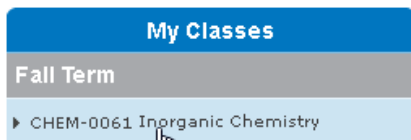


Assigning Grades - Faculty

To access the grade rosters for your classes:

1. Log into SIS: 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.



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



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. As you input grades, the number of grades are presented at the top and bottom of the roster prior to submission.

| one | Roster Grade | Official Grade | Grade Basis | Program |
|---------|-------------------------------|----------------|-------------|-----------------|
| 13-9063 | <input type="text" value=""/> | | GRD | College Chemist |

5. Click **submit # grades**.



The following prompt appears.



PLEASE NOTE that if you neglect to click submit, the following prompt will not display and any grades that have been entered will not be submitted to be posted that evening. You can continue to enter roster grades and/or edit roster grades after submission.

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

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.

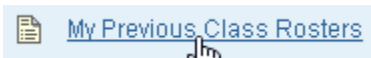


- c. Click <- **add this grade to selected students**.
- d. Click **submit grades**.

- Roster grades are posted as Official Grades every night (every 15 minutes for Fletcher courses).
- Students can't see grades until they become Official.
- ASE and NUTR can edit Official grades online. For others using SIS to grade, only incomplete grades can be changed online. For all other grade changes, please contact your registrar or Student Services.

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**.