**Entering Grades:**

**Entering Individual Student Grades:**

- Access iSIS using your User ID and Password at [http://go.tufts.edu/isis](http://go.tufts.edu/isis).
- The iSIS Home Page will appear.
- Access the Quick Enroll page.
  - Navigation: Records and Enrollment > Enroll Students > Quick Enroll A Student
- Click the **Add a New Value** tab.
- Enter data as follows:
  - **ID** - Enter the Student’s ID.
    - As necessary, you can use the First and Last Name fields to look up the student.
  - **Academic Career** – Enter the four character code for the Student’s Academic Career, or use the search feature to select.
  - **Term** – Enter the Term code for which you wish to enter grades, or use the search feature to select.
- Click **Add**. The Quick Enrollment page will appear.
- In the **Action** column, select “**Add Grd**” from the drop-down menu.
- Click on the magnifying glass next to the **Class Nbr** field. A list of the student’s enrolled classes for that term will appear.
- Select the checkbox to the left off the class you want to grade. The Quick Enrollment main page will reappear with the Class Number filled in.
- Click on the **Units and Grade** tab.
- Enter the desired grade in the **Grade Input** field.
- Click **Submit**.
- If the grade is accepted a message will appear indicating **Success**. If it is not successful, click on the word **Errors** to identify the problem in order to make any required changes.
- The grades will automatically be posted to the student’s record and available on the transcript.
Grading

Entering Grades for an Entire Class:

- From the iSIS Home Page, access the Grade Roster page.
  - Navigation: Curriculum Management > Grading > Grade Roster
- Enter data as follows:
  - Term – Enter the Term code for which you wish to enter grades, or use the search feature to select.
  - Subject Area – Enter the appropriate Subject Area code, or use the search feature to select.
  - Catalog Nbr – If known, enter the Catalog Nbr for the class you wish to grade.
  - Class Section – If known, enter the Class Section you wish to grade.
- Click Search.
  - Note: If multiple classes match your entered search criteria, search results will appear at the bottom of the page. Click the link for the appropriate class.
- The Grade Roster Type page will appear populated for the selected class.
- If the Grade Roster Type and Description fields are blank, you will need to create a new Grade Roster for the class. If they are not blank, click on the Grade Roster tab to continue.
- To create a new Grade Roster, click the Add a new row button (plus sign).
  - In the Grade Roster Type dropdown, select Final Grade.
  - Select the Partial Post checkbox.
  - Click Create. The roster will be generated and you will be taken to the Grade Roster tab.
- On the Grade Roster tab, use the drop-down next to each student’s name to select the appropriate grade.
- When you have entered all the desired grades, click on the Save button.
- The grades will be posted to the students’ records and appear on their transcript when the batch Grade Posting job runs (every fifteen minutes for The Fletcher School, nightly for all other schools).

Note: If a student is added to a class after the roster has been generated, that student will not appear on the roster. The roster will need to be generated again.