

Grading Using the Student Information System

All grades must be entered and posted using the Student Information System (SIS). To access SIS go to sis.rit.edu/facultystaff. In the Faculty/Advisor box, select the Student Information System link and log in with your RIT username and password.

- If you cannot access your account as expected, you should contact the RIT Service Center at 585/475-5000 or visit <https://help.rit.edu>.
- If you have questions about how to enter grades, contact registrar@rit.edu.

How to Enter and Post Grades

Once you've logged in, take the following steps to enter and post grades:

1. Click on the **Faculty Center** tile. This will take you directly to the My Schedule page.
2. **Beginning December 11th**, a Grade Roster icon will appear next to each class on your schedule. Click the Grade Roster icon next to the class you would like to submit grades for.
3. Use the dropdown menu in the Roster Grade column to assign a grade for each student on your roster. Note that you can assign the same grade to multiple students at the same time by checking the box next to their names and using the **<-add this grade to selected students** drop down menu and button below the list of students. You may enter grades on a rolling basis and save your progress by selecting the **Save** button. However, saving **DOES NOT** mean the grades have been submitted. You must "Post" the grades in order for them to appear on a student's transcript.
4. Once you have set the roster grades for all students in your class, change the **Approval Status** dropdown menu to **Approved**.
5. Click the **Post** button on the lower right-hand side of the screen.
6. Once you select **Post**, the final grades are submitted and will appear on the student's record and no additional changes can be made without requesting a grade change.



Requesting Grade Changes

If you need to submit grade changes prior to the end of the grading period (**December 20th at 11:59 p.m.**), you can do so electronically using the **Request Grade Change** link on the grade roster.

If you need to submit grade changes after the grading period ends, or if you miss the grading deadline, you must submit a Change of Grade form for each non-graded student. This form can be found on the Registrar's Office website (rit.edu/registrar) under the faculty/staff drop down menu by selecting Forms--Restricted.

System Access

Faculty user accounts are *automatically activated* after Human Resources receives all of the required hiring documentation. Anyone who cannot access their accounts as expected should contact the RIT Service Center at 585-475-5000 or visit <https://help.rit.edu>. The level of access you receive is determined by the role/s that you are assigned within the system (i.e., adjunct faculty, faculty, advisor, etc.) and determines the security level and resources you may access.

Grading Due Dates

The grading period opens on **Wednesday, December 11th**. Grades should be entered **48 hours after the scheduled final exam**, with a final due date for all grades being posted by **Friday, December 20th @ 11:59 pm**.

Submitting Final Grades for Co-op Classes

The grading process for co-op classes differs from that used for regular classes. Co-op grade rosters may be partially submitted and grades can be entered past the normal grading due date. **Starting this fall we are requesting that co-op grades be submitted by January 10th, whenever possible.** The Office of Co-op Education & Career Services has asked for student and employer evaluations to be submitted by December 13th, which is one week sooner, to provide more time for grading.

Those listed as the instructor for the co-op course should take the following steps to submit grades:

1. Log in to SIS and click on the **Faculty Center** tile.
2. **Beginning December 11th**, a Grade Roster icon will appear next to each class on your schedule. Click the Grade Roster icon next to the co-op class you would like to submit grades for.
3. Use the drop down menus in the Roster Grade column to assign a grade for each student on your roster that has completed all of the requirements for their co-op.
For all students who have not yet completed the co-op requirements, leave the grade field blank so that you can enter the grades at a later date. Note that you can assign the same grade to multiple students at the same time by checking the box next to their names and using the **<-add this grade to selected students** drop down menu and button.
4. You may enter grades on a rolling basis and save your progress by selecting the **Save** 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** drop down menu to **Ready for Review**.
5. Once the regular grading period ends (**December 20th**), a process will run every night that automatically posts any grades entered on co-op grade rosters marked **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 one term after the enrolled term. Once a student's grade has been posted, any changes require you to submit a Change of Grade form. This form can be found on the Registrar's Office website (rit.edu/registrar) under the faculty/staff dropdown menu by selecting Forms--Restricted.

Pass/No Pass Grading Option

Students have the option to elect for a pass/no pass grade for some elective courses. Per policy D5.0, faculty will not be notified of the student's selection prior to the final grade roster. The instructor will submit a normal letter grade for the final grade. A grading type of "GRP" will be next to the student's name, and upon adding the letter grade, SIS will convert the grade to P/NP.

Assigning Incomplete Grades

Please review the [grading policy](#) regarding the use of Incomplete (I) grades. If a student has not been in contact to discuss a reasonable plan to complete missing coursework, an incomplete grade should NOT be assigned.