

How to Enter and Post Final Grades

All final grades must be posted using the Student Information System (SIS). To access the SIS, go to sis.rit.edu/facultystaff and click the Student Information System link, then log in with your RIT username and password.

1	From the Main Menu, navigate to Self Service > Faculty Center > My Schedule .								
2	Click the Grade Roster icon  next to the class you would like to submit grades for.								
3	<p>Use the dropdown menus in the Roster Grade column to assign a grade for each student on your grade rosters.</p> <p>Note that you can assign the same grade to multiple students at a time by checking the box next to their name and using the <-add this grade to selected students dropdown menu and button.</p> <p>You may enter grades on a rolling basis and save your progress by clicking the SAVE button. However, saving DOES NOT mean the grades have been submitted. You must post the grades in order for them to appear on a student's transcript.</p>								
4	<p>Once you have set the roster grades for all students in your class, change the Approval Status dropdown menu to Approved.</p> <div data-bbox="225 1031 1386 1522" style="border: 1px solid #ccc; padding: 10px;"><p>▼ 1016 366 - 01 (30004) change class</p><p>Discrete Mathematics II (Lecture)</p><table border="1"><thead><tr><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr></thead><tbody><tr><td>TuTh 8:00AM-9:50AM</td><td>Thomas Gosnell Hall (GOS)-1154</td><td>Baez,Joan</td><td>03/12/2012 - 05/19/2012</td></tr></tbody></table><p>Display Options:</p><p>*Grade Roster Type <input type="text" value="Final Grade"/></p><p><input type="checkbox"/> Display Unassigned Roster Grade Only</p><p>Grade Roster Action:</p><p>*Approval Status <input type="text" value="Approved"/> save</p></div>	Days and Times	Room	Instructor	Dates	TuTh 8:00AM-9:50AM	Thomas Gosnell Hall (GOS)-1154	Baez,Joan	03/12/2012 - 05/19/2012
Days and Times	Room	Instructor	Dates						
TuTh 8:00AM-9:50AM	Thomas Gosnell Hall (GOS)-1154	Baez,Joan	03/12/2012 - 05/19/2012						
5	Click POST on the lower right-hand side of the screen.								
6	<p>Once you click Post, the final grades have been submitted and will appear on the student's record.</p> <p>If you need to submit grade changes prior to the end of the grading period, you can do so electronically using the Request Grade Change link on the grade roster.</p> <p>If you need to submit grade changes after the grading period ends, you must submit a Change of Grade paper form. This can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.</p>								

Frequently Asked Questions about Grading

Q: When can I begin posting grades?

A: The grading period for the Fall 2012 quarter begins on Wednesday, November 7th.

Q: When are grades due?

A: Grades must be posted via the SIS by Sunday, November 18th at 11:59 PM.

Q: What happens if I don't post my grades by the deadline?

A: If you do not post grades by November 18th at 11:59pm, you will be required to submit a Change of Grade form for each student in the class. This form can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.

Q: How do I change a grade before the grading period is over?

1. From the Main Menu, navigate to **Self Service > Faculty Center > My Schedule**.
2. Click the Grade Roster icon  next to the class you would like to submit grades for.
3. Click the **Request Grade Change** link.
4. Adjust the dropdown menu in the Official Grade column to reflect the appropriate grade(s).
5. Click the  button.
6. You should see the word **Success** next to each grade that you changed.

Q: How do I change a grade after the grading period is over?

A: You must submit a Change of Grade form. This can be found on the Registrar's office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.

Q: Can I post my grades via MyCourses?

A: Grades cannot be imported via MyCourses. You must enter and submit the grades via the SIS.

Q: If I have a Teaching Assistant, can I have him enter grades?

A: Yes, a teaching assistant can enter grades if they are listed as an instructor for the class with grade or approve access. For more information, contact the scheduling officer from your college/academic area.

Q: If there are multiple instructors for a class, who posts the grades?

A: Whoever is listed as the primary instructor for the class must submit the final grades.

Q: Can a student proceed in a sequence of classes if a grade isn't submitted?

A: The system does not prohibit enrolling the student in the next class of the sequence.

Q: Will grades be automatically entered for students who audit a class?

A: No. You must still enter a grade of AU on your grade roster and post the grade.

Q: What is the difference between the roster grade and the official grade?

A: The roster grade shows the grades you entered when you first posted grades. The official grade is what appears on the student's transcript and reflects any changes that have been made since grades were originally posted.