## Assigning Grades - Faculty

To access the grade rosters for your classes:

1. **Log into SIS**: [go.tufts.edu/sis](http://go.tufts.edu/sis)

2. From your Faculty/Advisor home page, on the left side in the My Classes area, click to expand the appropriate class.

   ![My Classes](image)

3. **Click the A+ icon (Grade Roster) for the class.** The Grade Roster page displays.

   ![Grade Roster](image)

   Note for faculty with large classes of hundreds of students: SIS can take two or more minutes to respond to a roster or grade list request.

4. **Next to the appropriate student, select the appropriate grade from the Roster Grade drop-down menu.** Repeat for any additional students as necessary.

   ![Roster Grade](image)

5. **Click submit grades.** The Grade will now appear in the Roster Grade column (without the drop-down).

### Submit Grades

- Submitted grades will be rolled up to Official Grades every night (every 15 minutes for Fletcher classes).
- Students can’t see grades until they become Official.
- Once grades are Official they cannot be changed online. If changes are needed contact your registrar or Student Services.
- For classes with combined sections, all students from all sections will appear on one page.
- For certain classes (e.g., directed studies) with multiple faculty members, you will only see your students.
Optionally, to assign the same grade to multiple students at the same time:

a. Select the checkboxes for the specific students.
b. In the `< add this grade to selected students` field, select a grade.
c. Click `< add this grade to selected students`.
d. Click submit grades.

To make changes to submitted grades:

1. Click edit submitted grades. The drop-down will reappear in the Roster Grade column.
2. Select the correct grade.
3. Click submit grades.

To access forms such as a Request for Change of Grade form:

1. On the main toolbar, click Reports. The Faculty Reports and Forms listings display.
2. At the base of the list, click Faculty Forms and then the appropriate form link.

To view previous term grade rosters:

1. From your Faculty/Advisor home page, on the left side in the Find... area, click My Previous Class Rosters.

For the previous term:

   a. Click the A+ icon (Grade Roster) for the class.

For an earlier term:

   a. Click change term, select a term, and then click Continue.

Only term grades that have been left blank (as far back as Summer 2010) can be adjusted.