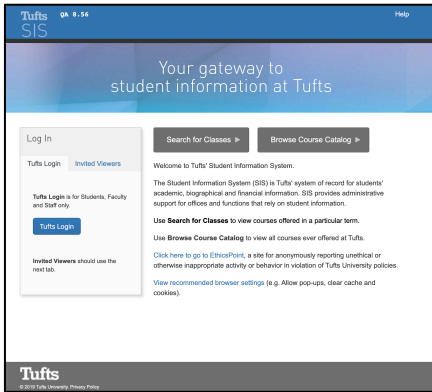


## Faculty Grade and Class Roster Overview

PHPD, Graduate School of Biomedical Sciences, and Friedman School



### Logging In

Access the SIS Log In page at <http://go.tufts.edu/sis>

Enter your Tufts Username and Password (the same as you use for your Tufts email) and click "Log In". Your customized SIS homepage will appear. Issues? Contact your registrar: [PHPDRegistrar@tufts.edu](mailto:PHPDRegistrar@tufts.edu), [gsbs-Registrar@tufts.edu](mailto:gsbs-Registrar@tufts.edu), or [NutritionRegistrar@tufts.edu](mailto:NutritionRegistrar@tufts.edu)

Username or password problems? Go to <http://tuftstools.tufts.edu/>.

The log-in takes you directly to your individualized SIS homepage:

**My Schedule:** Shows schedules for classes listed in SIS for which you are faculty of record.

**My Advisees:** Lists all students for whom you are listed as Advisor in SIS.

Icons link to class (people icon) & grade rosters (A+ icon). Grade rosters are only available after they have been created, approximately 2/3 of the way through the term.


Combined sections are marked with an asterisk (\*). All students will appear in the class roster, which is posted in all sections. There will only be one grade roster, which is available in the sponsoring section.

The processes for viewing class and grade rosters are explained in detail on the following pages.

## Class Roster

From the My Classes box on your SIS Homepage, you can access the class rosters for all of your classes for the current and any future terms, as well as for recently finished terms.

Click to expand the appropriate class.

Then, click the  icon to access the class roster for that class. The Class Roster page will appear.

Click the blue envelope (Email this student) to email a specific student. Or click the white envelope on the toolbar to email selected students.

Use the built-in column filters to sort students by various criteria.

Click the Filter Rows tool for additional filtering capability.

Click here to download either:  
 1. A printer friendly PDF version of your class roster, with student pictures included.  
 or  
 2. An Excel spreadsheet list.

Class Roster - Fall Term 2019 - PPET-0221-901: Pharmokinetics in Bio Sys												
11 (TOTAL)	PRIVATE	NAME	TELEPHONE	SECTION	STATUS	GRADE BASIS	UNITS	PROGRAM	PLAN(S)	LEVEL	FOREIGN	ADVISOR NAME(S)
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	
				PPET-0221-901	Enrolled	Graded	2.00	University College - Graduate	Univ Coll Grad NDG	Not Set		
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	
				PPET-0221-901	Enrolled	Satisfactory/Unsatisfactory	2.00	MS	Pharm & Drug Dev (MS)	Graduate Year 2	Y	

## Grade Roster

From the My Classes box on your SIS Homepage, you can access the grade rosters for all of your classes.

Click to expand the appropriate class.

**My Classes**

Fall Term 2019

- ▶ MBS-0213 Pharmacology
- ▶ PPET-0211 Translational Pharmacology I
- ▶ PPET-0221 Pharmokinetics in Bio Sys

➔

**My Classes**

Fall Term 2019

- ▶ MBS-0213 Pharmacology
- ▶ PPET-0211 Translational Pharmacology I
- ▼ PPET-0221 Pharmokinetics in Bio Sys

Sect	Type	Max	Enr	Rosters
901	Lecture GSBS	30	11	

Then, click the

icon to access the grade roster for that class. The Grade Roster page will appear.

**Grade Roster**

Fall Term 2019 | Regular Academic Session | Tufts University | School of Biomedicine

▼ **PPET 0221 - 901 (83358)** change class

Pharmacokinetics in Biological Systems (Lecture)

Days and Times	Room	Instructor	Dates
Fr 10:00AM-12:00PM	TBA		09/03/2019 - 12/19/2019

submit grades  
edit roster grades

Click here for information about grading cross-registered students.

ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Foreign	Advisor Name(s)
<input type="checkbox"/>				PPET 0221 - 901	I		SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901	S		SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901	A		GRD	University College - Graduate - Univ Coll Grad NDG(Health Sciences)	Not Set	N	
<input type="checkbox"/>				PPET 0221 - 901	S	▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	
<input type="checkbox"/>				PPET 0221 - 901		▼	SUS	MS - Pharm & Drug Dev (MS)	Graduate Year 2	Y	

Download Table to Excel

Select All Clear All Printer Friendly Version

submit grades
edit roster grades

To assign the same grade to multiple students at the same time, you can also select the checkbox for specific students and then select a grade from this checkbox. Then, click **<- add this grade to selected students**. You will still need to click submit grades.

**Grading:**

- Next to the appropriate student, select the appropriate grade from the Roster Grade drop-down menu. Repeat for any additional students as necessary.
- Click **submit grades**. The grade will now appear in the Roster Grade column without the drop-down.
- To make changes to submitted grades, click **edit roster grades**. The drop-down will reappear in the Roster Grade Column. Select the correct grade and, again, click the **submit grades** Button.

**Note:** Grade posting occurs nightly for PHPD, GSBS, and Friedman students. Submitted grades cannot be edited here by PHPD or GSBS faculty after they have been posted to the student's record.

Friedman faculty can change Official Grades by following the directions in the [Editing Official Grades guide](#).

## Updating Incomplete Grades

**Grade Roster**

Fall Term 2018 | Regular Academic Session | Tufts University | Sackler School

- 901 (84318) [change class](#)

-- Sponsoring Section

Days and Times	Room	Instructor	Dates
Mo 10:00AM-12:00PM	TBA		09/10/2018 - 12/17/2018

[edit incomplete grades](#)

To update a grade for a student who was previously awarded an Incomplete, click the **edit incomplete grades** button.

[Click here for information about grading cross-registered students.](#)

ID	Private	Name	Telephone	Section	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Foreign	Advisor Name(s)
1							GRD	MS - Clin & Translational Sci (MS)	Graduate Year 1	N	
2							GRD	MS - Clin & Translational Sci (MS)	Graduate Year 1	Y	
3							GRD	MS - Clin & Translational Sci (MS)	Graduate Year 1	N	

Enrolled	Graded	
Enrolled	Graded	I
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	
Enrolled	Graded	

Select a grade from the dropdown menu and click **Submit**.

**SUBMIT**

→

Graded		
Graded	A	Success
Graded		

A confirmation message will appear about the updated grade.

Questions? Please contact your registrar's office:

PHPD Registrar	<a href="mailto:PHPDRegistrar@tufts.edu">PHPDRegistrar@tufts.edu</a>
GSBS Registrar	<a href="mailto:gsbs-Registrar@tufts.edu">gsbs-Registrar@tufts.edu</a> 617-636-6767
Friedman Registrar	<a href="mailto:NutritionRegistrar@tufts.edu">NutritionRegistrar@tufts.edu</a>