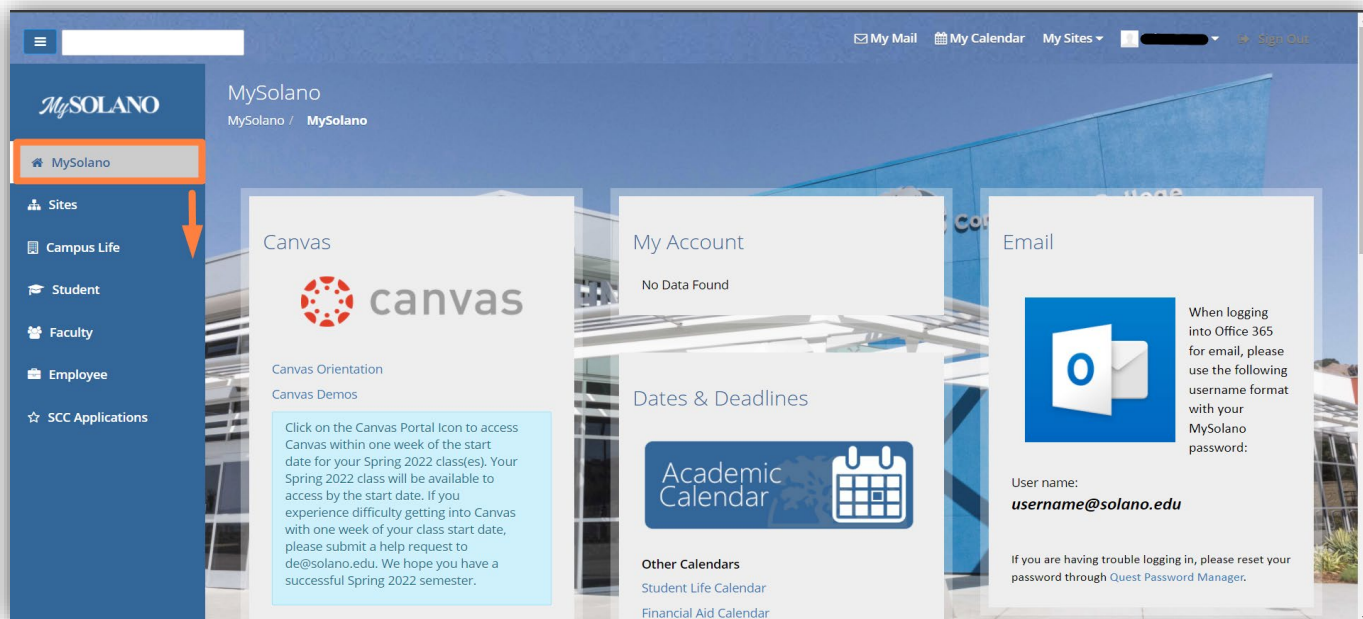




# How-To Enter Final Grades

**Step 1:** Login to your MySolano account. (Username & Password)



**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 “Faculty Grade Assignment” is located at the top towards the left side of the screen. This is where all faculty members will enter current grades. Hover over the status icons for each course to determine completion status. 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 four courses, click on preferences and adjust the parameters accordingly.



**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 are assigned, you will click on “Submit.” You should see a pop-up notification with a successful (green) checkmark confirming your grades have been submitted.

**Note:** The “Last Date of Attendance” is required to report when issuing “W’s” and “F’s.” Failure to input the last attended date will not allow you to save your grades.

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 to your “Faculty” tab as there is a 20-minute time limit. Then, click on the next course title to input the following grades.

Enter final grades for each student.

**Course Information**  
**Principles of Accounting - Managerial - ACCT 002 0**  
 CRN: 10255  
 Students Registered: 9

⚠ Please submit the grades often. There is a 1200 minute time limit starting at 11:21 am on Dec 22, 2021 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolls	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number
1			4.000	Registered Dec 06, 2021	None	N		None	1
2			4.000	Registered Dec 06, 2021	None	N		None	3
3			4.000	Registered Dec 06, 2021	A	N		None	4
4			4.000	Registered Dec 06, 2021	B	N		None	5
5			4.000	Registered Dec 06, 2021	C	N		None	6
6			4.000	Registered Dec 06, 2021	D	N		None	7
7			4.000	Registered Dec 06, 2021	F	N		None	10
8			4.000	Registered Dec 09, 2021	None	N		None	8
9			4.000	Registered Dec 06, 2021	None	N		None	9

⚠ Please submit the grades often. There is a 1200 minute time limit starting at 11:21 am on Dec 22, 2021 for this page.

Submit Reset

Should you have any further questions regarding entering grades through MySolano, please contact [helpdesk@solano.edu](mailto:helpdesk@solano.edu) and one of our tech-specialist will contact you in a timely manner.