

# Instructions: How to Post a Letter Designation to the SIS Identity Verification Grade Roster

## 1. Navigate to the class roster in SIS to see the student photos:

Faculty Center

Faculty Center

Advisor Center

Search

My Schedule

Class Roster

Grade Roster

My Schedule

2022-23 Spring (2225) | Rochester Institute of Tech.

Change Term

View Personal Data Summary

My Exam Schedule

Select display option

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend

Class Roster

Grade Roster

Learning Management

My Teaching Schedule > 2022-23 Spring (2225) > Rochester Institute of Tech.

Personalize | View All |

First 1-2 of 2 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 101-01 (50779)	College Algebra (Lecture)	36	MoWe 5:00PM - 6:15PM	Thomas Gosnell Hall (GOS)-2130	Jan 17, 2023-May 1, 2023

## 2. On the class roster, you are able to view the photo for each student in the class.

2022-23 Spring | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

MATH 101 - 01 (50779)  
College Algebra (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
MoWe 5:00PM-6:15PM	Thomas Gosnell Hall (GOS)-2130	Instructor Name	01/17/2023 - 05/01/2023

\*Enrollment Status

Enrolled

Enrollment Capacity 35

Enrolled 36

Supported Students 3

Select display option

☐ Link to Photos

☒ Include photos in list

Find | View All | First 1 of 36 Last

☐ Notify

ID 111111111

Name Lname,Fname

Grade Basis Graded

Units Taken 3.00

Program & Plan UGRD Liberal Arts - Journalism (BS)/Communication (IM)

Level Fourth

Year

Status Enrolled

Select All

Clear All

Notify Selected Students

Notify All Students

3. Once you have completed the identify verification process for a student, please use the “Identify Verification” grade roster to document that this verification has been completed. In the faculty center, select the grade roster tab. Then select the “Identify Verification” roster type. (This roster will not be available until after the add/drop date for the class.)

Faculty Center
Advisor Center
Search

My Schedule
Class Roster
Grade Roster

### Grade Roster

[View FERPA Statement](#)

**⚠** You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

2022-23 Spring | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

MATH 101 - 01 (50779)  
College Algebra (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
MoWe 5:00PM-6:15PM	Thomas Gosnell Hall (GOS)-2130	Joseph Loffredo	01/17/2023 - 05/01/2023

**Display Options**

\*Grade Roster Type **Identify Verification**

☐ Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status **Not Reviewed**

Save

Personalize
Find
View All
First
1-20 of 36
Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 111111111	Lname, Fname	A		GRD	UGRD Liberal Arts - Journalism (BS)/Communication (IM)	Fourth Year
<input type="checkbox"/>	2 111111112	LName2, FName2	F		GRD	UGRD Business - Global Bus Mgmt (BS)/Bachelor's Plus Master's (CN)	First Year

Note: You may “grade” students as you go. You do not need to wait for the process to be complete for every student to start the grade roster. Leave the approval status at “Not Reviewed” until you have completed updating the status for all students. The “grading” values for student identity verification are:

- “A”: you have successfully verified the identity of the student
- “I”: you have been unable to complete the verification, but are still attempting to do so. (*Maybe the student has yet to upload a photo, for example.*)
- “F” – The student has refused to participate in the verification or you believe there is concern that the student in your class does not match the identity of the photo you have been provided.

Don't worry... this designation is NOT a grade for the course. It is only being used for the student identity verification process.

4. Once you have entered an “Identity Verification” for every student, please set the Approval Status to “Approved”.

Grade Roster Action

\*Approval Status

Approved

▼

Save