

Student Information System

www.virginia.edu/sis



Navigating the SIS

Grading in the SIS



Process Overview

You can enter final class grades in the Faculty Center. Once you have entered a final grade for each student in the class, place the grade roster in **Approved** status for final processing by the Office of the University Registrar (UREG).

Enter Grades in the SIS

Tip Grades must be put into **Approved** status. Grades are not posted to the students' records until this step is complete.

- 1 Log into the SIS Faculty Center at www.virginia.edu/sis.
- 2 Verify that you are viewing the desired term—use the “change term” button if necessary—and click on the grade roster icon for the class for which you wish to enter grades.

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

2010 Spring | University of Virginia change term

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Grades Approved Class Permissions Pending Requests

My Teaching Schedule > 2010 Spring > University of Virginia

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM 7120-001 (11791)	Organic Chemistry IV 8 (Laboratory)	8	MoWeFr 11:00AM - 11:50AM	Chemistry Bldg 290	Jan 20, 2010 - May 4, 2010
CS 1112-001 (10277)	Introduction to Programming (Lecture)	79	MoWeFr 2:00PM - 3:15PM	Thornton Hall E316	Jan 20, 2010 - May 4, 2010
ECON 2020-001 (12153)	Principles of Econ: Macroecon (Lecture)	529	TuTh 11:00AM - 12:15PM	Chemistry Bldg 402	Jan 20, 2010 - May 4, 2010
ECON 3010-100 (12261)	Intermediate Microeconomics (Lecture)	97	TuTh 3:30PM - 4:45PM	Clark Hall 107	Jan 20, 2010 - May 4, 2010
ECON 3010-101 (12263)	Intermediate Microeconomics (Discussion)	20	Fr 1:00PM - 1:50PM	Monroe Hall 118	Jan 20, 2010 - May 4, 2010

[View Weekly Teaching Schedule](#)

There are two grade roster icons — one for which grades have been submitted, and one for rosters that are not yet complete.

- 3 On the Grade Roster page, enter each student's grade in the Roster Grade column, or you can import grades from UVaCollab.

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Grade Roster

[View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Virginia | Graduate

CHEM 7120 - 001 (11791) change class

Organic Chemistry IV (Laboratory)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Chemistry Bldg 290	Mary Stinson	01/20/2010 - 05/04/2010

Display Options:

*Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

Import Grades

Tip If most students are receiving the same grade (such as in an S/U graded course), use the **add this grade to all students box** located at the bottom of the grade roster, in conjunction with select all or the check boxes, to enter the appropriate grade and apply it to all students.

4 Grades cannot be submitted for anyone not officially enrolled in your class. If you import your grades from UVaCollab, an exception list will show any students on your UVaCollab roster who are not enrolled in the SIS. The students who are matched will appear with the imported grade in the **Roster Grade** column.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 2079548	Adkins, Denise Jennifer	IN		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
2 2006560	Alexander, Paul	B		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
3 2007855	Allan, Robert David	A-		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
4 1135720	Allsworth, Alicia Marie	B+		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
5 2062565	Allsworth, Annamarie	A		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
6 2087013	Alpharetta Jr., Bruce Leroy	A+		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
7 2003431	Amanpour, Michael Rene	B		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
8 1383330	Andersen, Michael Porter	C+		GRD	Arts & Sciences Undergraduate - Economics (BA)/Spanish (BA-2mj)	Level Four
9 2079566	Anderson, Christine Rene	C-		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
10 2051730	Andrade, Eduard	D+		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One

5 When all your grades are ready for submission, select “Approved” in the Approval Status box.

You will be alerted if you have any missing or invalid grades, which must be corrected before the roster can be approved. If so, change the status back to “Not Reviewed”, make the changes, and then select “Approved” again.

If you do not have the option to select “Approved”, either another instructor has access—if it is a class with multiple instructors—or there may be an error in how the class was scheduled. Contact your department or school for assistance. While all instructors for a course can import and enter grades, usually only one will have access to approve.

2009 Fall | Regular Academic Session | University of Virginia | Undergraduate

CHEM 1410 - 2 (10883) [change class](#)

Introductory College Chemistry (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	Chemistry Bldg 402	Charles Grisham	08/25/2009 - 12/08/2009

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: **Approved** [save](#)
 Not Reviewed
 Not Reviewed
 Ready for Review

[Import Grades](#)

Tip Your grade roster will not be processed until you select Approved status. Nightly, the UREG will post all grades that are in Approved status to the students’ records.

Prior to posting, you can change your roster back to “Not Reviewed” and make additional changes, but once your grades are posted, grade changes require completion of a Grade Change.

6 Click on the **Save** button. A pop-up message will confirm that the grades have been successfully approved.

CHEM 1410 - 2 (10883) [change class](#)

Introductory College Chemistry (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	Chemistry Bldg 402	Charles Grisham	08/25/2009 - 12/08/2009

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: **Approved** [save](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 2079548	Adkins, Denise Jennifer	IN		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
2 2006560	Alexander, Paul	B		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One

7 Grading is now complete. The grades will be posted overnight to the student’s record and be available for them to view in the Student Center the next morning.

You can review your grade roster at any time in the SIS Faculty Center. Historical grade rosters are available back to Fall 2000.