

January 30, 2009

INFORMATION FOR SUBMITTING GRADES, Interim 2008-2009

FINAL EXAM SCHEDULE: <http://www.stolaf.edu/offices/registrar/festerm12008-09.html#sem1>

Final Exam Policy: <http://www.stolaf.edu/catalog/0809/academicregs/counting-courses.html>

SUBMITTING GRADES:

You will not receive paper grade sheets or written instructions for submitting your Interim, 08-09 grades. This message contains all the information you need in order to submit your grades successfully.

SIS web grading is now OPEN for your use. The grading option will CLOSE at 9:00 a.m. on Thursday MORNING, February 12, 2009.

PLEASE SUBMIT YOUR GRADES ON TIME!

You may submit your grades from any location in the world as long as you have access to the internet.

How to submit grades:

a. Go to the SIS log-in page: <https://wwws.stolaf.edu/sis/login.cfm> (also available from the Registrar's web site, upper left-hand corner)

b. Log in using your regular username and password.

c. The next screen contains a menu on the left-hand side. Under "Faculty," click on "Courses."

d. On the screen that comes up,

- Make sure that the Year/Term shows "2008-2009, Interim."
- You should see, in the middle of the screen, your list of courses.
- On the right-hand side of the screen, there is a column labeled "Action."
- Pull down the menu and click on "Grades," then click "Go."
- (If you don't see this column, try scrolling over to the right using the scroll bar at the bottom of your page—it may just not be showing on the screen.)
- You will see your class roster.
- This column contains little pull-down menus for each student.

- Enter your grades in the grades column by pulling down each menu and clicking on the appropriate grade.
- Please be deliberate about choosing the correct grade!

e. Please verify carefully that you have chosen the correct grade for each student before the next step.

f. The computer will ask you if you are sure you want to submit the grades. Once you are sure, click "ok."

g. Once you submit your grades, you will receive an email that will allow you to confirm the accuracy of your submitted grades. Please do this.

h. PLEASE REMEMBER TO CHECK THAT YOU HAVE SUBMITTED A GRADE FOR EVERY STUDENT IN EVERY COURSE / IS / IR / INTERNSHIP YOU ARE TEACHING/SUPERVISING!

- If a student is on your roster, you must give a grade.
- If a student is not on your roster but has been attending, you will be unable to give a grade.
- (Discrepancies between your roster and your actual students should have been resolved by now.)

ADDITIONAL INFORMATION:

INCOMPLETES: See: <http://www.stolaf.edu/catalog/0809/academicregs/counting-courses.html> for policy on incompletes (scroll down toward the bottom of the screen).

- On the SIS grading page, the grading option of Incomplete ("I") will only show if a student has been authorized for an incomplete through the Dean of Students office.
- If you believe a student should have been authorized but is not, please contact me.

AUDITS: Policy: <http://www.stolaf.edu/catalog/0809/academicregs/specialreg.html>

If a student has been auditing your course, you will see two options for a grade:

- **AU**: successful audit (the student has completed the work that you and s/he agreed to when you filled out the audit form at the beginning of the term)
- **UA**: unsuccessful audit (the student did not complete all of the agreed-to work)

GRADE of F:

- If you give a grade of "F", a window will pop up that contains a form to indicate the reason for the "F".
- This information is important, because it is used for financial aid purposes.

- If this doesn't work (say, on your computer from home), **check to make sure your computer enables pop-ups.**

WORLD LANGUAGE INSTRUCTORS:

- If you give a grade that requires a grade report form, **please submit this form on paper** in the old-fashioned way; we're still working on the form.
- Please do not send these paper forms via campus or U.S. mail, or via student workers (an AAA can bring them over, though).

Please contact me (cisar@stolaf.edu; x3434) or Nan Schroeder (schroede@stolaf.edu, x3292) if you have any questions or concerns before or during the grade submission process.

Keep in mind that once you submit your grades, they will post immediately to the student record and your (former) students will be able to see them.

- Once you have submitted your grades, but before the February 12, 9:00 a.m. deadline, if you find that you have made an error, we ask that you call the Registrar's Office and we will change the grade back to "in progress" so the new grade can be submitted.
- If you find that you have made an error after grades are due, Thursday, February 12, 9:00 a.m., we ask that you come to the Registrar's Office and complete a grade change form in person.