Entering Final Grades
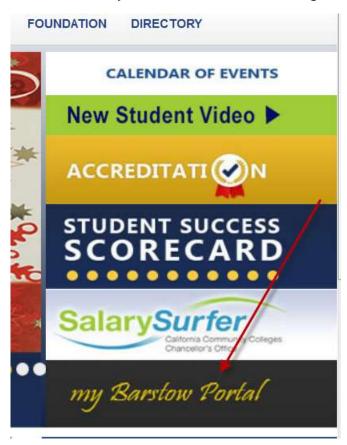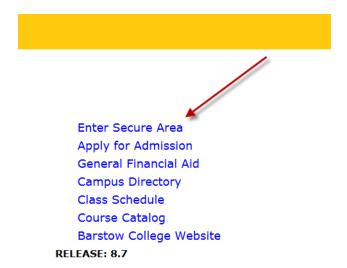
1. Go to http://www.barstow.edu/

2. Click on "my Barstow Portal" on the right hand side of the screen

3. Click on "Enter Secure Area"

Enter Secure Area
Apply for Admission
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
Barstow College Website

RELEASE: 8.7

4. In User ID enter your B# in this format – B########

5. In PIN enter your PIN, it is your date of birth in this format – MMDDYY

6. Click log in.

Important Note: If you attempt to login too many times using an invalid
need your account re-enabled or if you need additional assistance, please
7236 or by email at admit@barstow.edu

To end your session, click 'Exit' and close your web browser when you are

User ID: Enter B########

PIN: Enter Birthdate: MMDDYY

| Login | Forgot PIN? | | Need to find my BCC ID |

6. If the security questions come up, confirm your PIN and provide a security
   question and answer.

Please enter your new Security Question and Answer, then Submit Changes.

Please Confirm your Pin: MMDDYY

Question: Not Selected   Choose a question
Answer: and answer

OR
Question: What is my dog's name?
Answer:

| Submit | Reset |

7. Click Submit

8. Click Faculty & Counselor

Main Menu

Personal Information
Change your PIN and/or security questions, update your contact information and/or veterans classification

Student Services
Register, view your records and/or account information

Financial Aid
Apply for and/or view your status, eligibility and award information

Faculty & Counselor
Run degree evaluations, view course assignments, schedules, enter grades, office hours, and syllabus information

RELEASE: 8.7

9. Click Final Grades

Faculty & Counselor Services

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Registration Overrides
Look Up Classes
Active Assignments
Assignment History
Class Schedule
Course Catalog

10. Select the appropriate term and click submit

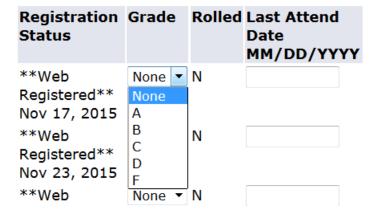## Select Term

Select a Term: Spring 2016 ▼

Submit

RELEASE: 8.5.4.3

11. Choose the CRN of the class that is ending and click submit

Select a CRN

CRN: PSYC 5 0: Intro to Career/Life Planning, 20165 (37) ▼

Submit

12. The Final Grade Sheet will appear and you can enter grades.

grade entered in dropdown box here

Final Grades

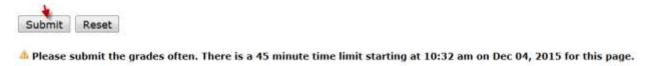| Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number
1	Student name and Bnumber are located here		3.000	**Web Registered** Aug 20, 2015			10/03/2015 ←None If F grade last date of attendance goes here in the format shown above		62

The drop down box will give you the following options and the Last Attend Date looks like the screenshot below.

Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
Web Registered Nov 17, 2015	None ▼ None A B C D F	N	
Web Registered Nov 23, 2015		N	
**Web	None ▼	N	

Remember there is a 45 minute timeout so all grades must be entered within that timeframe.
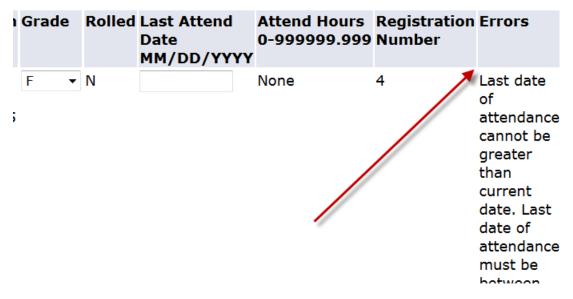
Also remember all F and NP (No Pass) grades require a last date of attendance in the format shown above.

When you are done entering grades, click the submit button.

Submit   Reset

⚠ Please submit the grades often. There is a 45 minute time limit starting at 10:32 am on Dec 04, 2015 for this page.

If the grades were entered successfully the screen will state the changes were completed. If there was an error in entering the grades, the screen will show the error and the far right side of the screen will indicate where the error occurred. See screenshots below:

🛑 You have errors on the page. Correct the errors to submit all grades for this record set.

Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number	Errors
F	N		None	4	Last date of attendance cannot be greater than current date. Last date of attendance must be between

As always if there is any problem entering final grades the college is only an email or a phone call away. The main contact for problems submitting grades is jhernandez1@barstow.edu, 760-252-2411 x7308 but you can also contact nolson@barstow.edu 760-252-2411 x7319 for assistance. Remember if you are calling the college is open during normal business hours.