



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:

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

Select a CRN

← | [Home](#) > [Faculty and Advisors](#) > [My Courses](#)

CRN:

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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Course Information

[History of Art Survey I \(Ancient through Medieval\) - ARH 1010 0](#) 

CRN: 40037
 Course Start/End Date: 08/25/2014 to 12/20/2014
 Students Registered: 3
 Students Graded: 0

 Please submit the grades often. There is a 5 minute time limit starting at 08:39 am on Oct 08, 2013 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	 Pavone, Tara M.	A00079705	3.000	**Registered** Sep 02, 2013	None 	N	<input type="text"/>	<input type="text"/>	2	 
2	Stone, Blarney	A00231424	3.000	**Registered** Sep 27, 2013	None 	N	<input type="text"/>	<input type="text"/>	1	
3	Taylor, John J.	A00085217	3.000	**Registered** Sep 27, 2013	None 	N	<input type="text"/>	<input type="text"/>	3	



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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.

[Student Information](#) ■
 [Student E-mail Address](#) ■
 [Class List](#) ■
 [Wait List](#) ■
 [Final Grades](#) ■
 [Registration Overrides](#) ■
 [Term Selection](#)

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.

