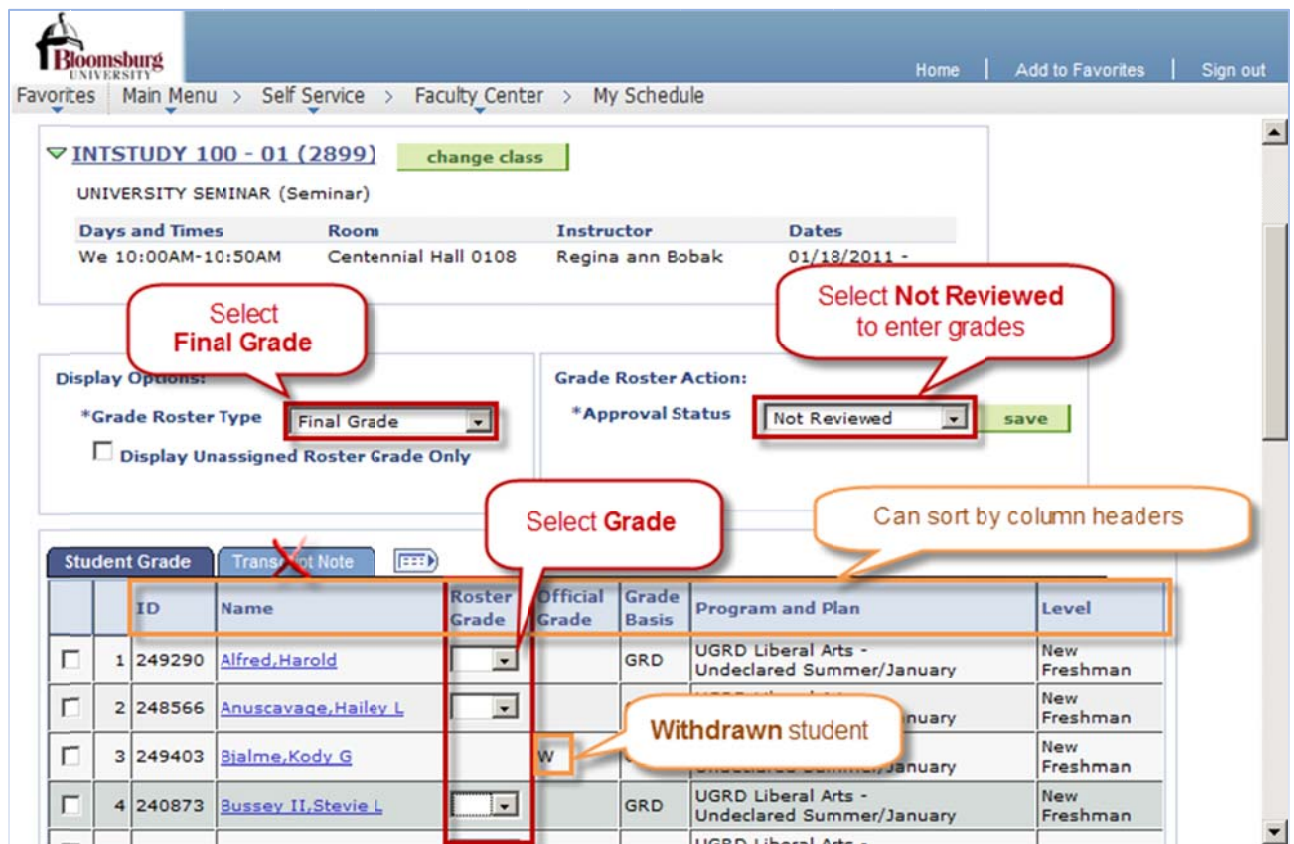Enter Grades in ISIS

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.

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.

📌 Withdrawn students are noted in the Official Grade column with a **W**.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

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:

Enter Grades in ISIS

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:

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.

Review Grades

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

1. Click the dropdown arrow in Approval Status
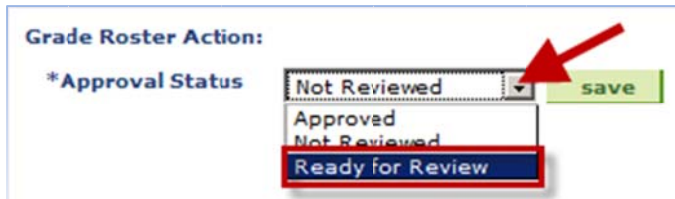
2. Click **Ready for Review**
3. Review the grades

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**.

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.

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.