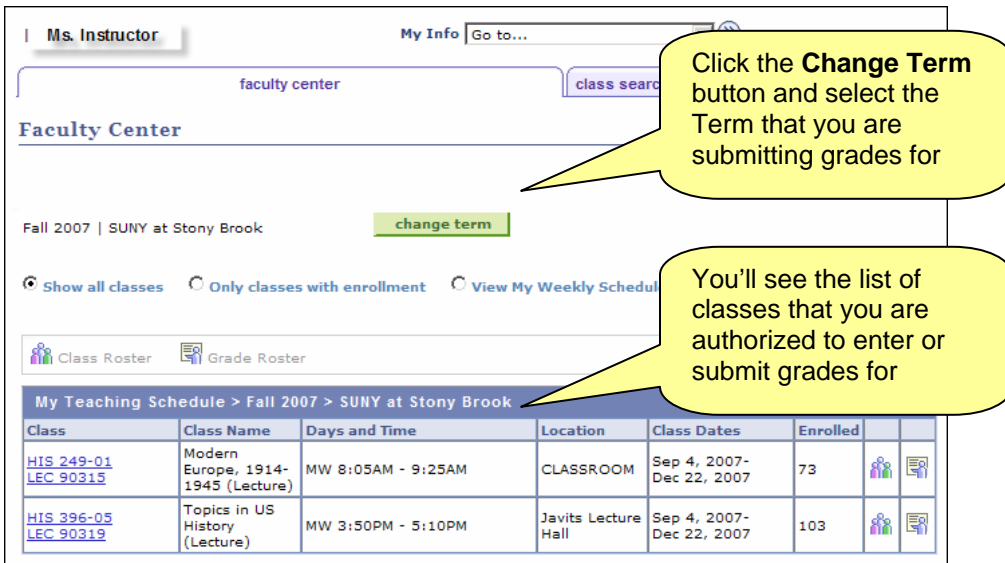


Submitting Grades in SOLAR

Grade Rosters are not available throughout the term and will be created the last day of classes for the term.



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



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

Click the **Grade Roster** button next to the class that you want to submit grades for

Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
HIS 249-01 LEC 90315	Modern Europe, 1914-1945 (Lecture)	MW 8:05AM - 9:25AM	CLASSROOM	Sep 4, 2007- Dec 22, 2007	73	
HIS 396-05 LEC 90319	Topics in US History (Lecture)	MW 3:50PM - 5:10PM	Javits Lecture Hall	Sep 4, 2007- Dec 22, 2007	103	

90315 - HIS 249 - Modern Europe, 1914-1945

Grade Roster Information

Course: HIS 249 Institution: SUNY at Stony Brook
 Description: Modern Europe, 1914-1945 Term: Fall 2007
 Class Number: 90315
 Class Section: 01
 Component: Lecture

Day: Mon Wed Time: 8:05AM 9:25AM Location: CLASSROOM

*Grade Roster Type: Final Grade
 *Approval Status: Not Reviewed

ID	Name	Official Grade	Program and Plan	Level
1	[Student Name]	<input type="text"/>	Business - Business Management	Junior
2	[Student Name]	C-	Arts and Sciences - Africana Studies/Studio Art	Senior
3	[Student Name]	A	Business - Business Management	Senior
4	[Student Name]	D+	Arts and Sciences - Economics	Junior
5	[Student Name]	C	Arts and Sciences - Political Science/History	Senior

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

Type the grade in the **Roster Grade** field

Press the **TAB** key a few times to move to the next student

Or, click the drop down arrow and select the grade for each student

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.

The button is located all the way down at the bottom of the page.

*Grade Roster Type Final Grade

*Approval Status Not Reviewed

Not Reviewed
Ready for Review
Submit Grades


<- add this

Student Grade Transcript Note

ID	Name	Roster Grade
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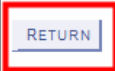

When all grades have been entered and are ready to be reviewed/submitted, change the **Approval Status**

- 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.

14	1046074721	Smith, Colleen R.		Master of Arts - Liberal Studies Online	Advanced Level Masters
15	101302197	Vezakou, Beth M			Entry Level Masters
16	104618424	Zauare, Kenneth Da			Entry Level Masters

To return to the **Faculty Center** with your list of classes click the **Return** button located at the bottom of the page

Or, click **Home** to return to your SOLAR homepage.



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