

Entering and Approving Final Grades

ENTERING GRADES

Note: You can also copy grades into iSIS from an existing K-State Online course. See [Copying Grades to iSIS](#) for more information.

To enter final grades in iSIS, do the following:

1. On your **Faculty Center** page, click the **Grade Roster** icon next to the course whose final grades you want to enter.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--------------------------------------|-----------------------------------|----------|-------------------------|------------|----------------------------|
| BIOL 455-01B (10608) | General Microbiology (Laboratory) | 0 | TuTh 7:30AM - 9:20AM | Ackert 123 | Jan 18, 2011 - May 6, 2011 |
| BIOL 495-A (10615) | Top/Biology (Independent Study) | 6 | TBA | TBA | Jan 18, 2011 - May 6, 2011 |
| BIOL 510-A (10618) | Developmental Biol (Lecture) | 6 | MoWeFr 2:30PM - 3:20PM | Ackert 231 | Jan 18, 2011 - May 6, 2011 |
| CHM 230-C (10798) | Chemistry 2 (Lecture) | 0 | MoWeFr 12:30PM - 1:20PM | King 004 | Jan 18, 2011 - May 6, 2011 |

2. In the **Roster Grade** column, use the **Roster Grade** list to assign grades for each student.

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

Grade Roster Action:
*Approval Status: Not Reviewed [save]

Select All: [] Clear All: [] <- add this grade to selected students

| Student Grade | Wildcat ID | Name | Roster Grade | Official Grade | Program and Plan | Sub-Plan | Level |
|--------------------------|------------|------------|--------------|----------------|---|-----------|-----------|
| <input type="checkbox"/> | 1 | [redacted] | B | | AG Undergraduate Degree - Agric Comm & Journalism-B | Ag Option | Freshman |
| <input type="checkbox"/> | 2 | [redacted] | [dropdown] | | AG Undergraduate Degree - Agricultural Education-B | | Freshman |
| <input type="checkbox"/> | 3 | [redacted] | A | | AG Undergraduate Degree - Agric Comm & Journalism-B | Ag Option | Freshman |
| <input type="checkbox"/> | 4 | [redacted] | C | | AG Undergraduate Degree - Agricultural Education-B | | Freshman |
| <input type="checkbox"/> | 5 | [redacted] | D | | AG Undergraduate Degree - Agric Comm & Journalism-B | Ag Option | Sophomore |
| <input type="checkbox"/> | 6 | [redacted] | F | | AG Undergraduate Degree - Agric Comm & Journalism-B | Ag Option | Freshman |

[Download] [Rows 1 - 6 of 6] [Printer Friendly Version]

[notify selected students] [notify all students]

[SAVE]

3. On the **Approval Status** list, indicate where you are in the grading process by selecting one of the following:

- **Not Reviewed** - Grades have not yet been entered or finalized for approval. Grades are editable by any instructor with grade access to the class section.
- **Ready for Review** - Grades are ready for the primary Instructor to review for accuracy and approve. Grades are no longer editable.
- **Approved** - See [Approving Grades](#) below.

4. Click the **Save** button. **IMPORTANT!!**

Note: You may have to scroll down to see the Save button.

Note: You can also assign the same grade to all students by selecting a grade on the <- add this grade to all students list.

APPROVING GRADES

After grades are entered and reviewed, the final step in the grading process is to approve them for posting to the students' academic history. Any instructor with Approve access to the class section can mark the grades as approved.

1. On your **Faculty Center** page, click the **Grade Roster** icon next to the course whose final grades you want to approve.

2. On the **Approval Status** list, select **Approved**.

3. Click **Save**.

Grade Roster Action:
*Approval Status: [Approved] [save]

Not Reviewed
Approved
Not Reviewed
Ready for Review

GRADE ROSTER AVAILABILITY

Non-standard courses

Grade Rosters are created the last day of class and available in iSIS for grade entry the next day.

Regular courses

Grade rosters are available in iSIS for grade entry on Friday, December 10th.

INSTRUCTOR SUBMISSION DEADLINES

Non-standard courses

5 business days after course ends

Regular courses

• 5:00 p.m., Tuesday, December 21 for December 13 - 17 final exams

• **Note:** The latest grades may be copied to iSIS from K-State Online is 4:00 p.m., December 21.

GRADES AVAILABLE FOR STUDENTS TO VIEW

Non-standard courses

5 or more business days after the course ends - once grades have been approved and applied to students' academic records in iSIS .

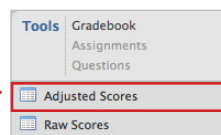
Regular courses

December 22, 8:00 am

k-state online

COPYING GRADES TO ISIS

1. Go to <http://online.k-state.edu>, sign in and then click the desired course's name link.
2. On the **Course Tools** page, click the **Gradebook** link under the **Assessment** section.
3. On the menu, click the **Adjusted Scores** link.
4. Review and adjust scores as needed, and then click the **Copy Grades to ISIS** link.



Note: In order to adjust grades, a grading scale must be created. See [Creating a Grading Scale](#) for more information.

Export Print **Copy Grades to ISIS**

Check boxes to: [Email](#) | [Mark as Completed](#)

| | Student Name | Homework | | | Quiz | | | Exam | | | | Total Points | Percent | Grade | Adjust Grade | Final Grade |
|--------------------------|--------------|------------|------------|-----------------|--------------|--------------|-----------------|--------------|--------------|---------------|------------------|--------------|---------|-------|--------------|-------------|
| | | HW1 /10.00 | HW2 /10.00 | Subtotal /20.00 | Quiz1 /25.00 | Quiz2 /25.00 | Subtotal /50.00 | Exam1 /50.00 | Exam2 /50.00 | Final /100.00 | Subtotal /200.00 | | | | | |
| <input type="checkbox"/> | 1. | 4 | 10 | 14/20 | 18 | 20 | 38/50 | 48 | 45 | 88 | 181/200 | 233/270 | 86.3 | B | ... | B |
| <input type="checkbox"/> | 2. | 8 | 10 | 18/20 | 22 | 23 | 45/50 | 49 | 48 | 82 | 179/200 | 242/270 | 89.63 | B | A | A |
| <input type="checkbox"/> | 3. | 10 | 8 | 18/20 | 24 | 23 | 47/50 | 50 | 45 | 88 | 183/200 | 248/270 | 91.85 | A | ... | A |
| <input type="checkbox"/> | 4. | 7 | 9 | 16/20 | 20 | 24 | 44/50 | 40 | 44 | 89 | 173/200 | 233/270 | 86.3 | B | ... | B |
| <input type="checkbox"/> | 5. | 10 | 7 | 17/20 | 25 | 25 | 50/50 | 46 | 38 | 92 | 176/200 | 243/270 | 90 | A | ... | A |

5. Click the section number of the course whose grades you want to copy to iSIS.

Note: If there are discrepancies between the K-State Online roster and the official grade roster provided by iSIS, they will be displayed on the Unmatched Students screen. See [Unmatched Students](#) for more information.

| Section | Class Number |
|---------|--------------|
| 12536 | 12536 |

6. On the **Mismatched Grade** screen, click **Continue**.

Note: If grades have previously been entered in or copied to iSIS, and there are differences between the newly copied grades and those already in iSIS, you will be prompted to select which grade you want to use. See [Mismatched Grades](#) for more information.

7. On the **Confirm Grades** screen, click the **Copy to iSIS** button.
8. Click **OK** and then go to iSIS to approve the copied grades.

Grades are not submitted to the Registrar's Office until they are approved. See [Approving Grades](#) for more information.

Copy to iSIS

| # | Name | WID | Original Grades | | New iSIS Grade |
|----|------|-----|-----------------|------|--------------------------------|
| | | | K-State Online | iSIS | The grade to be copied to iSIS |
| 1 | | | B | | B |
| 2 | | | A | | A |
| 3 | | | A | | A |
| 4 | | | B | | B |
| 5 | | | A | | A |
| 6 | | | B | | B |
| 7 | | | C | | C |
| 8 | | | B | | B |
| 9 | | | C | | C |
| 10 | | | C | | C |
| 11 | | | A | | A |

Copy to iSIS

UNMATCHED STUDENTS

Two types of discrepancies can occur between the K-State Online roster and the official grade roster provided by iSIS when:

- A student is on the K-State Online roster but not on the official grade roster. To resolve this, submit a **Grade Change Report Form** to the Registrar's Office once the student has officially enrolled in the course.
- A student is on the official grade roster but not on the K-State Online roster. To resolve this, go to iSIS and manually enter the grade. See [Entering Grades](#) for more information.

Unmatched students from your K-State Online roster

These are students who appear on your K-State Online roster that could not be matched to the official iSIS grade roster.

| Name | WID | K-State Online Grade |
|------|-----|----------------------|
| | | F |

Unmatched students from the iSIS grade roster

These are students on the official grade roster that could not be matched to your K-State Online roster. They will not receive grades through this process, and you will need to manually set their grades in iSIS.

| Name | WID |
|------|-----|
| | |

Continue

MISMATCHED GRADES

If grades have previously been entered in or copied to iSIS, and there are differences between the newly copied grades and those already in iSIS, you will be prompted on the Mismatched Grades screen to select which grade you want to use.

1. For each student, select either the K-State Online grade or the iSIS grade.

Note: Copied grades will overwrite any grades previously copied to or entered in iSIS when the Approval Status in iSIS is set to Not Reviewed or Ready to Review.

2. Click **Continue**.
3. On the **Confirm Grades** screen, click the **Copy to iSIS** button.
4. Click **OK** and then go to iSIS to approve the copied grades. **Grades are not submitted to the Registrar's Office until they are approved.** See [Approving Grades](#) for more information.

| Name | WID | K-State Online Grade | iSIS Grade |
|------|-----|----------------------|------------|
| | | B | C |
| | | A | B |
| | | B | F |
| | | C | F |
| | | B | F |
| | | C | A |
| | | C | F |
| | | A | F |

Continue