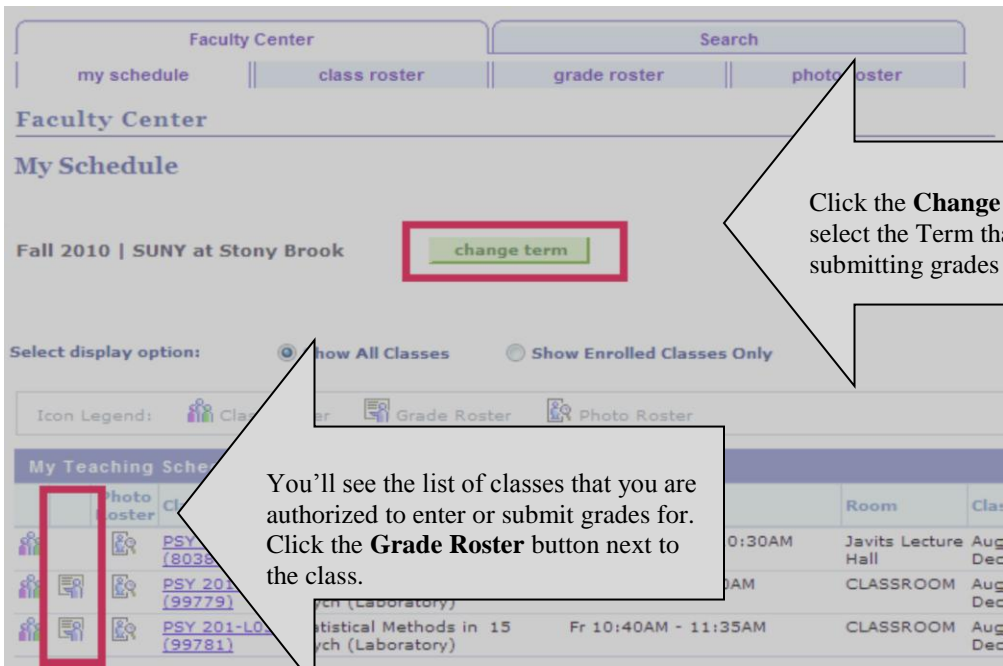


How to Submit Class Grades in SOLAR

Each term Grade Rosters are available in the Faculty Center for **Mid Term Grade** submission and for **Final Grade** submission.






From the SOLAR homepage, click **Faculty Center** under **Instructor Self Service**



Click the **Change Term** button and select the Term that you are submitting grades for

You'll see the list of classes that you are authorized to enter or submit grades for. Click the **Grade Roster** button next to the class.

Note: If your class is not listed here please contact the Class Scheduler/Administrator in your Department.

-  This is the **Class Roster** button.
-  This is the **Grade Roster** button. You will only see this button when grades are allowed to be submitted (last day of classes).
-  This is the **Photo Roster** button.


The screenshot shows the 'Grade Roster' page for class 'AMS 507 - 01 (92662)'. It includes a table with columns for 'Days and Times', 'Room', 'Instructor', and 'Dates'. Below this is a 'Grade Roster Action' section with a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'save' button. At the bottom, there is a 'Student Grade' table with columns for 'Roster Grade', 'Program and Plan', and 'Level'. Two callout boxes provide instructions: one pointing to the 'Approval Status' dropdown and another pointing to the 'Roster Grade' dropdowns in the student table.

Make sure the **Approval Status** is set to **Not Reviewed**

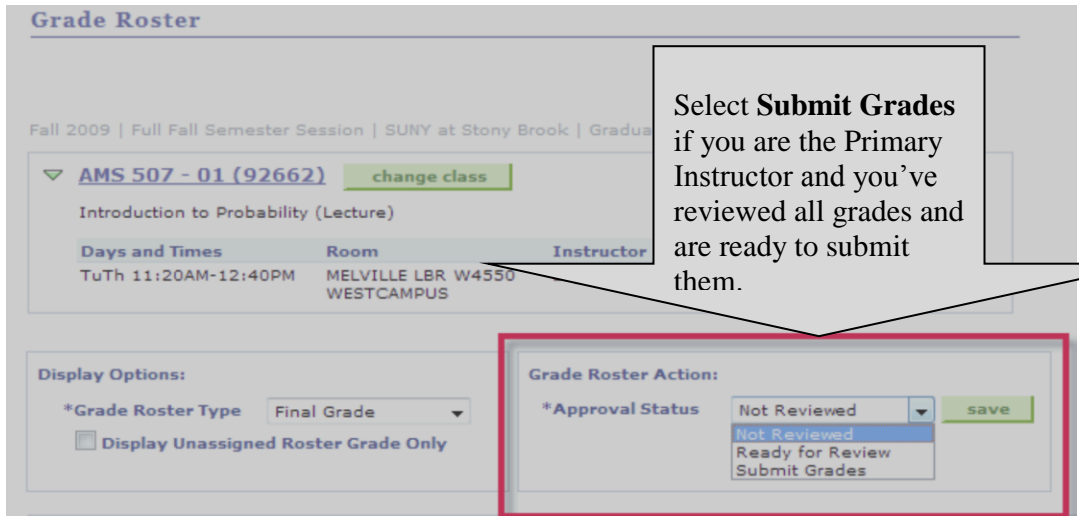
Click the drop down arrow and select the grade for each student

Choose **Mid-Term Grade** or **Final Grade**

Note: In SOLAR you will be timed out after 20 minutes of inactivity. As you are entering grades (**Approval Status** set to **Not Reviewed**) remember to **Save** often! Grades will be validated and errors identified each time you save.

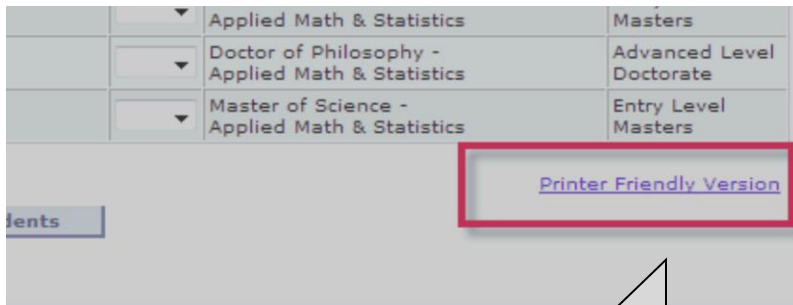
Click the  button next to the Approval Status field.

Follow these instructions when all grades have been entered and are ready to be reviewed and submitted.

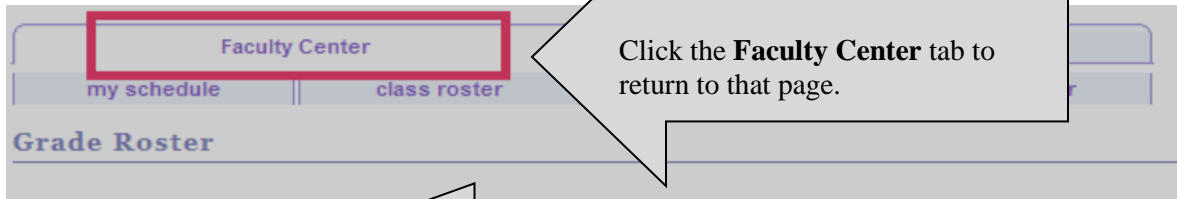


Then click . You will receive a message if there are any errors. Once submitted successfully, you will no longer be able to make any changes.

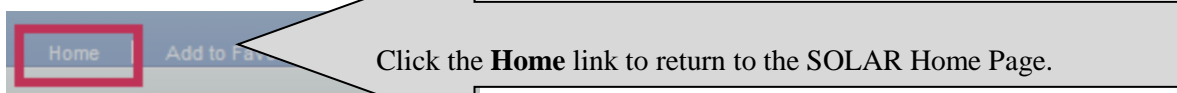
To print the Grade Roster:



Scroll down to the end of the page and click the **Printer Friendly Version** link. Then click the **Print** button on your browser. Click the **Return** link to return to the Grade Roster page.



Click the **Faculty Center** tab to return to that page.



Click the **Home** link to return to the SOLAR Home Page.

If you need assistance or would like to report a problem with your Roster, click the **To Report Problems** link in SOLAR and submit a trouble ticket. Someone will contact you by phone or email.

For a video tutorial feel free to visit:

http://it.cc.stonybrook.edu/site_documents/get_help/solar/solarsubmitgrades_demo/solarsubmitgrades_demo.htm