

Grading Proxies: Entering Final Grades

Concept

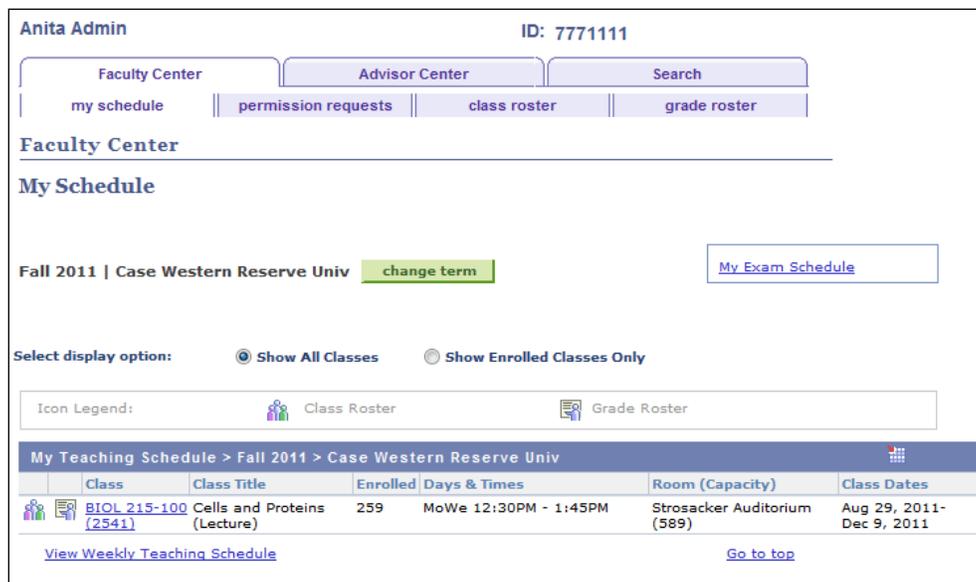
Grading proxies can enter midterm and final grades for instructors' students on the Grade Roster screen in the SIS, but in order to submit final grades, the instructor must access the grade roster and perform the approval process. This document will explain how grade proxies should enter and save grades in the SIS.

Grading proxies are often teaching assistants or department assistants/administrators. To become a grading proxy, one must submit a SIS "Add/Update/Delete Instructor" form to the University Registrar's office. Once the form is approved, the individual can be assigned to the appropriate class sections in the Schedule of Classes.

SIS_FC_GradingProxies_FinalGrades

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



Anita Admin ID: 7771111

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Faculty Center

My Schedule

Fall 2011 | Case Western Reserve Univ [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2011 > Case Western Reserve Univ					
Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
BIOL 215-100 (2541)	Cells and Proteins (Lecture)	259	MoWe 12:30PM - 1:45PM	Strosacker Auditorium (589)	Aug 29, 2011- Dec 9, 2011

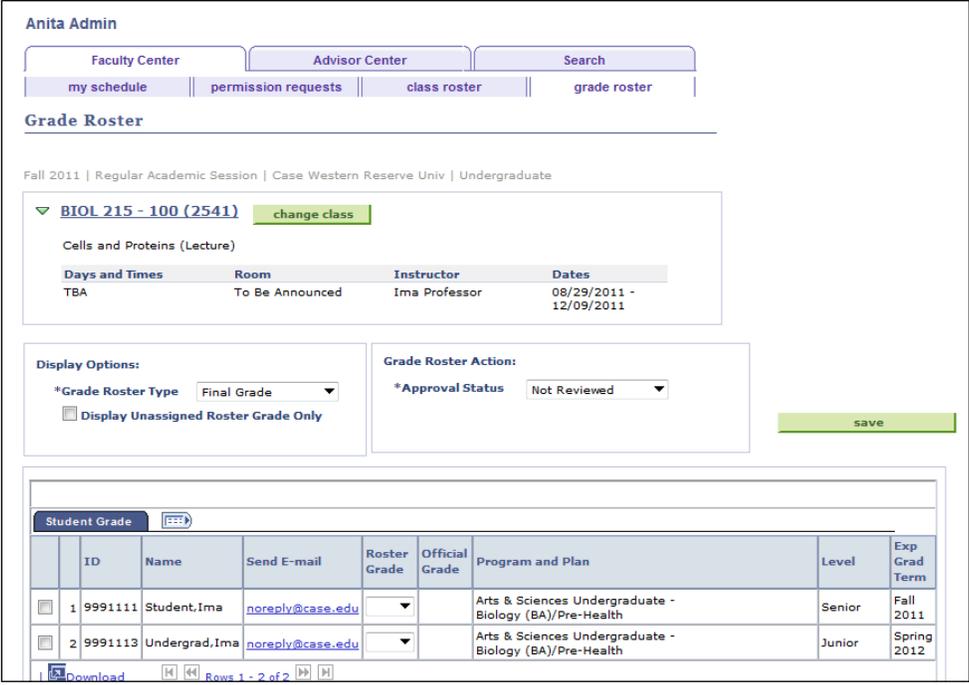
[View Weekly Teaching Schedule](#) [Go to top](#)

Step	Action
1.	When you log in to the SIS, the Faculty Center appears. It displays all classes to which you have access.

Grading proxies are assigned to class sections in the Schedule of Classes. Once a grading proxy enters grades, the instructor of record must approve the official grades. The instructor of record can also change grades that the grading proxy has entered.

Individuals who are grading proxies can enter grades in the SIS Grade Roster through the Faculty Center, but cannot approve official grades. Only approved grades can be posted to student records.

Step	Action
2.	Locate the class for which you want to assign grades. Click the Grade Roster icon to the immediate left of the class. 



Anita Admin

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | **grade roster**

Grade Roster

Fall 2011 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

▼ **BIOL 215 - 100 (2541)** change class

Cells and Proteins (Lecture)

Days and Times	Room	Instructor	Dates
TBA	To Be Announced	Ima Professor	08/29/2011 - 12/09/2011

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed

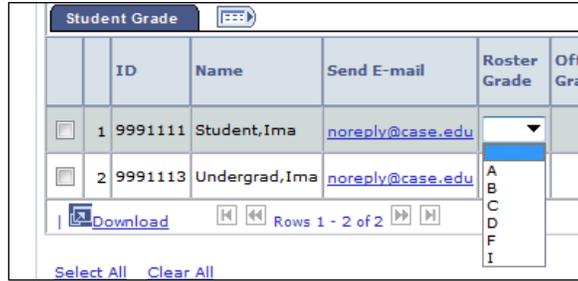
save

ID	Name	Send E-mail	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1 9991111	Student,Ima	noreply@case.edu	▼		Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Senior	Fall 2011
2 9991113	Undergrad,Ima	noreply@case.edu	▼		Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012

Download | Rows 1 - 2 of 2

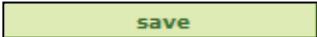
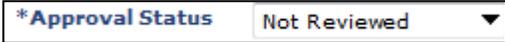
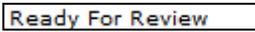
Step	Action
3.	The Grade Roster screen appears. At the top of the screen is the class meeting information. The Grade Roster Type dropdown list contains either Midterm Grade or Final Grade . If you do not see "Final Grade" in the field, click on the dropdown list and select it. 

Step	Action
4.	The Approval Status dropdown list contains the value Not Reviewed . You can only enter grades when "Not Reviewed" appears in the dropdown field. 
5.	To assign a grade to a student, click on the dropdown field in the Roster Grade column.



Step	Action
6.	A dropdown list appears containing only those grades applicable to the student's grading basis. Select the appropriate grade.

Tip: You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have "W" and "WD" grades assigned, or may have elected a special grading basis, like audit grades.

Step	Action
7.	Click the Save button at any time to save your work in progress. If needed, you can log out of the SIS and return at a later time to finish entering grades. 
8.	When you are finished entering grades, click on the Approval Status dropdown list. 
9.	Select Ready for Review . 

Student Information System Process Document

Grading Proxies: Entering Final Grades

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Ready For Review

save

	ID	Name	Send E-mail	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	1	9991111 Student, Ima	noreply@case.edu	A		Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Senior	Fall 2011
<input type="checkbox"/>	2	9991113 Undergrad, Ima	noreply@case.edu			Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012

Download
Rows 1 - 2 of 2

Step	Action
10.	Click the Save button to save the grades. <div style="text-align: center; margin-top: 5px;"> save </div>



Step	Action
11.	A message appears to let you know that your changes to the grade roster were saved. Click the OK button. <div style="text-align: center; margin-top: 5px;"> OK </div>
12.	This completes the process of entering final grades on the Grade Roster. The students' grades for the class have been saved and the instructor of record can review and submit them. End of Procedure.