

Instructors: Entering and Approving Final Grades

Concept

Instructors enter midterm and final grades for their students on the Grade Roster screen in the

SIS. Access the Grade Roster by clicking the icon to the immediate left of a class. This document will explain how to enter, save and approve grades in the SIS. Instructors who have used Blackboard Learn to upload grades to the SIS need only follow the directions for saving and submitting grades.

SIS_FC_InstructorFinalGrades

Procedure

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

| Ima Profes | sor | | | ID: 777 | 1111 | | | | |
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| Step | Action |
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| 1. | When you log in to the SIS, your teaching schedule is in the center of the Faculty Center screen. Locate the class you want to grade. Click the Grade Roster icon that is immediately to the left of the class. |
| | Please note: The icons at the top of the table are used as a legend only and are inactive. |

Student Information System Process Document



Instructors: Entering and Approving Final Grades

| Step | Action |
|------|--|
| 2. | Decision: What would you like to do? |
| | Enter and approve grades Go to step 3 on page 2 Review/change grades entered by yourself or a grading proxy Go to step 14 on page 5 |

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| Stud | ident Grade | (TTT) | | | | | | | | | |
| | ID | Name | Send E | mail | Roster Grade | Official Grade | Program and Plan | | Level | Exp G Term | |
| | 1 9991113 | Undergrad, Ima | noreply | @case.edu | | | Arts & Sciences Undergra Biology (BA)/Pre-Health | aduate - | Junior | Spring 2012 | , |
| | 2 9991111 | Student.Ima | noreply | @case.edu | | | Arts & Sciences Undergra Biology (BA)/Pre-Health | aduate - | Senior | Fall 20 | 011 |

| Step | Action | | | | | | |
|------|---|--|--|--|--|--|--|
| 3. | The Grade Roster screen appears. At the top of the page is the class meeting information. | | | | | | |
| | The Grade Roster Type dropdown list contains the default value Final Grade . you do not see "Final Grade" in this field, click on the dropdown button and se it from the list that appears. | | | | | | |
| | *Grade Roster Type Final Grade | | | | | | |
| 4. | The Approval Status dropdown field displays Not Reviewed . You can only enter grades when "Not Reviewed" appears in the dropdown box. | | | | | | |
| | *Approval Status Not Reviewed 🔻 | | | | | | |

| St | uden | it Grade | () | | | | | | |
|----|------|----------|----------------|------------------|---|-------------------|--|--------|------------------|
| | | ID | Name | Send E-mail | | Official Grade | Program and Plan | Level | Exp Grad Term |
| | 1 | 9991113 | Undergrad, Ima | noreply@case.edu | | | Arts & Sciences Undergraduate - Biology (BA)/Pre-Health | Junior | Spring 2012 |
| | 2 | 9991111 | Student, Ima | noreply@case.edu | - | | Arts & Sciences Undergraduate - Biology (BA)/Pre-Health | Senior | Fall 201 |



| Step | Action |
|------|--|
| 5. | Each student is listed on the roster with fields for email, roster grade, official grade, program and plan, level, and expected graduation term.To assign a grade to a student, click on the dropdown field in the Roster Grade column. |
| 6. | A dropdown list appears containing only those grades applicable to the student's grading basis. Select the appropriate grade. |

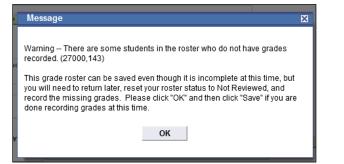
Tip: You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have "W" and "WD" grades assigned, or may have elected a special grading basis, like audit grades.

| 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 ready to submit the grades, click on the Approval Status dropdown list. *Approval Status Not Reviewed |
| 9. | Click the Approved list item to initiate the grade submission process. If you are not yet ready to submit your grades, simply save the grade roster in Not Reviewed status by clicking the Save button. Not Reviewed Approved Not Reviewed Ready for Review |

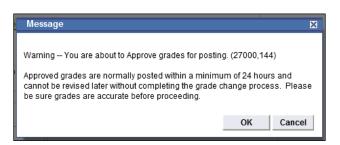
Grades can be saved without being submitted at any point in the grade entry process by clicking the **Save** button when the **Approval Status** dropdown list is set to **Not Reviewed** or **Ready for Review**. It is also possible to submit a partially-entered grade roster when in **Approved** status.

Student Information System Process Document Instructors: Entering and Approving Final Grades





| Step | Action |
|------|---|
| 10. | A confirmation screen appears to warn you that you are about to approve grades for posting. |
| | If you have not assigned grades to some students, you will receive a warning that not all students have been graded. You can return at a later time to enter additional grades. |
| | To return to the grades without approving, click the Cancel button. |
| | To approve grades, click the OK button. ОК |



| Step | Action |
|------|---|
| 11. | Another warning will appear to let you know that the grades being submitted cannot be changed without initiating the grade change process, and that students will be able to see their grades within 24 hours |
| 12. | The grade roster screen reappears. The Roster Grade field no longer contains dropdown fields. To change any grades that exist, you must change the Approval Status field to Not Reviewed . |
| 13. | This completes the process of entering, changing and approving grades on the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within 24 hours. End of Procedure. Remaining steps apply to other paths. |



Student Information System Process Document Instructors: Entering and Approving Final Grades

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| | | Name Undergrad, Ima | | eply@case.edu | | Grade | Arts & Sciences Unde Biology (BA)/Pre-He | | Junior | Spring 2012 |

| Step | Action | | | | | | |
|------|--|--|--|--|--|--|--|
| 14. | The Grade Roster screen appears. At the top of the page is the class meeting information. | | | | | | |
| | The Grade Roster Type dropdown list contains the default value Final Grade . If you do not see "Final Grade" in this field, click on the dropdown button and select it from the list that appears. | | | | | | |
| | *Grade Roster Type Final Grade | | | | | | |
| 15. | Decision: What would you like to do? Add or change grades Go to step 16 on page 5 Submit grades Go to step 21 on page 6 | | | | | | |
| 16. | To enter or change grades, the Approval Status must be set to Not Reviewed . If the Approval Status dropdown field contains the value "Approved" or "Ready for Review," click on it and select Not Reviewed from the list menu. *Approval Status Ready for Review | | | | | | |

Student Information System Process Document



Instructors: Entering and Approving Final Grades

| | Grad | Options: le Roster 1 lisplay Una | Fype Final Grade assigned Roster Grade Onl | | ster Acti val Statu | | Reviewed |
|----|------|--|---|------------------|------------------------|----------|-------------------------------|
| St | uden | t Grade | | | Roster | Official | |
| | | ID | Name | Send E-mail | Grade | Grade | Program and Plan |
| | | | | | вт | | Arts & Sciences Undergraduate |
| | 1 | 9991113 | Undergrad, Ima | noreply@case.edu | <u> </u> | | Biology (BA)/Pre-Health |

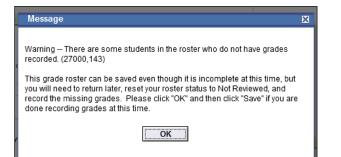
| Step | Step Action | |
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| 17. | Changing the Approval Status to Not Reviewed activates the Roster Grade | |
| | dropdown lists, and gives you access to enter and change grades. | |

Click the **Display Unassigned Roster Grade Only** checkbox to see only those students who have not had grades assigned to them. To make the entire roster list reappear, click the **Display Unassigned Roster Grade Only** checkbox again.

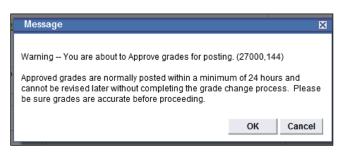
Display Unassigned Roster Grade Only

| Step | Action | |
|------|--|--|
| 18. | To add or reassign a grade to a student, click on the student's dropdown box in the Roster Grade column. | |
| 19. | 19. Select the appropriate grade. Only those grades applicable to the student's grading basis will appear. 20. 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. | |
| 20. | | |
| 21. | When you are finished reviewing grades and are ready to submit them, click on the Approval Status dropdown list. *Approval Status Not Reviewed | |
| 22. | Click the Approved list item. | |





| Step | Action |
|------|---|
| 23. | A confirmation screen appears to warn you that you are about to approve grades for posting. |
| | If you have not assigned grades to some students, you will receive a warning that not all students have been graded. You can return at a later time to enter additional grades. |
| | To return to the grades without approving, click the Cancel button. |
| | To approve grades, click the OK button. |



| Step | Action |
|------|---|
| 24. | Another warning will appear to let you know that the grades being submitted cannot be changed without initiating the grade change process, and that students will be able to see their grades within 24 hours |
| 25. | If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved. Click the OK button. |

Student Information System Process Document



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| Step | Action |
|------|---|
| 26. | This completes the process of entering, changing and approving grades on the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within 24 hours. End of Procedure. |