
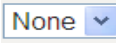
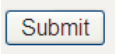
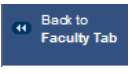






## How to Submit Final Student Grades on my.Biola

1. Login to [my.Biola](#)<sup>1</sup>
2. Open the **Faculty** tab.
3. Locate the **Faculty Grade Assignment** channel.
4. Your courses will be listed.<sup>2</sup> Click on the  icon to the right of the course you would like to grade.
5. Your Final Grades course roster will display. To assign a grade to a student locate their name and select the appropriate grade from the drop down menu  in the "Grade" column.
6. After you have selected the appropriate grades click the  button at the bottom of the page to submit your grades.
7. If you have more than 25 students in your class, be sure to open, grade and submit all **Record Sets:** as only 25 students will display at a time. To do so click on each numerical number set located at both the top and bottom of the page.
8. Once you have finished grading your course, click  to return to the Faculty Tab page. Select other courses from your Faculty Grade Assignment channel which you wish to grade.
9. The icons next to your courses in the Faculty Grades Assignment channel indicate what stage of the grading process your courses are in:
  -  Grading not started
  -  Some grades are still missing
  -  All grades have been entered but are still editable
  -  All Grades have been entered and rolled to the University's academic history. Grades are no longer editable.<sup>3</sup>

**Important Note:** There is a 60-minute time limit that begins as soon as you access the Final Grades roster. If you are grading a large class, submit your grades often to avoid losing your progress.

### **Still have questions?**

If you need further assistance, please contact the Office of the Registrar at (562) 903-4720.

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<sup>1</sup> The full URL is [my.biola.edu](#) If this is your first time, or you are having trouble logging in to my.biola try using the appropriate links on the login page located to the left of the 'LOGIN' button. For additional support contact the IT Help Desk.

<sup>2</sup> Please note, only the primary professor on record will be permitted to access and grade the course. If a course you are teaching does not appear in your Faculty Grade Assignment channel, you are not listed as the primary professor of record in the system. If you are co-teaching the course, consult with the other instructor(s) to determine who is listed as the primary professor of record. If there are no other instructors for the course, it is likely that an instructor was never assigned to the course. To have your name listed as the primary professor of record and thus enable the course to appear on your Faculty Grade Assignment channel, your department must submit a request to the Course Scheduling Coordinator in the Office of the Registrar.

<sup>3</sup> Once a grade has been rolled to the University's academic history it may only be changed through the formal Grade Change approval process. Contact the office of the Registrar for further details and to request a Grade Change Request form.