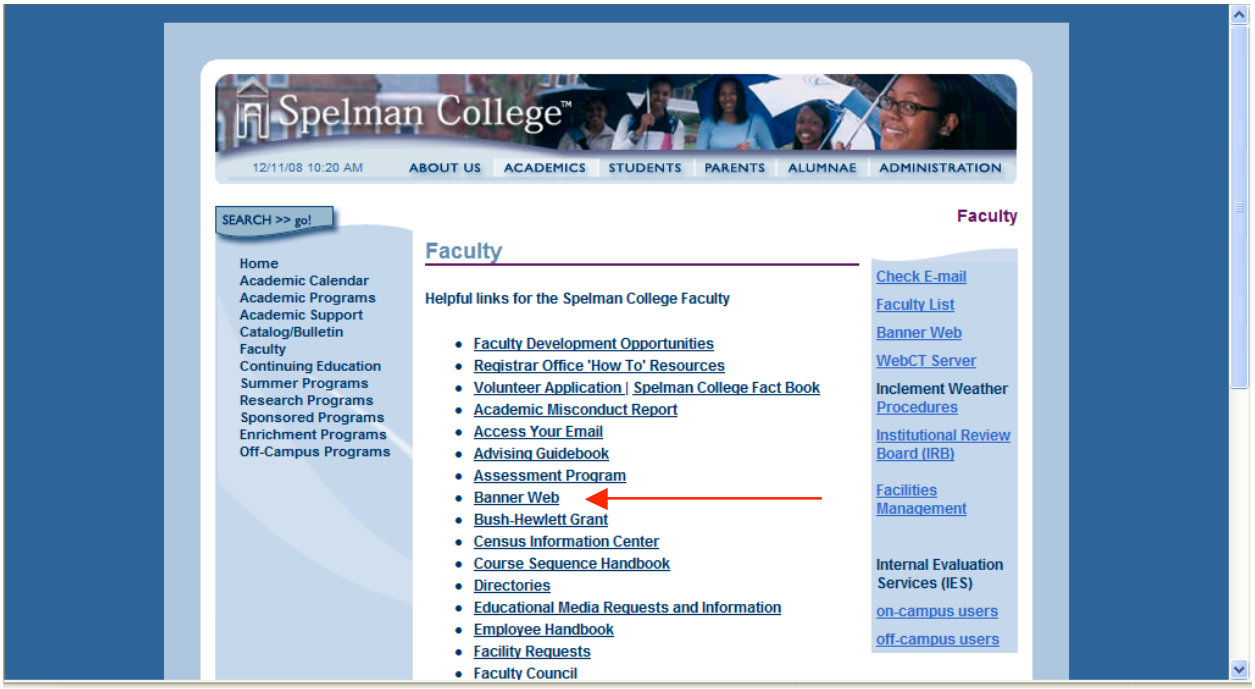
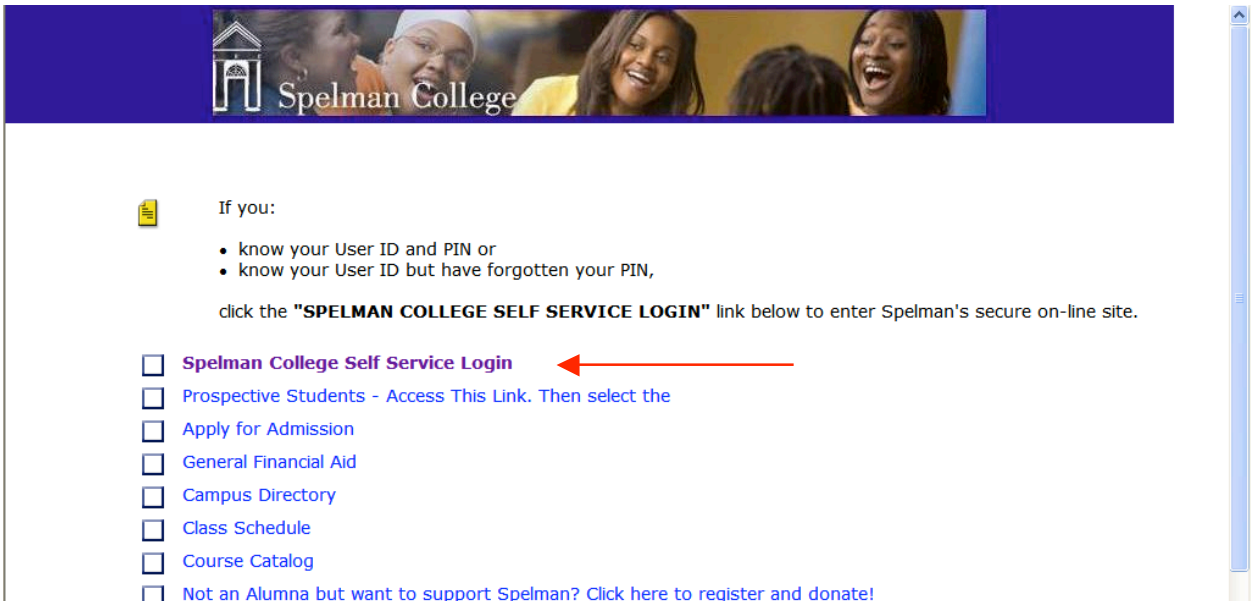
http://www.spelman.edu/

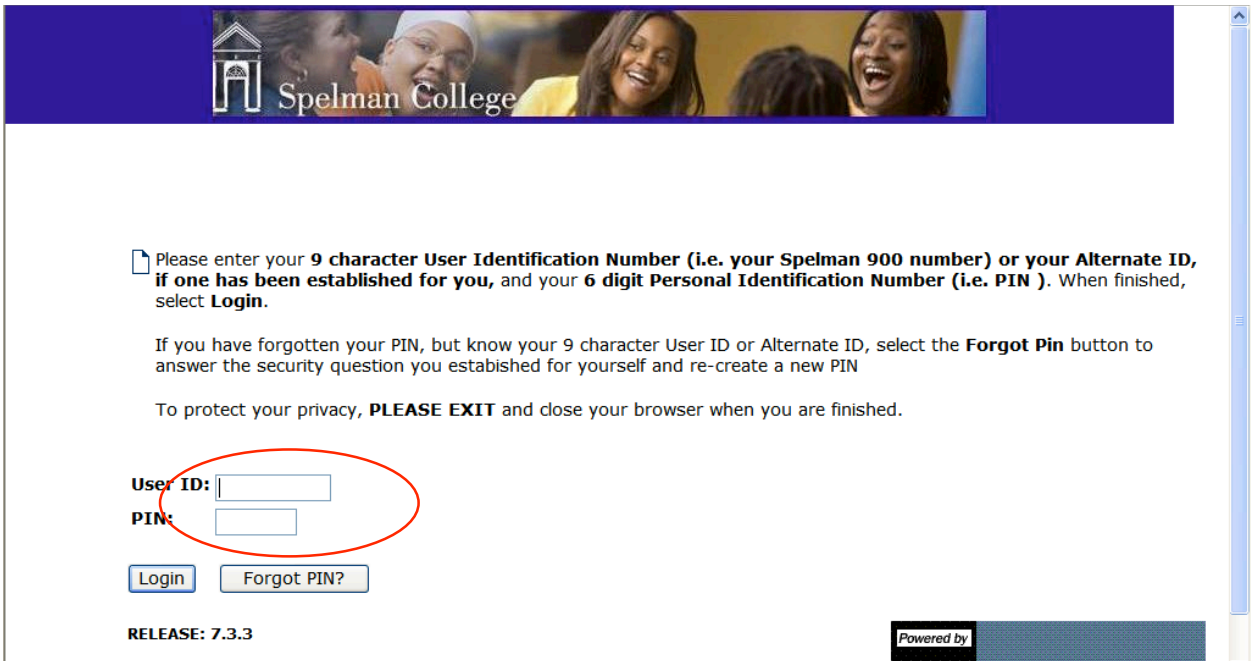
Click on Academics then Faculty on the Drop-down list, www.spelman.edu/academics/faculty/links/, to reveal the following menu, then click on **Banner Web**



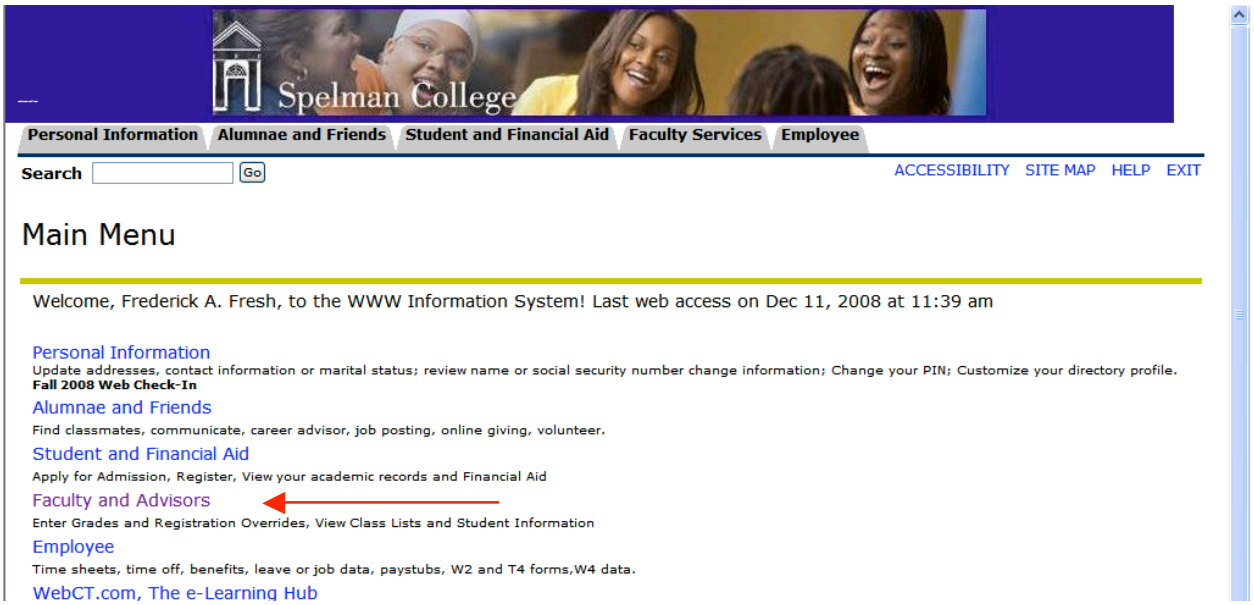
Click on **Spelman College Self Service Login**



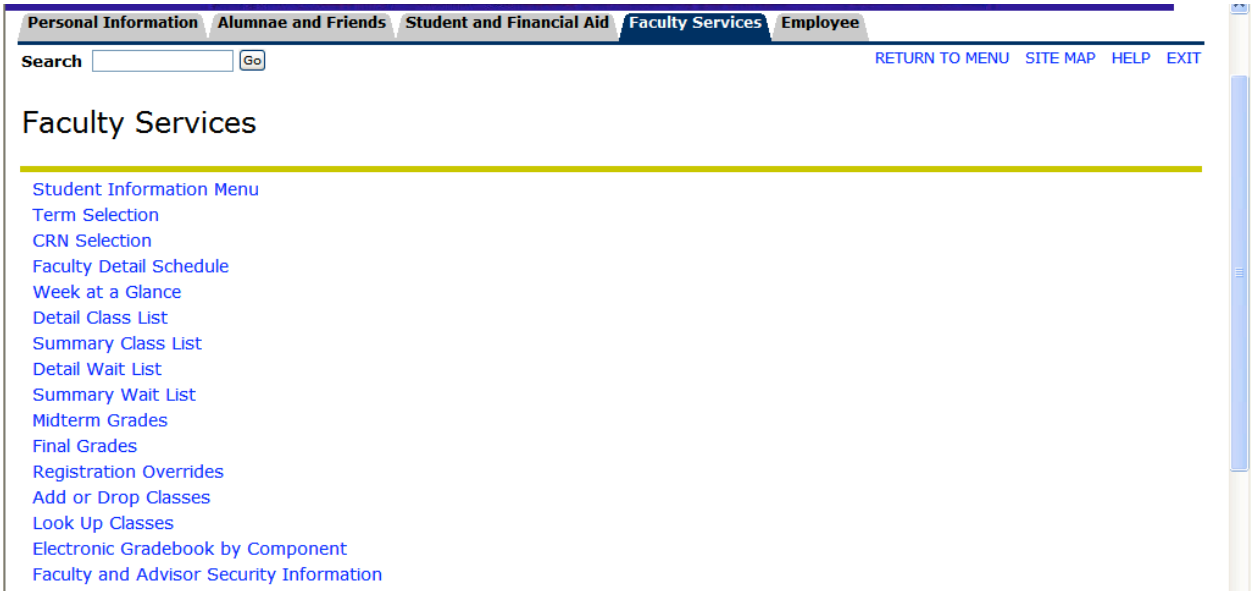
Login to Banner using your 900 number and PIN



Click on **Faculty and Advisors**



Click on **Term Selection**; Select current semester (i.e. **Fall 2008**) from the drop-down list, then click the **SUBMIT** button to get to the following menu:



From here:

Click on **Final Grades**

Select the **Class Roster** to

Enter grades for each student

Please Click on the **SUBMIT** button periodically and after you have entered all grades for the roster