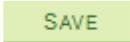# How to Submit Final Grades for Co-Op Courses

Final grades must be posted using the Student Information System (SIS). Note that the grading process for co-op differs from the process used for most courses. Co-op grade rosters may be partially submitted and grades can be entered on a rolling basis for up to two academic terms after the enrolled term. 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 [icon] next to the class you would like to submit grades for.
3	Use the dropdown menus in the **Roster Grade** column to assign a grade for each student on your grade roster that has completed all of the requirements for their co-op. **Leave the grade for any students who have not yet completed their co-op requirements blank, so that you can enter the grades at a later date.** 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.
4	You may enter grades on a rolling basis and save your progress by clicking the [SAVE] button. However, saving <u>DOES NOT</u> mean the grades have been submitted. Once you have entered the roster grades for all students who have completed the co-op requirements, change the **Approval Status** dropdown menu to **Ready for Review.**
5	Beginning November 19th, a nightly process will run that automatically posts any grades entered on co-op grade rosters marked as **Ready for Review**. Once this process runs, the final co-op grade will appear on the student's record. You may input grades, using the same grade roster, for any student who has not yet been issued a grade for up to two terms after the enrolled term. If circumstances dictate a change of grade, 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.