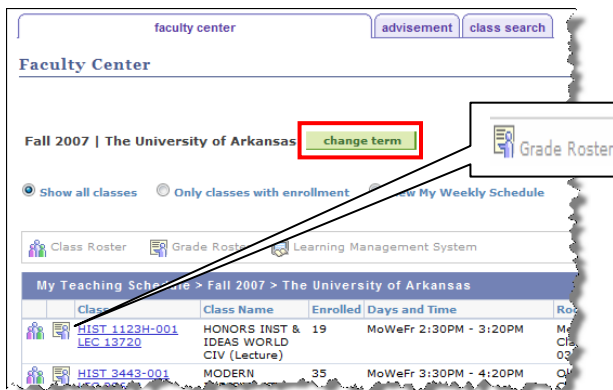


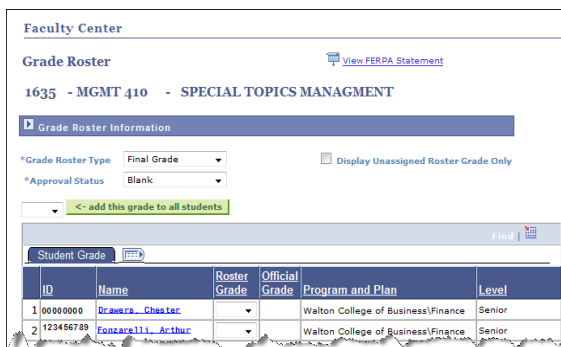
NOTE: The Registrar's Office will notify faculty when *Early Progress* and *Final Rosters* are available for grade input.

Grade Roster

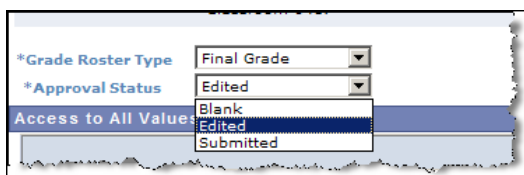
1. Log in to ISIS and open Faculty Center:
2. Click the **Term** for which you are entering grades.
3. Click the **Grade Roster** icon to open the grade entry page.



4. Select the letter grade from the **Roster Grade** drop-down menu.



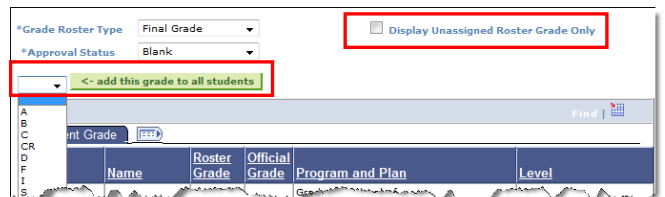
5. When *all* grades are entered, select **Edited** or **Submitted** in the **Approval Status** drop-down box.



6. Click **SAVE** to submit the Grade Roster.

Options

- The same grade can be applied to all students by selecting a grade from the drop-down menu. Click the button to add the grade to all students.
- Check the box to view only ungraded students.



- Click the [Class Name](#) link on the Faculty Center page to open the *Class Detail* page.

A summary of the class as it appears in the **Schedule of Classes** displays.

