



Office of the Registrar

Online Submission of Grades

Grades are submitted through ISIS from the last day of classes until the due date/time for end-of-semester grades. During this period, grades for this semester may be both entered and changed. After this, all grade recording and updating must be arranged, in writing, through the Registrar's Office. Some grade changes require petition to the Academic Administrative Board.

1) Go to ISIS: <https://isis.mtholyoke.edu>

2) Log in by clicking on the Log In tab at the top of the ISIS Main Menu page, entering your MHC userID and password, and then selecting ISIS For Faculty from the lower left corner.

The screenshot shows the ISIS Main Menu page. At the top, there is a navigation bar with three tabs: "LOG IN", "MAIN MENU", and "CONTACT US". A red arrow points to the "LOG IN" tab. Below the navigation bar is a search bar labeled "Search for Classes". The main content area is titled "ISIS Main Menu" and contains several sections: "Welcome Guest!", a list of links on the left (including "Using ISIS", "Academics", "Campus Map", "Course Catalogue Database", "ella", "New -- ebill Payment Information", "Financial Aid Online", "First Year Seminars", "Five-College Course Catalogue", "Five-College Student Guest Accounts", "Guide for New Students", "Office of the Registrar", "Student Financial Services", "Ungraded Option", "ISIS For Prospective Student", "ISIS For Students", "ISIS For Faculty", and "ISIS For Employees"), a central text area, and an "ANNOUNCEMENTS" section on the right. A green arrow points from the "ISIS For Faculty" link in the left sidebar to a text box that says "Step 2: Select ISIS For Faculty". Another text box at the top right says "Step 1: Select Log In tab, then enter MHC userID and password..". At the bottom of the page, there is a footer with copyright information: "Copyright © 2008 Mount Holyoke College • 50 College Street • South Hadley, Massachusetts 01075. To contact the College, call 413-538-2000. This page maintained by LITS. Last modified on August 21, 2008."

3) From the Faculty Information menu, select Grading.

The screenshot shows the Mount Holyoke website's Faculty Information menu. The 'Grading' option is highlighted with a blue arrow pointing to it from a callout box that says 'Step 3: Select Grading'. The menu includes options like 'Advisee Details', 'Class Roster', and 'Class Schedule'. A sidebar on the left lists various services like 'Using ISIS' and 'Academics'. A right sidebar contains 'ANNOUNCEMENTS' including 'R18Testing' and 'ISIS Downtime'.

4) The list of courses for which you are listed as an instructor will appear. To choose the course for which you would like to submit grades, click in the “Choose One” box to the left of the course. Then press Submit. You may only select one roster at a time.

In the case of cross-listed courses, all courses will be listed separately here but, regardless of which course you pick, the grading roster will present the same consolidated list of all students registered in the course. You need only go to one roster to grade all students in the course.

The screenshot shows the 'Grading' page on the Mount Holyoke website. It features a table with columns for 'Choose One', 'Class Name and Title', 'Start Date', 'End Date', 'Bldg', 'Room', 'Meeting Times', 'Days of Week', and 'Term'. A blue arrow points to the 'Choose One' checkbox for the course 'POLIT-112-01 Rhetoric of Peace and War'. A callout box says 'Step 4: Select the course, then Submit.' Below the table is a 'SUBMIT' button.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Term
<input type="checkbox"/>	IR-295P-01 Independent Study WW Practicum	09/04/08	12/19/08					2008/FA
<input type="checkbox"/>	IR-395-01 Independent Study	09/04/08	12/19/08					2008/FA
<input type="checkbox"/>	IR-395P-01 Independent Study WWPracticum	09/04/08	12/19/08					2008/FA
<input type="checkbox"/>	POLIT-112-01 Rhetoric of Peace and War						TTH	2008/FA
<input type="checkbox"/>	POLIT-240-01 Intl Political Economy	09/04/08	12/19/08	CLEV	003L	11:00AM - 12:15PM	TTH	2008/FA

5) Please read the instructions at the top of the screen, for information about grade due dates and other grading reminders.

FACULTY
Welcome Emily!

Final Grading

Class Name POLIT-112-01
 Title Rhetoric of Peace and War
 Term Fall Semester 2008

Instructor
 Emily Bronte

Grades for Seniors MUST be submitted by 4pm Weds 5/13.

- "F" GRADES: When assigning an "F", please also submit an "F" letter with a detailed statement by clicking on the student's name below. Please keep in mind that students receive a copy of this statement. The detailed information is critical for students' advisors and the academic deans.
- GRADES LEFT BLANK: Blank grades will be replaced, by the Registrar's staff, with an administrative "F" or, if the course is an independent study or other special continuing course, with an "IP" (in progress) grade.
- INCOMPLETES: A student who wants an Incomplete must start by getting the approval of her academic dean or the director of the health center or counseling service by May 14 noon. She is then referred to you to seek your approval on a paper form. If approved, the paper form is returned to the Registrar's Office and the Registrar will record the Incomplete as well as the date the grade will be due from you. Students with approved incompletes will be listed in a separate section at the very bottom of this page. You can not submit an "I" grade through ISIS. It must go through the paper approval process.
- FINAL GRADE AFTER "I": To replace an "I" (incomplete) or "IP" (in progress) with a final grade, send email to registrar@mtholyoke.edu.
- INDEPENDENT STUDIES: please also submit a sub-title for the independent study by using the option provided on the ISIS menu.
- WITHDRAWALS: Students who withdrew from your course after the initial drop deadline will appear in the list at the bottom of this screen, for your reference.
- QUESTIONS: Please email the Registrar's Office with any questions about this process, registrar@mtholyoke.edu.

This web page times-out after 20 minutes! You will be logged-out if this page is left open for more than 20 minutes and your entered grades may be lost!

ID	Student (Click to submit an 'F' letter)	Grade	Acad Program	Class Year	Credits	Cross-Listed Section
1	0659127 Bronte, Emily H.	<input type="text" value="v"/>	UNDC.BA	2012	4.00	GNDST-101-01
2	0863590 Camel, Sybill E.	<input type="text" value="v"/>	UNDC.BA	2012	4.00	GNDST-101-01
3	0414941 Coathanger, Dorothy E.	<input type="text" value="v"/>	GNDST.MUSIC.BA	2009	4.00	GNDST-101-01
4	0758149 Corral, Rose M.	<input type="text" value="v"/>	UNDC.BA	2012	4.00	POLIT-112-01

6) The students to whom you may assign grades are listed in the main roster. The grades you may assign are visible in the pull-down menu you can see by clicking on the little blue "v" to the right of the Grade field. Note:

- You can't assign an I (incomplete) through ISIS. Incompletes go through a paper-based approval process at the end of which the Registrar will record the "I" grade for you.
- You can't assign an IP (in progress) directly through ISIS. Instead, you leave the student's grade blank in ISIS, and the Registrar will assign the "IP" as long as the course is an independent study or other course set up to require continuing work. Other blanks will be converted to administrative "F" grades by the Registrar.

7) Assign the appropriate grade to each student on the roster, and then press the Submit button at the bottom of the page. You may save an incomplete or draft roster during the grading period, but know that whatever grades are in place when the grading deadline hits will be recorded as final grades in the students' records.

Please note that ISIS only allows you to work in a screen for 20 minutes. Then it will suddenly toss you out. So if you have a long roster and aren't prepared to move quickly, it's a good idea to enter some of your grades and then press the Submit button to record that group before re-entering the function and continuing with the rest of your roster.

Students for whom ISIS will not accept grades, because they have been granted "I" (incomplete) grades or a "W" because they've withdrawn from the course, are listed in a separate below your roster. For any student on this separate list, you may not submit a grade through ISIS.

To replace an Incomplete with a final grade, you must send the final grade, from your Mount Holyoke email address directly to registrar@mtholyoke.edu by the date listed here.

39	0740942	Walker, Chelsea M.		UNDC.BA	2012	4.00	GNDST-101-01
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Incompletes/Withdrawals

ID	Student	Grade	Final Grade Due By	Acad Program	Class Year	Credits	Cross-Listed Section	
1	0549840	Apple, Fiona S.	W		UNDC.BA	2012	4.00	POLIT-112-01
2	0661033	Branch, Willow N.	W		UNDC.BA	2012	4.00	GNDST-101-01
3	0781371	Brapper, Alice R.	I	02/01/2010	UNDC.BA	2012	4.00	POLIT-112-01
4	0702482	Butterfield, Alexis E.	W		UNDC.BA	2011	4.00	POLIT-112-01

8) When assigning a grade of "F", faculty legislation states that an "F Letter" should be submitted. Do so by clicking on the student's name, completing the form below, and clicking Submit. This information is critical for advising students and is also reviewed by the academic deans.

FACULTY
Welcome Emily!

F - letter

* = Required

E-mail Subject Line F letter for Emily Bronte - 2012 - POLIT-112-01 Rhetoric of Peace and War - 2008/FA

Recipients	Name
sdodson@mtholyoke.edu	Emily Bronte Student
sdodson@mtholyoke.edu	Emily Bronte Instructor
rpt-dean-firstyear@mtholyoke.edu	Class Dean
registrar@mtholyoke.edu	Registrar
rpt-dean-college@mtholyoke.edu	Rpt-dean

Student's Name Emily Bronte

Student's Class 2012

Submitting Instructor

Reason for the F Grade *

Emily, I have had to assign you an "F" because you did not submit the final term paper, nor attend any classes in the second half of the course.

SUBMIT

9) After you enter grades and press the Submit button below your roster, you will see a grade confirmation screen presenting an integrated list of all grades in your course.

FACULTYWelcome Emily!

Grading Confirmation Form

Class Name POLIT-112-01
Title Rhetoric of Peace and War
Term Fall Semester 2008

Instructor
Emily Bronte

ID	Student	Final Grade	Final Grade Due By	Class Year	Credits	Cross-Listed Section
1	0659127 Bronte, Emily H.	W		2012	4.00	GNDST-101-01
2	0863590 Camel, Sybill E.			2012	4.00	GNDST-101-01
3	0414941 Coathanger, Dorothy E.			2009	4.00	GNDST-101-01
4	0758149 Corral, Rose M.			2012	4.00	POLIT-112-01

Please review the grades, then click on the OK button at the bottom of the page, to return to the ISIS menu.

You may continue to use ISIS to revise the grades in your course until the grades-due deadline. At that point, these grades will be accepted as your final grades for the course. The Registrar's Office will then merge the grades into students' academic statistics and transcripts.

If the credits for a student in your course are not listed correctly (in an independent study, for example), please send an email to registrar@mtholyoke.edu.

Grades are visible after the grading deadline, for all previous terms, through the Class Roster function in ISIS.

PLEASE DON'T FORGET TO LOG OUT OF ISIS WHEN YOU ARE FINISHED!