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