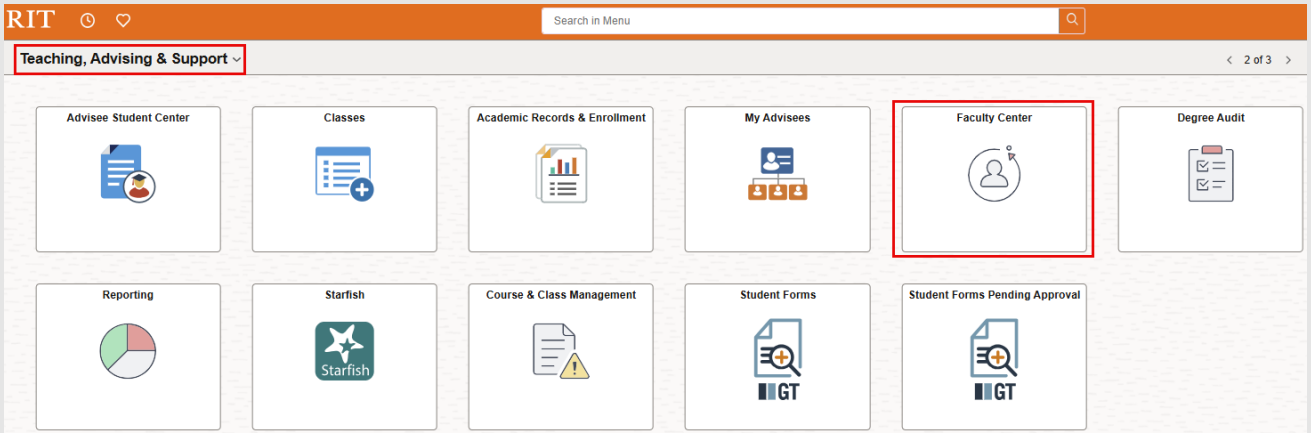
How to Submit Final Grades for Co-op Courses

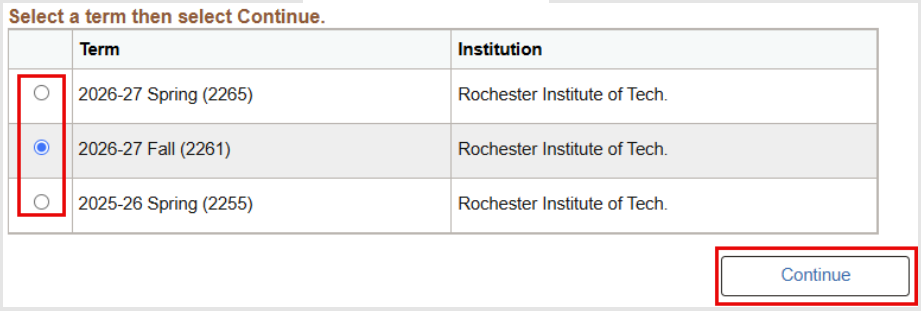
Final grades for co-op courses must be submitted through the Student Information System (SIS). Unlike most courses, co-op grade rosters may be partially submitted and updated on a rolling basis for up to two academic terms after the enrolled term.

To access the SIS, go to sis.rit.edu/infocenter/, click the **Student Information System** link, then log in with your RIT username and password. Grading information, deadlines, and FAQs are available on the grading webpage: rit.edu/registrar/grading.

1 From the **Teaching, Advising and Support** homepage, click on the **Faculty Center** tile.



2 If you need to change semesters, click the Change Term button, select the **semester you need** and click **Continue**.

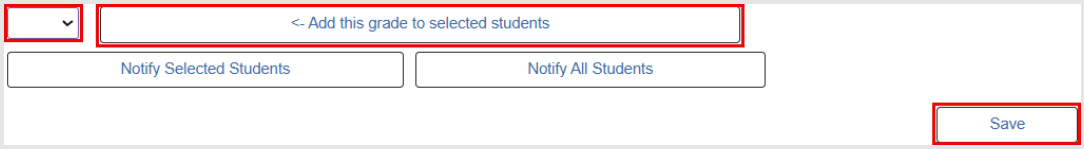


Click the Grade Roster icon  next to the class for which you want to enter grades.

3 Use the dropdown menus in the **Roster Grade** column to assign a grade for each student.



Note that you can assign the same grade to multiple students at a time by checking the box next to their names and using this feature found under your student list:



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.

Instructions continued on next page

4 You may enter grades on a rolling basis by clicking the Save button each time you work on grade entry.

Saving does not mean that grades have been submitted.

5 **Save** Once you have set the roster grades for all students in your class, under **Grade Roster Action**, change the **Approval Status** dropdown menu to **Ready for Review**. Click **Save** next to the Approval Status dropdown menu.



Beginning the day after grades are due, a nightly process automatically posts all co-op grades entered on grade rosters marked **Ready for Review**. Once posted, the final grade appears on the student's record.

Faculty may submit grades for students who have not yet received a grade for up to two terms after the enrolled term using the same grade roster.

If a grade change is needed after posting, submit a **Change of Grade** form, available on the Registrar's website (rit.edu/registrar) under **Faculty/Staff > Forms - Restricted**.