




How to Submit Final Grades for Co-Op Courses

Final grades for co-op courses 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 one additional academic term 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 **<-add this grade to selected students** dropdown 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**.

2021-22 Spring | Regular Academic Session | Rochester Institute of Tech. | Undergraduate

ACCT 110 - 01 (50003)
Financial Accounting (Lecture)



Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Max Lowenthal Hall (LOW)-3115	Robert Huss, Jackie Pickett, Kim Clingerman	01/10/2022 - 04/25/2022

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Ready for Review 
- 5 Beginning the day after grades are due, 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.