

JOHNS HOPKINS UNIVERSITY
OFFICE OF THE REGISTRAR—HOMEWOOD CAMPUS

TO: KSAS and WSE Faculty
FROM: Kay Smith, Associate Registrar, Registration and Records
RE: Posting Grades in SIS

As always, the Office of the Registrar appreciates your cooperation in submitting grades in a timely manner. Your timely grade submission ensures that students receive timely and accurate reviews for Satisfactory Academic Progress, Degree Conferral, Dean's List, Departmental Honors, Phi Beta Kappa, etc. I thank you, in advance, for your continued efforts as we work together to promote the educational goals of our students. Please contact me at ksmit174@jhu.edu or (410) 516-7148 should you need further information or clarification regarding grading.

For all students: the established University policy requires that all grades be submitted 48 hours after the final examination is given.

PARTIAL GRADING! You have the ability to grade your roster partially, submit the grade (Post to Registrars) and then return to grade the rest of the students. This will be especially helpful for grading "**Expected to Graduate**" students. Should you need to make any changed to submitted grades, after having selected Post to Registrars, please submit on an Official Grade Change Form and send to the Office of the Registrar, Garland 75.

AT 11:59 PM ON THE LAST DAY OF GRADING, ANY GRADES SAVED WILL BE POSTED TO THE STUDENTS' RECORDS

For a quick demonstration of SIS for Faculty (without the updated faculty dashboard), please go to <http://training.jhu.edu/SIS/Faculty/player.html> If you have any questions, please call 410-516-7116 or email webfaculty@jhu.edu.

PY Double Degree Please be aware that students in the Double Degree program (Homewood and Peabody degrees) may have conflicts with the final examination date scheduled for your course due to performances or rehearsals at Peabody. Your flexibility in regard to this situation is greatly appreciated.

Combined Rosters Combined rosters are always available to download as Excel or PDF files. Combined rosters are available for web grading in Roster/View or simply uploading (submitting) graded Excel files. A combined roster is available to view and upload only when:

- faculty has grading rights to all the sections
- all sections have the same grading period
- **none of the sections have been graded**

- **Never Attended and Stopped Attending**—when you select "Never Attended" or "Stopped Attending" from the dropdown under Notes to Registrar, the grade will automatically populate to "ND" (never dropped).
- **Incomplete Grades**—procedures for resolving an "Incomplete" grade:
 - **Undergraduate Students**
 - If the student requested and was granted an incomplete, please assign an **I/reversion grade** (I/grade). **The reversion grade is the grade that the student would receive if the incomplete work is not submitted.** To indicate the grade assigned at the expiration date, enter (or choose from the dropdown) the combination of I/grade. This will eliminate the need to submit an Official Grade Change Form after the expiration date.
 - If you wish to submit a grade different from the reversion grade, you must submit an Official Grade Change Form.
 - If there are compelling, extenuating circumstances beyond the control of the student which have prevented him/her from completing the required work, the student can receive an extension. Requests for extensions must be submitted prior to the deadline. The request should include a brief description of the reason the deadline has not been met and the alternate date by which the course will be completed and graded. For approval, please submit the request via e-mail from you to the appropriate advising office:
 - Arts and Sciences, Office of Academic Advising, Assistant Dean Jim Fry, jfry6@jhu.edu
 - Engineering, Office of Academic Affairs, Assistant Dean Janet Weise, jweise@jhu.edu
 - **Graduate Students**
 - The grade of "Incomplete" (an "I" on the transcript) is reserved for instances in which it is expected that the coursework will be completed in one semester, but for reasons beyond the student's control, the work cannot be completed within that timeframe. For complete guidelines, please go to <http://eng.jhu.edu/wse/page/graduate-grade-change>
 - Once the grade of "I" is assigned:

- Changing an “I” grade to a final grade (A through F, Pass) may be done by the instructor within one year without the Dean's Office approval by submitting an Official Grade Change Form directly to the Office of the Registrar.
 - If the “I” grade is not resolved after one year, the student must submit an Incomplete Grade Extension Request Form to the cognizant dean (the KSAS Dean for Research and Graduate Education or the WSE Associate Dean for Education) to receive a one-semester extension. The form may be submitted no later than the last day of the second semester following the one during which the student initially enrolled in the course. During that additional semester, the instructor may submit an Official Grade Change Form to the cognizant dean and assign a final grade.
 - A student may request multiple extensions.
 - If the “I” grade remains after one year and the student does not submit an Incomplete Grade Extension Request Form, the “I” grade becomes permanent and cannot be changed.
 - If the student successfully submits an Incomplete Grade Extension Request Form but then fails to finish the course before the stated extension deadline, the “I” grade becomes permanent and cannot be changed.
- **Graduate In-Progress**—the “In-Progress” grade (an “IP” on the transcript) is reserved for graduate students in classes in which it is expected that the assigned work will require more than one semester to be completed, but the class itself will meet for only one semester. (These are usually graduate seminar courses for which the final product is a major paper.) Students work independently to complete course requirements, at which point, a final grade is assigned. An instructor may change an “IP” grade to a final grade (A through F, Pass) at any time before the student's departure without Dean's Office approval by submitting an Official Grade Change Form directly to the Office of the Registrar.
 - **Audit Never/Stopped Attending**—if a graduate student with an “AU” grade has never attended or stopped attending, please email Susan Kirwan, skirwan1@jhu.edu with the date of last attendance.
 - **Not on the Roster**—if a student is not on the list (even if they are on the list of a different section) please email webfaculty@jhu.edu with the term/year, course number and section and the student's name and grade.
 - **Undergraduates in Graduate Courses**—undergraduates taking graduate-level courses (600-level and above) will be assigned 3 credits. Instructors will need to email Dean Steven David, sdavid@jhu.edu (Arts and Sciences) or Assoc. Dean Edward Scheinerman ers@jhu.edu (Engineering) for approval to deviate from the assigned 3 credits.
 - **Credits for Independent Work**—for independent study and research, credits were entered into the system by the Office of the Registrar when the undergraduate registered. If you need to adjust the number of credits, please submit an [Official Grade Change Form](#) to the Office of the Registrar. Credits cannot be changed in SIS for Faculty.
 - **Submitting Grades**—grades are not submitted until you click Post to Registrars. **At 11:59 PM on the last day of grading, any grades saved will be posted to the students' records.**
 - **Changing Grades**—once grades have been submitted (Post to Registrars), any changes to a student's grade or changes to credits for independent work must be submitted on an Official Grade Change Form to the Office of the Registrar, 75 Garland Hall, 3400 N. Charles St., Baltimore, MD 21218. **You can find the Official Grade Change Form** in the “Action” box at SIS for Faculty (<http://SIS.jhu.edu>), select term; click “View” for the course.

DIRECTIONS TO ACCESS YOUR COURSE IN SIS FOR FACULTY

1. Go to <https://SIS.jhu.edu>
2. Sign in using your JHED ID and password. Login.
3. Select the term from the dropdown.
4. Select the class from the list below (you may have to scroll down to find your class).

DIRECTIONS TO GRADE DIRECTLY ON FACULTY > GRADE ROSTER

1. Access your course in SIS for Faculty using above instructions
2. Click View.
3. Select the grade from the dropdown for each student listed.
4. Save (to access for later updates) OR Post to Registrars (to submit grades). You may grade the whole or partially and return to grade the rest of the students later.

DIRECTIONS TO GRADE ON THE EXCEL ROSTER—any graded Excel spreadsheet can be uploaded as long as it has an **ID column** (student's Hopkins ID) **labeled as ID** and the **grade column labeled as Grade**. Please do not include other grade columns (i.e., midterm or exam grades). If you wish to use your own Excel spreadsheet, please skip to B. UPLOAD.

A. DOWNLOAD

1. Under Roster Download: click Excel for the desired course
2. Click Open
3. Save the file (use “Save As”) and remember where you saved it on your computer
4. Grade your excel roster
5. Save the file again to your computer

- B. **UPLOAD**—**please be sure that you have 2 columns labeled specifically as “ID” and “Grade” before uploading.**
1. On Faculty > Dashboard, select class and click Upload OR click View; in the box “Under Actions, Upload:” click Upload for the desired course (the link will only be available during the grading period).
 2. Click Browse to search your computer for the Excel file.
 3. Select the file and click Open.
 4. Click Upload.
 5. Please note that any grades that are not valid will appear in red and at the top of the list.
- C. **POST GRADES**
1. The Student ID and grades entered are validated as follows:
 - a. Green check mark—valid grade within the faculty grade system (not an admin only grade)
 - b. No Grade in Excel—Excel spreadsheet did not contain a grade for this student. **Note:** please ignore the No Grade warning if you are grading partially
 - c. No Record in Excel—Excel spreadsheet did not contain a Student ID for this student
 - d. Excel Data With no Matching Student ID(s) in SIS (in a special section above the roster)
 - i. The Name(s) / ID(s) listed here do not match any student enrolled in this class
 - e. Admin Only Grade—Entered an Admin Only grade (invalid for faculty grading) for this student. **Note:** please ignore the Admin Only Grade warning if the AU (audit) or W (withdrawn) grades were entered by the Office of the Registrar (no dropdown will be available)
 2. Make corrections to the Excel spreadsheet and click upload again OR make corrections directly to the Faculty > Grade Roster page
 3. Save (to access for later updates)
 4. Post to Registrars (to submit grades)

REMINDER: STUDENTS WILL NOT SEE THEIR GRADE UNTIL YOU CLICK POST TO REGISTRARS.