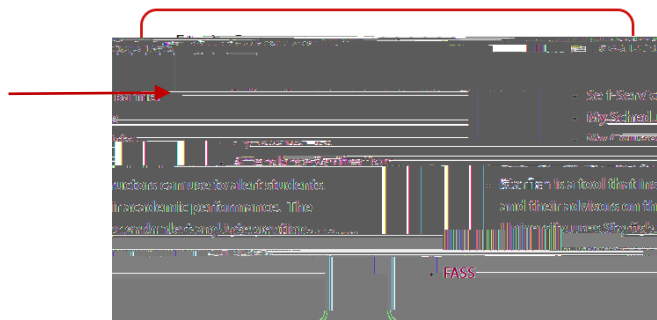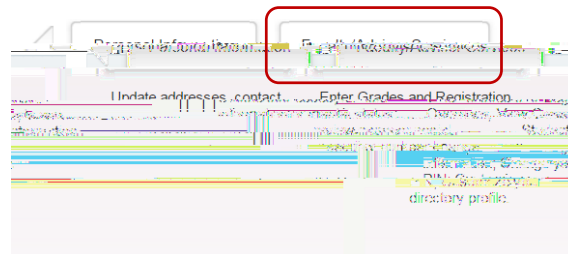Mid-term and Final grades are entered via Self Service Banner (SSB) under **Final Grades**. This is the official area where faculty enter a student's midterm and/or final grade for the course.
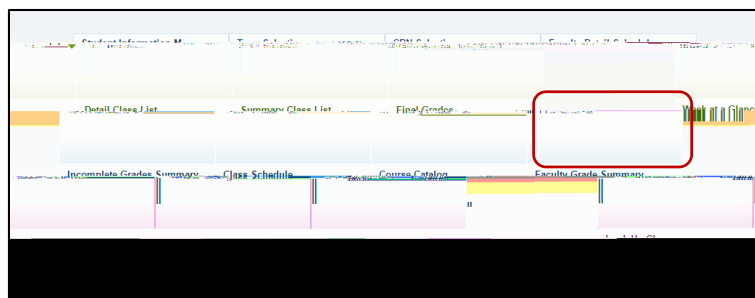
To Access Self Service Banner:

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