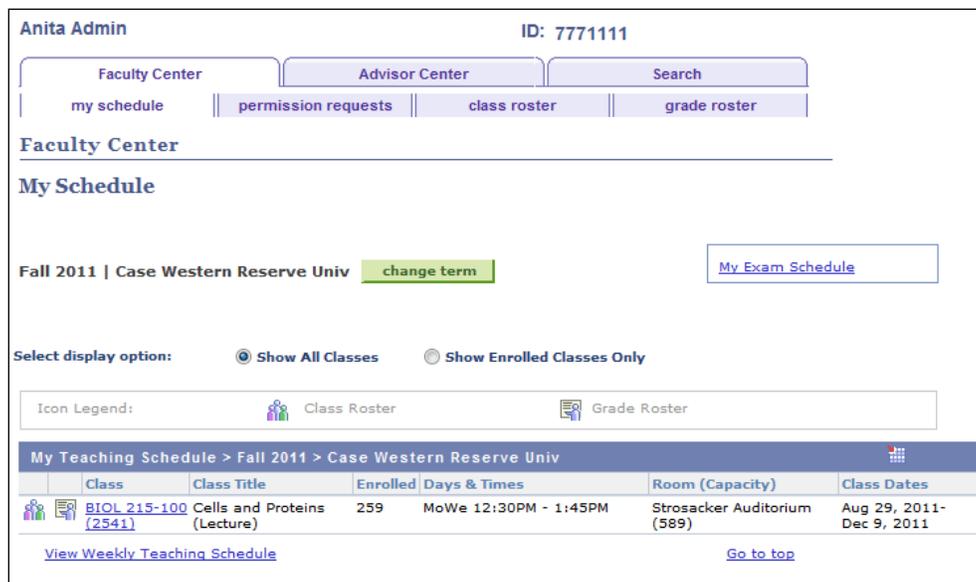# Grading Proxies: Entering Final Grades

Concept

Grading proxies can enter midterm and final grades for instructors' students on the Grade Roster screen in the SIS, but in order to submit final grades, the instructor must access the grade roster and perform the approval process. This document will explain how grade proxies should enter and save grades in the SIS.

Grading proxies are often teaching assistants or department assistants/administrators. To become a grading proxy, one must submit a SIS "Add/Update/Delete Instructor" form to the University Registrar's office. Once the form is approved, the individual can be assigned to the appropriate class sections in the Schedule of Classes.

SIS_FC_GradingProxies_FinalGrades

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	When you log in to the SIS, the **Faculty Center** appears. It displays all classes to which you have access.

Grading proxies are assigned to class sections in the Schedule of Classes. Once a grading proxy enters grades, the instructor of record must approve the official grades. The instructor of record can also change grades that the grading proxy has entered.

Individuals who are grading proxies can enter grades in the SIS Grade Roster through the Faculty Center, but cannot approve official grades. Only approved grades can be posted to student records.

Step	Action
2.	Locate the class for which you want to assign grades. Click the **Grade Roster** icon to the immediate left of the class.

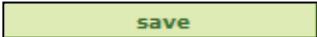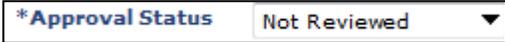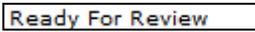| Step	Action
3.	The **Grade Roster** screen appears. At the top of the screen is the class meeting information. The **Grade Roster Type** dropdown list contains either **Midterm Grade** or **Final Grade**. If you do not see "Final Grade" in the field, click on the dropdown list and select it.

Step	Action
4.	The **Approval Status** dropdown list contains the value **Not Reviewed**. You can only enter grades when "Not Reviewed" appears in the dropdown field.
5.	To assign a grade to a student, click on the dropdown field in the **Roster Grade** column.
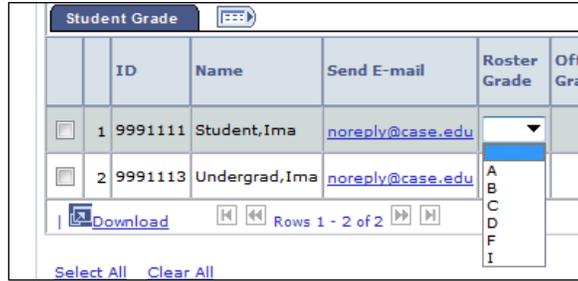
Step	Action
6.	A dropdown list appears containing only those grades applicable to the student's grading basis. Select the appropriate grade.

> **Tip:** You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have "W" and "WD" grades assigned, or may have elected a special grading basis, like audit grades.

Step	Action
7.	Click the **Save** button at any time to save your work in progress. If needed, you can log out of the SIS and return at a later time to finish entering grades.
8.	When you are finished entering grades, click on the **Approval Status** dropdown list.
9.	Select **Ready for Review**.

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Step	Action
10.	Click the **Save** button to save the grades.

Step	Action
11.	A message appears to let you know that your changes to the grade roster were saved. Click the **OK** button.
12.	This completes the process of entering final grades on the Grade Roster. The students' grades for the class have been saved and the instructor of record can review and submit them. **End of Procedure.**