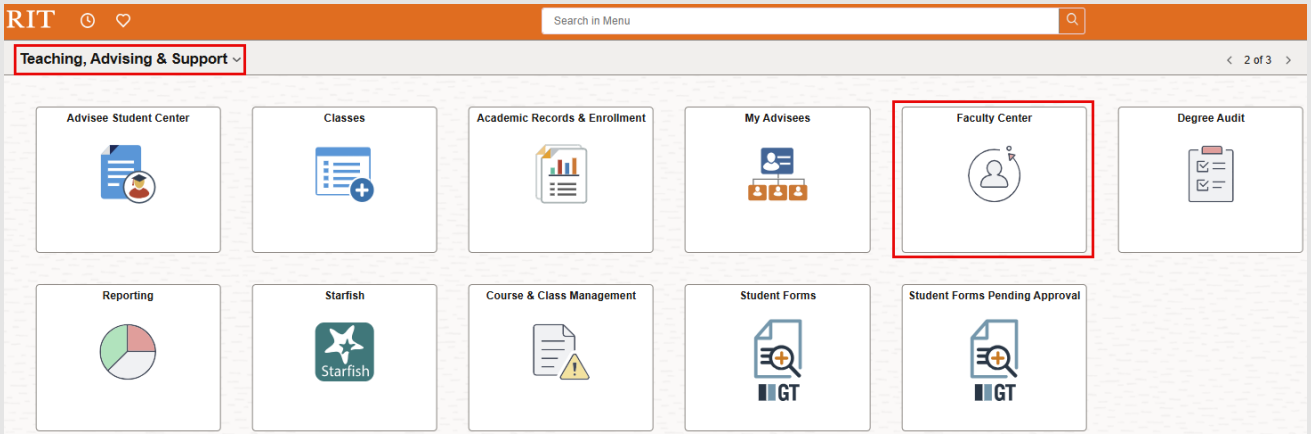
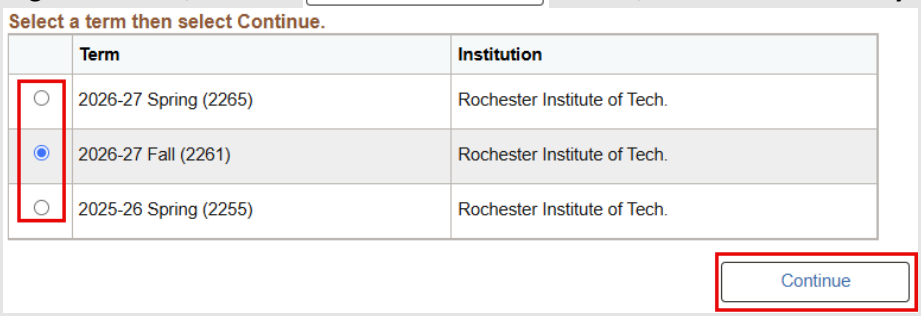
How to Enter and Post Final Grades

All final grades must be posted using the Student Information System (SIS). 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**.

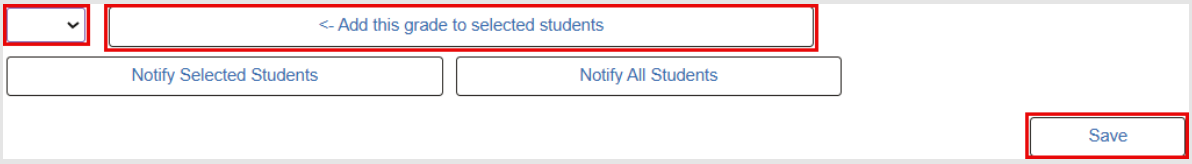


Click the Grade Roster icon  next to the class for which you want to enter grades.

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



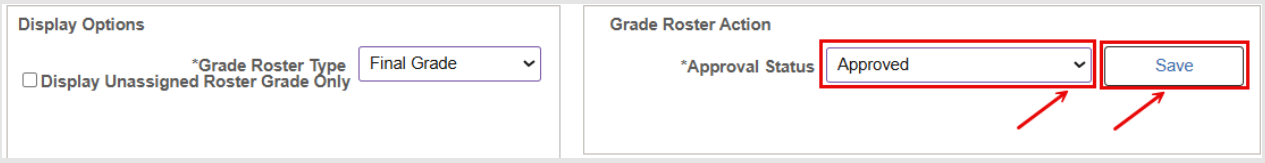
Note that you can assign the same grade to multiple students at a time by checking the box next to their names and using this feature found under your student list:



Prior to posting grades, you may enter grades on a rolling basis by clicking the **Save** button each time you work on grade entry. *The grading process is not complete until grades are entered for all students and **Posted**.*

Instructions continued on next page

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



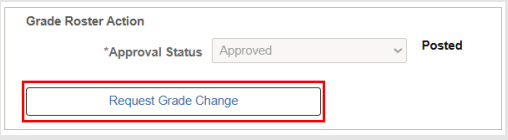
5 Click Post on the lower right-hand side of the screen. Final grades have now been submitted and will appear on the student's record and academic transcript.

How to Change a Grade Before the Grading Deadline

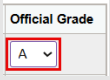
If you determine that a grade or multiple grades have been entered in error and the grading deadline has not yet passed, you can change grades from the grade roster by following these steps.

1 Follow steps 1 and 2 from the previous instructions.

2 In the Grade Roster Action box, click the **Request Grade Change** button.



3 Using the **Official Grade** dropdown menus, adjust grade(s) as needed.



Click the Submit button underneath the roster.

4 You should see a "**Success**" note next to each grade you changed.

