

INFORMATION FOR SUBMITTING GRADES

SIS Web grading is now open for your use.

Fall Semester 2011-12:

Friday, December 30, 2011, 9:00 a.m.

Interim 2011-12

Thursday, February 9, 2012, 9:00 a.m.

Spring Semester 2011-12:

All senior grades are due 24 hours after the end of the course's final exam; the absolute deadline for all senior grades is Wednesday, May 23, 2012, noon.

All non-senior grades are due no later than 9:00 a.m. on Monday, June 4, 2011.

FINAL EXAM SCHEDULE: <http://www.stolaf.edu/offices/registrar/fes2011-12.html>

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

SUBMITTING GRADES: You will not receive paper grade sheets or written instructions for submitting your grades. This message contains all the information you need in order to submit your grades successfully.

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://www.stolaf.edu/sis/login.cfm> (also available from the Registrar's web site, upper left-hand corner)
- b. Log in using your regular St. Olaf 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,
 - You should see your list of courses by year and term. Find the correct course.
 - On the right-hand side of the screen, 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.)
 - Note: Seniors are indicated by a ~~Y~~ under ~~Senior~~." (relevant in spring semester only)
 - You will see your class roster with, to the right, 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. When you are done entering your grades you will see two buttons at the bottom of the page: SAVE DRAFT – use this if you wish to save what you have entered but are not done entering all your grades or wish to think about them. **Remember to go back later and submit your grades!**

SUBMIT – use this button to officially submit your grades. You cannot make any changes once you click on **SUBMIT**. You may, however, submit some grades for a course even if you have not completed all the grades for that course, then complete the rest later.

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!

- From your SIS courses page, pull up the grades option and check that all grades are listed.
- 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/academicregs/counting-courses.html> for policy on incompletes (scroll down toward the bottom of the screen).

- On the SIS grading page, if a student has been authorized for an incomplete through the Dean of students office, the grade of I will already show. If it does not, contact us immediately. Either the Incomplete is in process or the student has not contacted the Dean of Students Office.
- If you believe a student should have been authorized but is not, please contact me at cisar@stolaf.edu

WP/WF: If a student withdrew from your course after the last day to drop, the student remains on your course list. You must provide a grade of WP (withdrew passing) or WF (withdrew failing) on the student's Petition for Post-Deadline Changes form, depending on the student's status when s/he withdrew from the course. The WP or WF is entered by the Registrar's Office after the Petition form is approved by the Registrar.

AUDITS: Policy: <http://www.stolaf.edu/catalog/1112/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 complete this form and return to the Registrar's office.

<http://www.stolaf.edu/offices/registrar/FORGLANG.pdf>

- 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 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, we ask that you come to the Registrar's Office and complete a grade change form in person.