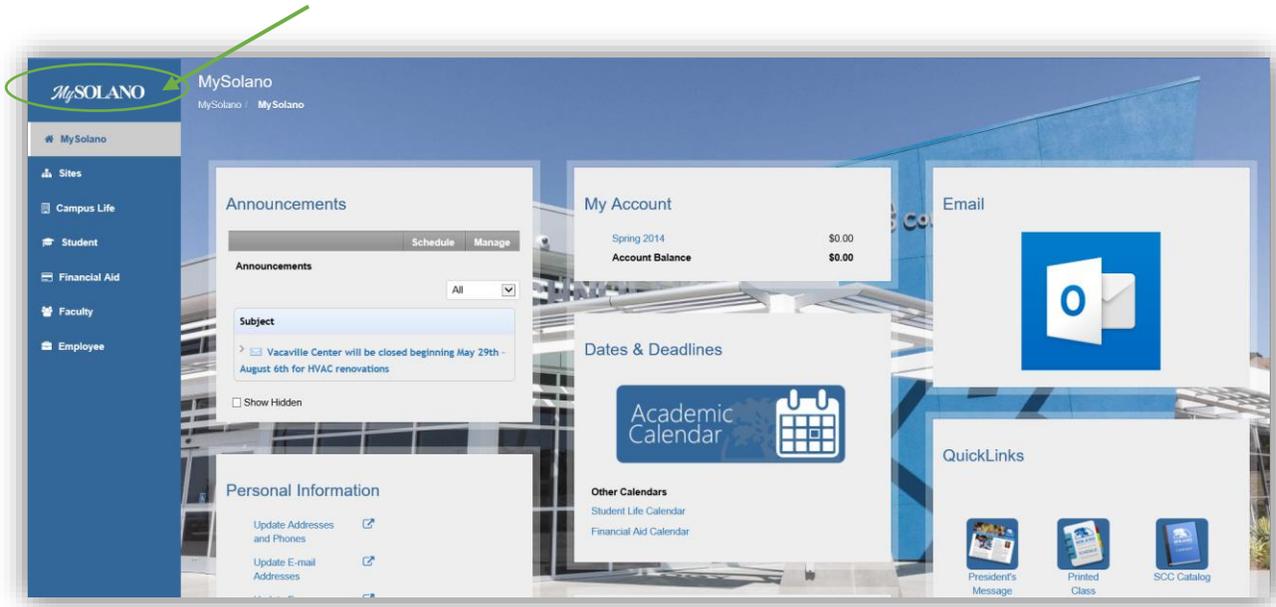


How to Enter in Grades through MySolano (Luminis 5)

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.

If teaching more than 1 course, please select the course you want to enter in grades.

| Status | Course Title |
|--------|---------------------|
| > | Intro Ceramics/Hand |
| > | Ceramic Design/Hand |
| > | Intro Ceramic/Wheel |
| > | Intnd Ceramic/Wheel |

(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 of our tech-specialist will contact you in a timely manner.

Personal Information Student **Faculty Services** Employee Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Final Grades

Enter final grades for each student.

Course Information

CRN:

Students Registered: 13

Please submit the grades often. There is a 1200 minute time limit starting at 08:36 am on May 29, 2018 for this page.

Final Grades

| Record Number | Student Name | ID | Credits | Registration | Status | Grade | Rolled | Last Attend Date | Attend Hours | Registration Number |
|---------------|--------------|----|---------|----------------------|--------------|--------------|--------|------------------|--------------|---------------------|
| 1 | | | 3.000 | **Web Registered** | Dec 18, 2017 | B | N | | None | 11 |
| 2 | | | 3.000 | **Web Registered** | Jan 09, 2018 | A | N | | None | 12 |
| 3 | | | 3.000 | **Web Registered** | Jan 19, 2018 | A | N | | None | 15 |
| 4 | | | 3.000 | **Web Registered** | Dec 09, 2017 | B | N | | None | 4 |
| 5 | | | 3.000 | **Web Registered** | Dec 07, 2017 | B | N | | None | 3 |
| 6 | | | 3.000 | Instr Drop - W Grade | Mar 27, 2018 | Not Gradable | N | | None | 13 |
| 7 | | | 3.000 | **Web Registered** | Dec 14, 2017 | A | N | | None | 7 |
| 8 | | | 3.000 | **Web Registered** | Dec 14, 2017 | B | N | | None | 9 |
| 9 | | | 3.000 | **Web Registered** | Dec 14, 2017 | A | N | | None | 10 |
| 10 | | | 3.000 | **Web Registered** | Dec 14, 2017 | A | N | | None | 8 |
| 11 | | | 3.000 | **Web Registered** | Jan 23, 2018 | A | N | | None | 16 |
| 12 | | | 3.000 | **Web Registered** | Jan 17, 2018 | A | N | | None | 14 |
| 13 | | | 3.000 | **Web Registered** | Dec 07, 2017 | A | N | | None | 2 |

Submit Reset

Please submit the grades often. There is a 1200 minute time limit starting at 08:36 am on May 29, 2018 for this page.

Thank you,

Department of Technology Services & Support