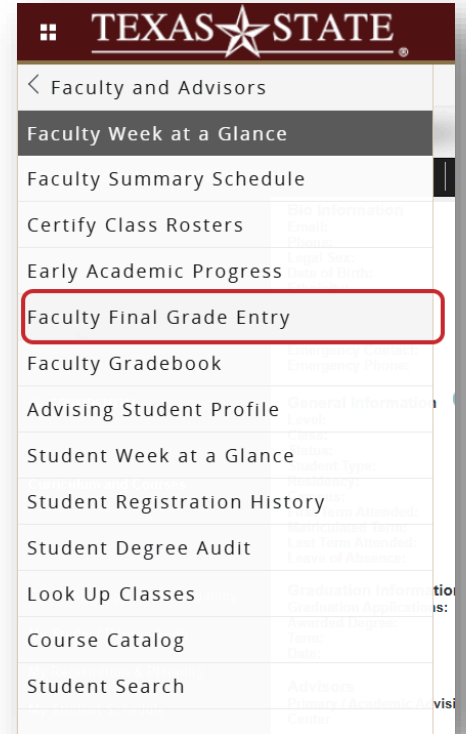
Posting Grades in Texas State Self-Service (SSB9)

MEMBER
**THE TEXAS
STATE UNIVERSITY
SYSTEM**

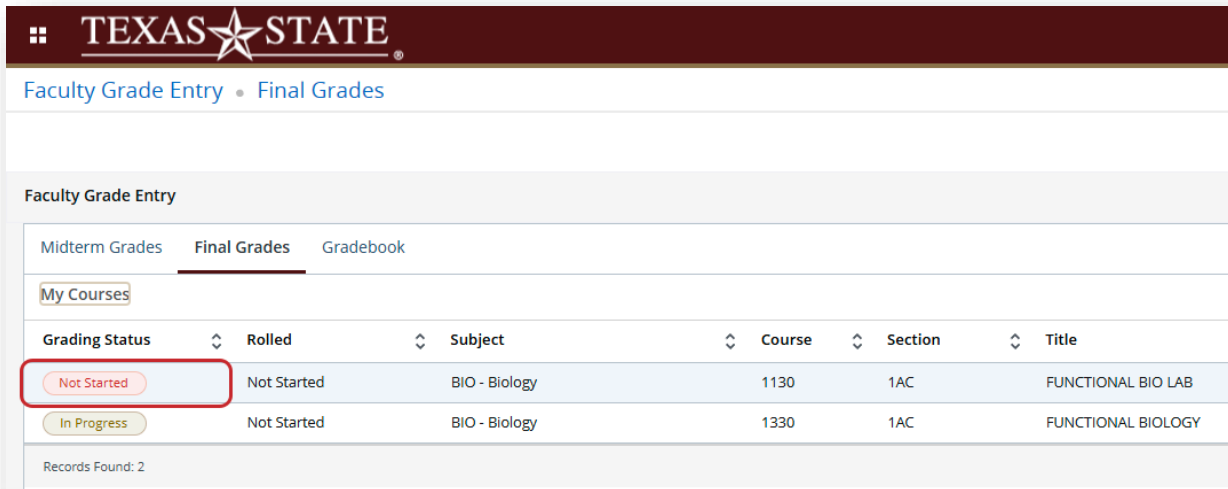
HOW TO ACCESS FINAL GRADES

1. Log in to Texas State Self-Service. You can go directly to your gradebook here: <https://facultyssb-prod.ec.txstate.edu/FacultySelfService/ssb/GradeEntry>
2. You can also access your gradebook through the 4-square menu in the top left corner.
 - a. Click the 4-square menu
 - b. Select Banner
 - c. Choose Faculty and Advisors
 - d. Click Faculty Final Grade Entry
3. Both paths take you to your gradebooks, where you'll see all the courses for which you are listed as the primary instructor.

Note: You can view your gradebook in SSB9 at any time, but you won't be able to enter or submit final grades until the grading period opens for your class.



4. Click on any course to begin entering grades.



5. The roster contains several columns, not every column is required for final grade submission.
 - a. **Full Name** – the student’s preferred name
 - b. **ID** – the student’s TXST A-ID
 - c. **Midterm Grade** – may not be used in all classes; this column is not needed when entering final grades
 - d. **Final Grade** – dropdown menu with the eligible grades for your course
 - e. **Rolled** – shows whether the final grade has posted to the student’s transcript. If this box is not checked, you may still edit the grade directly in Final Grade Entry. Once rolled, grade changes must be submitted through the online Change of Grade tool.
 - f. **Last Attend Date** – the last date the student was engaged in the course. Required for I (Incomplete), U (Failure – Unearned), W (Withdrawn). Examples of academically related activity include attending class, submitting an assignment, taking a quiz, participating in a discussion, or communicating with you about course content.
 - g. **Hours Attended** – not needed
 - h. **Narrative Grade Comment** – not needed

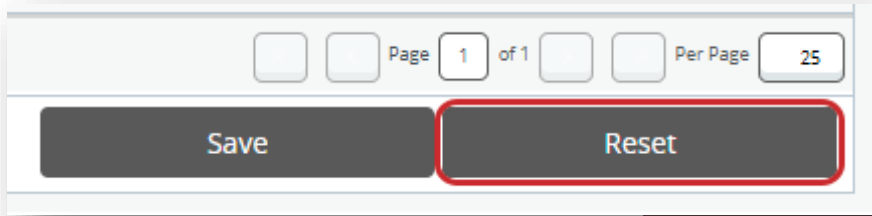
6. For each student, choose the appropriate grade from the pull down menus under the Final Grade. See the Grade Legend on the next page of this document for a full explanation of the grades available.

Enter Grades									Search
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended			
<input type="text"/>	<input type="text"/>		A	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>		B	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			

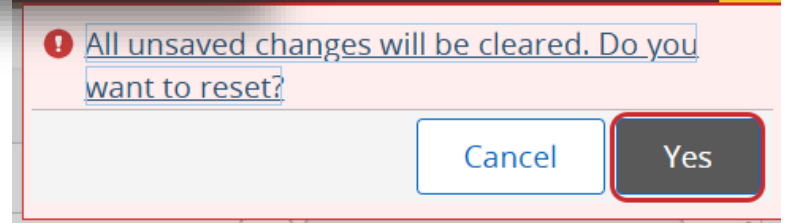
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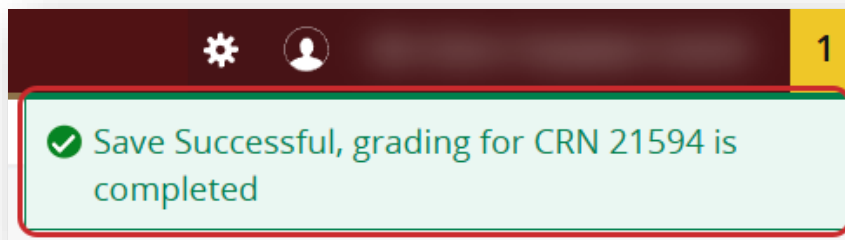
7. If necessary, click Reset to clear your changes and begin again. You'll receive a warning you'll need to acknowledge before proceeding.



8. When you have finished entering final grades for each student, be sure to click Save at the bottom so the updates are recorded.



9. The screen will refresh, and you'll receive confirmation that the save was successful and grading for that class is now complete.



10. To post grades for another class, select from the list of classes at the top of the screen and continue with steps 6-9.

Notes regarding Earned and Unearned failing grades:

Using the U (unearned failing) grade lets instructors clarify, at the time of grade entry, whether a non-passing grade is a true F (earned) or a U (unearned). This distinction is required for accurate and timely compliance with federal Title IV financial aid regulations.

- F (Earned Failing) – given when a student completed the course but did not meet the course objectives.
- U (Unearned Failing) – given when a student did not officially withdraw but also did not complete the course (for example, stopped attending or did not take the final exam) and did not meet the course objectives.

Both are considered failing and are calculated in the student's TXST GPA accordingly.

Unearned (U) and Incomplete (I):

For grades of U or I, you must enter the student's last date of attendance or the date of their last academically related activity. If you click Submit without entering a date, the system will display an error. Enter the appropriate date in the field provided (or select it from the date picker) and click Submit again.

When you enter an I (Incomplete), a new tab will appear on the roster, and several additional columns will display. Of the additional columns, only the Extension Date is editable.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints	Narrative Comment
		I	F		12/15/2026	On or before default date	

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Save

- **Grade** – The I (Incomplete) you entered for the student
- **Incomplete Final Grade** – the grade the I will convert to if no change of grade is submitted
- **Extension Date** – the deadline for resolving the Incomplete. This defaults to one year from the date grades roll to transcripts but may be adjusted to an earlier date by typing or selecting a new date
- **Extension Date Constraints** – A grade change may be submitted through the extension date. After the extension date passes, the I converts to a final grade of F. A grade change can still be submitted after this conversion, but the F will calculate into the student's TXST GPA until the new final grade is entered.

Note: I (Incomplete) grades are non-punitive; F grades are punitive.

Helpful Resources

- [Office of the University Registrar Website](#)
- [Final Grade Submission Service](#) in the University Registrar's portal
- Submit a Registrar Support Question: [Ask Registrar](#)
- [TXST Grading Legends](#)
- [G/PPS No. 02.12 Grades and Changes of Grades](#)