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](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.
3) From the Faculty Information menu, select Grading.

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

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.

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.

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**F - letter**

* = Required

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**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.

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<table>
<thead>
<tr>
<th>ID</th>
<th>Student</th>
<th>Grade</th>
<th>Final Grade Due By</th>
<th>Acad Program</th>
<th>Class Year</th>
<th>Credits</th>
<th>Cross Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>05409481</td>
<td>Apple, Fiona S.</td>
<td>W</td>
<td></td>
<td>UND  B.A.</td>
<td>2012</td>
<td>4.00</td>
<td>POLIT-112-01</td>
</tr>
<tr>
<td>06613033</td>
<td>Branch, Willow N.</td>
<td>W</td>
<td></td>
<td>UND  B.A.</td>
<td>2012</td>
<td>4.00</td>
<td>GNDST-101-01</td>
</tr>
<tr>
<td>07012721</td>
<td>Dopper, Alice R.</td>
<td>I</td>
<td>02/01/2010</td>
<td>UND  B.A.</td>
<td>2012</td>
<td>4.00</td>
<td>POLIT-112-01</td>
</tr>
<tr>
<td>07024933</td>
<td>Butterfield, Alexis E.</td>
<td>W</td>
<td></td>
<td>UND  B.A.</td>
<td>2011</td>
<td>4.00</td>
<td>POLIT-112-01</td>
</tr>
</tbody>
</table>
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.

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!