How to Enter in Grades through MySolano (Luminis 5)

Step 1: Login to your MySolano.
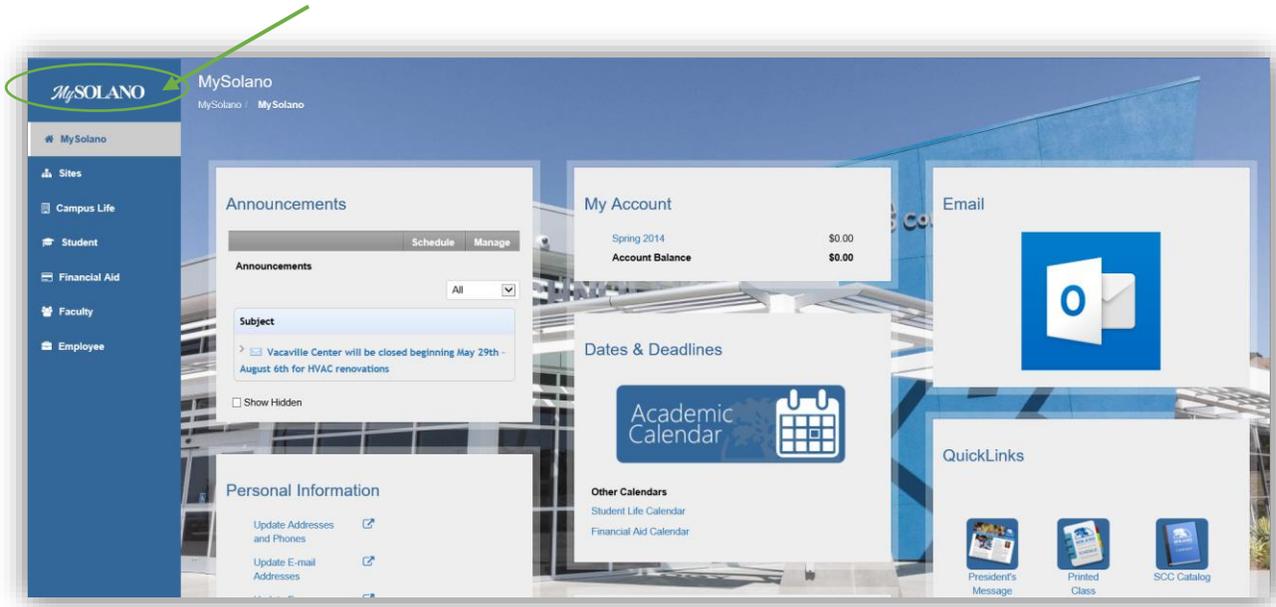
(Continue to the next page).

Step 2: Open your "Faculty Tab" and locate "Faculty Grade Assignment." Then select the course and you will be brought to a new screen showing the individual course information to input grades as shown in Step 3.

> **Please note the following:** The "Faculty Grade Assignment" has been relocated at the top towards the left-side of the screen. This is where all faculty members will enter in current grades. Hover over the status icons for each course to determine the status of completion. Allow up to 2-minutes for the status icon to update after entering grades and you may continue to enter grades for your other courses. In addition, for those of you teaching more than 4 courses, click on preferences (in red) and adjust the parameters accordingly.

(Continue to the next page).

Step 3: Please verify the course roster you selected, and then you will be able to select the "Grade" option as shown below. Once all grades have been selected then you will click on "Submit."

> **Note:** If you are teaching multiple courses for the current semester you will need to input grades for each section. After entering in grades, close each Final Grades window/tab to return back to your "Faculty" tab as there is a 20-minute time limit. Then, click on the next course title to input the next grades.

> Should you have any further questions regarding entering grades through MySolano, please contact helpdesk@solano.edu and one our tech-specialist will contact you in a timely manner.

Thank you,

Department of Technology Services & Support