my Heliotrope User Guide

Submitting Final Grades

Accessing Final Grades

1. Go to **www.purchase.edu/faculty-and-staff**
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services.**
4. Click **My Courses.**
5. Click **Final Grades** and select a term.

Select Term

Home > Faculty Services > **Term Selection**

Select a Term: Fall 2016 ▾

Submit

Select the course you want to assign grades for and click Submit.

Select a CRN

Home > Faculty and Advisors > **My Courses**

CRN: History of Art Survey I - 40037 - 0 Final grades for 3 Students ▾

Submit

Entering Final Grades

Once you are on the grade submission screen, you may begin submitting final grades for enrolled students by selecting the grade from the dropdown menu (red arrow). You may enter grades for multiple students before clicking Submit.

You do not need to enter anything in the fields for Last Attend Date or Attend Hours.

If the grade options in the dropdown menu are incorrect, please contact the Registrar's Office at (914)251-6361 or Registrar@purchase.edu.

Note: This page will timeout after 5 minutes if grades are not submitted. Please submit grades often to avoid starting over and reentering grades.

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From this page you may also view extended course information (yellow arrow), view student information (blue arrow), or email students on your roster (green arrow).

Please note that if you view extended course information, you will have to return to the grade submission screen by clicking Return to Previous at the bottom of the screen. If you view student information, you will have to return to the grades submission screen by choosing Final Grades from the navigation bar at the bottom of the screen. If you want to email the student, a new email will automatically open in your preferred mail client.

If you have any questions about submitting final grades that are not answered here, please contact the Registrar's Office at (914)251-7000 or Registrar@purchase.edu.

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