


## Enter Grades in ISIS

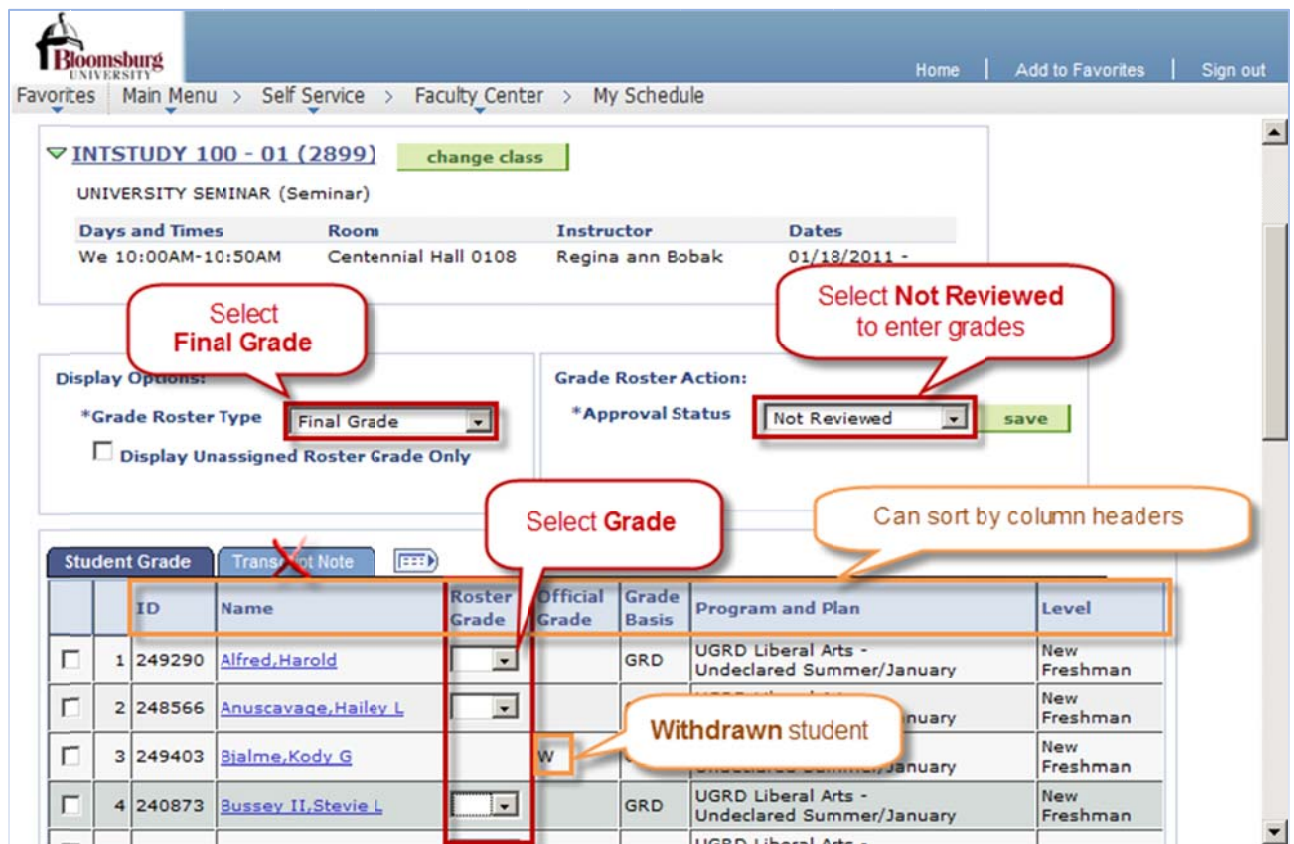
This document demonstrates how you enter final grades in ISIS. The four main items to complete are:

1. Enter a grade for each student
2. Review grades
3. Approve grades
4. Download or print grade results

## Enter Grades

1. Login to **ISIS**
2. Access the **Faculty Center**
3. Click **My Schedule**
4. Click **Grade Roster**  to the left of the course you want to enter grades

Main parts of the Grade Entry screen.



The screenshot shows the ISIS interface for entering grades. The course is INTSTUDY 100 - 01 (2899), a University Seminar. The instructor is Regina Ann Bobak. The display options are set to Final Grade and Not Reviewed. The grade roster table has columns for Student, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. A student with ID 249403 and name Kody G. Jalme is marked as a withdrawn student (W).

Student	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 249290	<a href="#">Alfred, Harold</a>	<input type="text"/>		GRD	UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/>	2 248566	<a href="#">Anuscavage, Hailey L</a>	<input type="text"/>			UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/>	3 249403	<a href="#">Jalme, Kody G</a>	<input type="text"/>	W		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/>	4 240873	<a href="#">Bussey II, Stevie L</a>	<input type="text"/>		GRD	UGRD Liberal Arts - Undeclared Summer/January	New Freshman

5. In Grade Roster Type, select **Final Grade**
6. In Approval Status, select **Not Reviewed**



You can arrange the students by a column header to fit your need for entering grades.

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Withdrawn students are noted in the Official Grade column with a **W**.



Transcript Note tab is not used.

7. If you have more than 20 students in a course, you can display all students on one page by clicking **View All** or you can navigate through the pages of students using the arrows.

The screenshot shows a table of students with columns for checkboxes, ID, Name, and other details. Below the table, there are navigation controls including 'View All', 'Download', and 'Rows 1 - 20 of 33'. A callout points to the 'View All' button, stating 'View All students on one page'. Another callout points to the navigation arrows, stating 'Navigate through pages of students'. Below the table, there are buttons for 'Add to selected students' and 'notify all students', and a 'SAVE' button at the bottom right.

## Enter Grades

You have two options for entering grades in ISIS. You can enter the grades individually or select students and assign a grade.

### To enter grades individually:

The screenshot shows the ISIS interface for entering grades. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section includes a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a dropdown for '\*Approval Status' set to 'Not Reviewed' and a 'save' button. Below these sections is a table of students with columns for checkboxes, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. A dropdown menu is open for the 'Roster Grade' column of the first student, showing options from A to X. A callout points to the dropdown arrow, stating 'Click the dropdown arrow'. Another callout points to the letter 'B' in the dropdown, stating 'Select letter grade'. A yellow sticky note at the bottom right says 'If you assign an I grade, you need to complete the Incomplete Form on the S:drive.'

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1. Select the dropdown to the right of the student's name
2. Click the earned letter grade
3. Repeat for each student

### To enter the same grade for multiple students:

The screenshot displays the ISIS system interface for entering grades. The interface shows a table of students with checkboxes for selection. A red callout bubble points to the checkboxes with the text "Select students using the checkboxes". Another red callout bubble points to a dropdown menu with the text "Select letter grade". A third red callout bubble points to a button labeled "<- add this grade to selected students" with the text "Click add this grade to selected students". The interface also includes a "SAVE" button and a "Printer Friendly Version" link.

Student ID	Student Name	Grade	Section	Level
11 240514	Hartigan, Katie L		UGRD Liberal Arts - Undeclared Summer/January	Freshman
<input checked="" type="checkbox"/> 12 247682	Hoy, Cortney L		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/> 13			UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/> 14			UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input checked="" type="checkbox"/> 15 240307	Kuzmiak, Nicholas D		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input checked="" type="checkbox"/> 16 249067	Malinowski, Gabriella M		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/> 17 244640	Mays, Jamad Y		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/> 18 244314	McDemus, Caitlyn R		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input checked="" type="checkbox"/> 19 239689	McGinnis, Derek J		UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/> 20 245288	Newman, Arthur J		UGRD Liberal Arts - Undeclared Summer/January	New Freshman

1. Select all students with a particular grade using the checkbox to the left of the student names
2. Select the grade
3. Click **add this grade to selected students**



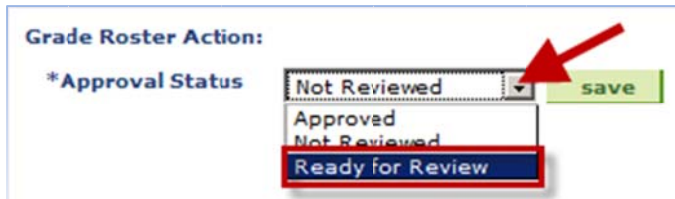
You don't have to enter the grades all at one time. You can **SAVE** the grades you entered and come back later to finish them. Also, the system will not time out as long as you are actively selecting grades.

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## Review Grades

Once you have finished entering the grades, you need to review them.

1. Click the dropdown arrow in Approval Status



2. Click **Ready for Review**
3. Review the grades



If you need to change a grade, you will need to change the Approval Status back to **Not Reviewed**. Then you can make your change.

## Approve Grades

Now that you have reviewed the students' grades, you need to approve them for the Registrar's Office. To approve the grades:

1. Click the dropdown arrow in Approval Status



2. Click **Approved**
3. Click **Save**



All students must have a grade selected. You will receive a message if a grade is missing. You will need to change the Approval Status to **Not Reviewed** to make the correction before selecting **Approved**.

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## Download, Print, Notify Students

If you would like to maintain a copy of what you entered, you can save a spreadsheet to your network drive or print a copy.

The screenshot shows a table with columns for checkboxes, student IDs, names, grades, and course information. Below the table are buttons for 'Download', 'Printer Friendly Version', 'notify selected students', and 'notify all students'. A yellow callout box at the bottom states: 'This does NOT send the grades to the students.'

	ID	Name	Grade	Course	Level
<input type="checkbox"/>	16 249067	Malinowski, Gabriella M	B	UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/>	17 244640	Mays, Jamad Y	A-	UGRD Liberal Arts - Undeclared Summer/January	New Freshman
<input type="checkbox"/>	18		A	UGRD Liberal Arts - Undeclared Summ	New
<input type="checkbox"/>	19		B	UGRD Liberal Arts - Undeclared Sum	
<input type="checkbox"/>	20 245299	ewman, Arthur J	C	UGRD Liberal Arts - Undeclared Summ	

To save a spreadsheet file:

1. Click Download
2. Follow the steps for downloading a file based on your browser settings

To print the grades list:

1. Click Printer Friendly Version
2. Print from your browser window as you normally would

To notify students:

1. Click notify all students OR select users with the checkboxes and click notify selected students
2. Enter text for email and send



This does NOT send the grades to the students.