Generate Grade Rosters:

Create Grade Rosters in Batch:

- The iSIS Home Page will appear.
- Access the Create Grade Rosters page.
  - Navigation: Curriculum Management > Grading > Create Grade Rosters
- Click the Add a New Value tab.
- Enter a Run Control ID in the Run Control ID: field.
  - A Run Control ID is a unique identifier for a process instance. This ID is tied to your username and can only be viewed by you.
- Click Add. The Create Grade Rosters page will appear. Enter data as follows:
  - Term – Enter the appropriate Term Code. As necessary, click on the magnifying glass icon to search.
  - Session – Select the appropriate session from the drop-down menu.
  - Class Date From/Class Date To – These fields are optional.
  - Academic Organization – At Tufts, each school has its own Academic Organization. To create grade rosters by school, enter the appropriate Academic Organization code, or click on the magnifying glass icon to search.
  - Subject Area – To create grade rosters by subject area, enter the appropriate Subject Area code, or click on the magnifying glass icon to search.
    - Note: You can create grade rosters by Subject Area OR by Academic Organization. You cannot create grade rosters by both.
  - *Override Existing Grade Roster – Leave default setting of “No.”
- Click Run.
- The Process Scheduler page will appear.
- Leave default selections and click OK.
- The Create Grade Roster page will reappear.
- Click the Process Monitor link to ensure the process ran successfully.
  - The Process List page will appear. Review for the appropriate process. As necessary, look at the Run Date/Time column to determine the correct line item. If the Process ran successfully, the Run Status Column will reflect “Success.” Refresh the page as necessary.

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.