


Faculty Center Grade Roster

The Faculty Center provides grade rosters for classes listed on the instructor's teaching schedule. The instructions apply to both **Early Progress** and **Final Grade**. Notification of roster availability is sent by the Office of the Registrar.

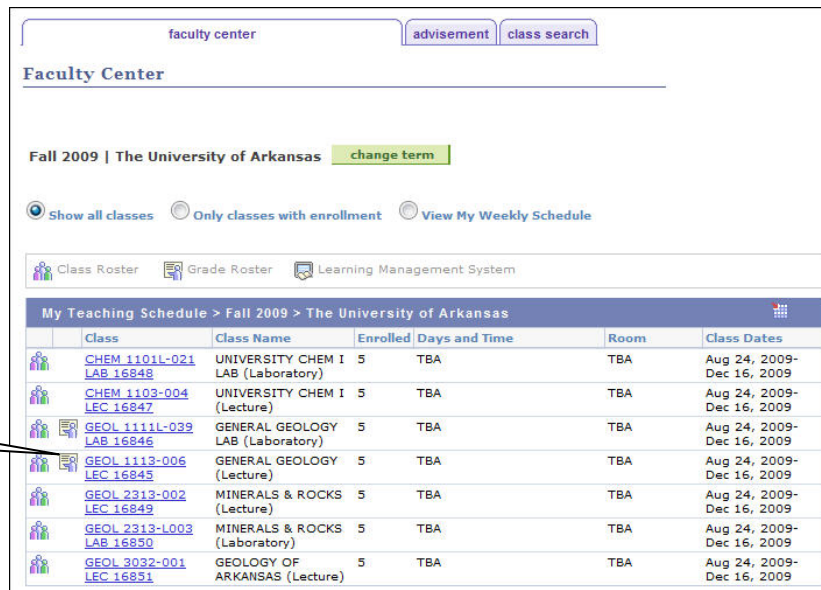
1. Log In








Follow the instructions below to log in to ISIS.


- 1.1 Open your browser and type isis.uark.edu in the URL address field.
- 1.2 Type your **User ID** and **Password** information in the fields. *This is the same information used for UARK email ID and password.*
- 1.3 Click .



- 1.4 ISIS opens to the **Faculty Center** page. Your current teaching schedule appears.



Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 CHEM 1101L-021 LAB 16848	UNIVERSITY CHEM I LAB (Laboratory)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 CHEM 1103-004 LEC 16847	UNIVERSITY CHEM I (Lecture)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 GEOL 1111L-039 LAB 16846	GENERAL GEOLOGY LAB (Laboratory)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 GEOL 1113-006 LEC 16845	GENERAL GEOLOGY (Lecture)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 GEOL 2313-002 LEC 16849	MINERALS & ROCKS (Lecture)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 GEOL 2313-L003 LAB 16850	MINERALS & ROCKS (Laboratory)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009
 GEOL 2032-001 LEC 16831	GEOLOGY OF ARKANSAS (Lecture)	5	TBA	TBA	Aug 24, 2009- Dec 16, 2009

- 1.5 Click the **Grade Roster** icon  located in the first column next to the class you wish to see.

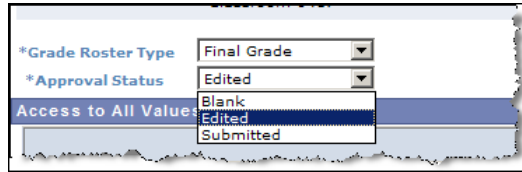
2. Adding Individual Grades

The **Grade Roster** page provides information about the class, including meeting information, term, career, and roster type. **NOTE: Only the Instructor of Record has access to enter grades.**

- 2.1 Select the roster from the **Grade Roster Type** drop-down menu. **Early Progress** and **Final Grade** are the two choices.
- 2.2 Select the grade from the **Roster Grade** drop-down menu.
- 2.3 When all grades have been entered, click .

NOTE: All grades must be entered before changing the **Approval Status** to **Submitted**.

- 2.4 Change the **Approval Status**. Select **Edited** or **Submitted** from drop-down menu.



- 2.5 Click .

NOTE: You must save before changing the **Approval Status** to **Submitted**. Failure to do so will delete your grade entry.

Faculty Center

Grade Roster [View FERPA Statement](#)

GEOL 1113 - 006 GENERAL GEOLOGY

Lecture (16845)
Fall 2009 | Regular Academic Session | The University of Arkansas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Ray Zorback	8/24/2009 - 12/16/2009

*Grade Roster Type: Early Progress
Approval Status: Blank Display Unassigned Roster Grade Only

<- add this grade to all students

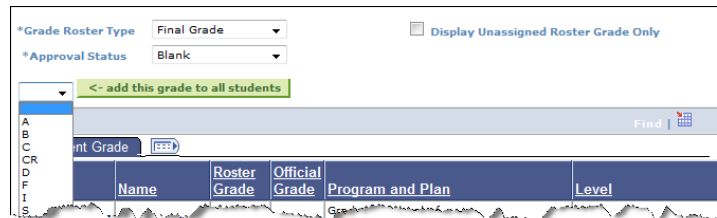
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	Viera, Meredith	▼		Graded	Bumpers Col Agri,Food,Life Sc\Agri Education Comm & Tech	Senior
2	Curry, Ann			Graded	Bumpers Col Agri,Food,Life Sc\Agricultural Business	Senior
3	Lauer, Matt			Graded	Bumpers Col Agri,Food,Life Sc\Agri Education Comm & Tech	Senior
4	Morales, Natalie			Graded	Fulbright Col of Arts & Sci\Psychology	Sophomore
5	Roker, Al			Graded	Bumpers Col Agri,Food,Life Sc\Environmental Soil & Water Sci	Freshman



Once the **Class Roster** is saved in the **Submitted Approval Status**, grades can no longer be changed on the Web.

Any changes need after submission will require a **Change of Grade Notice**.

3. Adding Group Grades

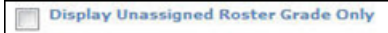
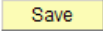
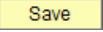
The same grade can be applied to all students on the grade roster.



- 3.1 Click the drop-down menu next to the  button.
- 3.2 Select the grade to be entered.
- 3.3 Click the . This will place that grade in the **Roster Grade** field for all students listed on the roster.

4. Adding Grades - Options

Use this feature if you are unable to complete adding grades to the roster in one session.

- 4.1 Save your grade entries before you log out of ISIS.
- 4.2 When you return to the grade roster, click the  checkbox. This will cause ISIS to display only those students who have not yet been assigned a grade.
- 4.3 Complete the grade assignment and when complete, click .
- 4.4 Change the **Approval Status** to **Submitted**.
- 4.5 Click .

