



## Enter Grades

**Grade Roster**

[View FERPA Statement](#)

Fall 2009 | Full Fall Semester Session | SUNY at Stony Brook | Graduate

▼ **AMS 507 - 01 (92662)**  
Introduction to Probability (Le...  
**Days and Times** R...ates  
TuTh 11:20AM-12:40PM M...8/31/2009 -  
WESTCAM...12/21/2009

**Display Options:**  
\*Grade Roster Type Final Grade  
 Display Unassigned Roster Grade Only

**Grade Roster Action:**  
\*Approval Status Not Reviewed

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

Class Nbr	ID	Name	Roster Grade	Program and Plan	Level
1	92662	<a href="#">XXXXXXXXXX</a>	A	Doctor of Philosophy - Applied Math & Statistics	Advanced Doctorate
2	92662	<a href="#">XXXXXXXXXX</a>	B	Graduate Non Matriculated SPD - Non Matriculated	Graduate Matric



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.

## Submit Grades

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

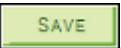
The screenshot shows the 'Grade Roster' interface. At the top right, there is a link for 'View FERPA Statement'. Below that, the session information is 'Fall 2009 | Full Fall Semester Session | SUNY at Stony Brook | Graduate'. The class is identified as 'AMS 507 - 01 (92662)' with a 'change class' button. The course title is 'Introduction to Probability (Lecture)'. A table lists the class details:

Days and Times	Room	Instructor	Dates
TuTh 11:20AM-12:40PM	MELVILLE LBR W4550 WESTCAMPUS		08/31/2009 - 12/21/2009

Below the table, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' include a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section has a dropdown for '\*Approval Status' with options: 'Not Reviewed', 'Ready for Review', and 'Submit Grades'. A 'save' button is next to the dropdown. The 'Grade Roster Action' section is highlighted with a red box in the original image.

Change the **Approval Status** field:

- Select **Ready to Review** if you are not the Primary Instructor for the class and do not have approval status to submit grades.
- Select **Submit Grades** if you are the Primary Instructor and you've reviewed all grades and are ready to submit them.

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:

	▼	Applied Math & Statistics	Masters
	▼	Doctor of Philosophy - Applied Math & Statistics	Advanced Level Doctorate
	▼	Master of Science - Applied Math & Statistics	Entry Level Masters
			<a href="#">Printer Friendly Version</a>

ments

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.

For help with printing SOLAR pages please refer to [this document](#).

Faculty Center		Search	
my schedule	class roster	grade roster	photo roster
Grade Roster			

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

Home	Add to Favorites	Sign out
------	------------------	----------

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.