

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

1. From Faculty Home, click the **My Schedule & Rosters** tile. This will present the **My Schedule** page. Locate the class to be graded.

Alternatively, from the **NavBar**, select Navigator > Faculty & Advising > My Schedule & Rosters.

Note: To see a past or future term, click the **Change Term** button. See **Teaching Schedule** on the [SIS Resources](#) page for more information.

2. Click the **Grade Roster** icon to the immediate left of the class.
3. The **Grade Roster** screen appears. At the top of the screen is the class meeting information.
4. The **Grade Roster Type** dropdown list contains either **Mid-Semester Grade** or **Final Grade**. If **Final Grade** does not appear in the field, the final grade roster has not yet been generated by the University Registrar's Office.
5. The **Approval Status** dropdown list is only available for the final grade roster.

Grading proxies will only see the values **Not Reviewed** and **Ready for Instructor Review**.

Instructors will also see the value **Approved by Instructor**.

Grades can only be entered when **Not Reviewed** appears in the dropdown field.

6. To assign a grade to a student, click on the dropdown field in the **Roster Grade** column.
7. A dropdown list appears containing only those grades applicable to the student's grading basis. Select the appropriate grade.
Tip: 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.

8. Click **Save** at any time to save work in progress. If needed, it is acceptable log out of the SIS and return at a later time to finish entering grades.
9. When finished entering grades, click on the **Approval Status** dropdown list, if available.
10. Grading proxies should select **Ready for Instructor Review**.
11. Click **Save** to save the grades.
12. A message appears indicating that the changes to the grade roster were saved. Click the **OK** button.
13. When ready to approve grades, instructors should click on the **Approval Status** dropdown list.
14. Click the **Approved by Instructor** list item to initiate the grade submission process.

Note: Instructors who have used *Canvas* to upload grades to the SIS need only follow the directions for saving and submitting grades.

Grading proxies can also enter mid-semester 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.

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.

This completes the process of entering and approving final grades on the grade roster.