

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 Grade
 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		B		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Freshman
<input type="checkbox"/>	2				AG Undergraduate Degree - Agricultural Education-B		Freshman
<input type="checkbox"/>	3		A		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Freshman
<input type="checkbox"/>	4		B		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Freshman
<input type="checkbox"/>	5		C		AG Undergraduate Degree - Agricultural Education-B		Freshman
<input type="checkbox"/>	6		D		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Sophomore
<input type="checkbox"/>			E		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Freshman
<input type="checkbox"/>			F		AG Undergraduate Degree - Agric Comm & Journalism-B	Ag Option	Freshman
<input type="checkbox"/>			I		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: Not Reviewed [save]

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 after 5:00 p.m., December 9.

INSTRUCTOR SUBMISSION DEADLINES

Non-standard courses

5 business days after course ends

Regular courses

• 5:00 p.m., Tuesday, Dec. 20 for

Dec. 12 - 16 final exams

• **Note:** The latest grades may be copied to iSIS from K-State Online is 4:00 p.m., Dec. 20.

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 .

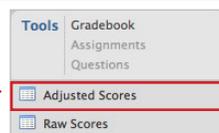
Regular courses

December 21, 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