How to Submit Final Grades for Co-Op Courses

Final grades must be posted using the Student Information System (SIS). Note that the grading process for co-op differs from the process used for most courses. Co-op grade rosters may be partially submitted and grades can be entered on a rolling basis for up to two academic terms after the enrolled term. To access the SIS, go to sis.rit.edu/facultystaff and click the Student Information System link, then log in with your RIT username and password.

1. From the Main Menu, navigate to Self Service > Faculty Center > My Schedule.

2. Click the Grade Roster icon next to the class you would like to submit grades for.

3. Use the dropdown menus in the Roster Grade column to assign a grade for each student on your grade roster that has completed all of the requirements for their co-op. Leave the grade for any students who have not yet completed their co-op requirements blank, so that you can enter the grades at a later date.

   Note that you can assign the same grade to multiple students at a time by checking the box next to their name and using the drop down menu and button.

4. You may enter grades on a rolling basis and save your progress by clicking the button. However, saving DOES NOT mean the grades have been submitted. Once you have entered the roster grades for all students who have completed the co-op requirements, change the Approval Status dropdown menu to Ready for Review.

   Beginning November 19th, a nightly process will run that automatically posts any grades entered on co-op grade rosters marked as Ready for Review. Once this process runs, the final co-op grade will appear on the student’s record. You may input grades, using the same grade roster, for any student who has not yet been issued a grade for up to two terms after the enrolled term.

   If circumstances dictate a change of grade, you must submit a Change of Grade paper form. This can be found on the Registrar’s office website (rit.edu/registrar) under the faculty/staff dropdown menu by clicking Forms—Restricted.