Step 1

- Access INB Banner Self-service via bannerlinks.uthsc.edu
Step 2

- After logging in using your UTHSC NetID and Password, enter SFASLST into the “Go To..” field and hit enter.
Step 3

- In the term box enter the specific term (201040 for fall...), then hit [TAB]
- In the CRN box enter the specific course CRN (a list can be received from the registrar's office upon request), then hit [TAB]
- **DO NOT CLICK THE BOX NEXT TO “ROLL!”**
Step 4

• Click the “next block” button to populate the course.
**Step 5**

- Click in the field for the final grade and either manually enter the grade using the keyboard or select the grade from the drop-down option (the down arrow at the top of the column).
- Hit [TAB] four times to move to the next student or simply click in the final grade field of the next student and repeat the process.
Step 6

- Click “save” when all grades are entered.
Step 7

- Click “rollback” to start over and select another course.