Guidelines for Entering Final Grades
In ISIS on the Web

Fall 2014

- FIRST TIME USER?
  See the Getting Started instructions on page 3 of these guidelines.

- USING THE FINAL GRADE WORKSHEET
  The CRN, course ID and number, title of the course, and number of students registered appear on the screen above the table where you will enter the final grades. Students' names are listed alphabetically on the screen.

**NOTICE! IMPORTANT PROCEDURE**

- Final grades for ALL FALL semester courses must be entered **no later than 5:00 pm on Tuesday, December 16.**

- BEFORE you submit grades, you must enter a valid grade for each student listed as enrolled in a course, choose a reason for each incomplete grade assigned and enter the date of last attendance for each "WF" grade. Complete your grade entry for ALL students listed; review your grade data entry for accuracy and completeness, then click the Submit Grades button ONCE. After clicking the Submit Grades button, a Go! Message will appear at the top of the page if changes were submitted successfully for the page you were working on.

- If you have more than one page of students (for example, "Records 1-41 42-83 84-91"), click the Submit button once after completing each page BEFORE selecting the next set of records. A Go! Statement will appear at the top of each page, indicating that the grades just entered were saved successfully. When you select the next set of records, it is normal for the message “You have made no changes . . ." to appear at the top of the page. Continue by entering grades and clicking Submit as described above.

1. TO ENTER A GRADE FOR A STUDENT, click the button to the right of the Grade box on the same line with the student's name; use the mouse to highlight the grade code that you want to assign for the student. (Another option to entering the grade: Press the or key to change the grade if the cursor is located in the Grade box.) To navigate from one box to another, click in the desired box or press the TAB key to move forward one box at a time.

Only valid grades for the course appear in the pull-down box in the Grade column.
Columbus State University must use the University System of Georgia grading system that is explained in the CSU 2013-2014 academic catalog, online at http://academics.columbusstate.edu/catalogs/current/acaregs_undergrad.php#grades and http://academics.columbusstate.edu/catalogs/current/acaregs_grad.php#grades

2. If you find that a grade that should be listed as a valid grade does not appear in the box, contact Patricia Weeks at 706-507-8833.

3. When assigning an Incomplete grade, you must choose a reason in the Reason for I column. If you do not, an error message will occur, prompting you to enter a reason.

4. The following system-assigned grades cannot be entered or changed on the Web by the instructor: "V" or "W". A pre-assigned “W” indicates the student withdrew before the deadline and cannot be changed by the instructor.
5. When assigning a “WF” grade, you must enter the DATE LAST ATTENDED as “MM/DD/YYYY” or NEVER if the student never attended. If you do not, an error message will occur, prompting you to enter a date or NEVER. (NOTE: If a “WF” grade is assigned by the instructor in error, it cannot be changed in ISIS. The instructor must contact the Office of the Registrar via e-mail at registrar@columbusstate.edu or in writing to request that the “WF” be removed so that the correct grade can be entered on the Web prior to the deadline for entering final grades. A pre-assigned “WF” indicates that the instructor had previously reported the student as absent. The pre-assigned “WF” cannot be changed in ISIS.

REMARK: An “F” is an earned grade and should not be used in cases where a student stopped attending. The ‘WF’ grade should be used in those instances. However, if you determine the ‘F’ grade is more appropriate to the situation, please indicate the last date of attendance.

6. After entering grades, click **once** on the Submit button at the bottom of the page. *(IMPORTANT: See Notice! Procedure box above.)*

7. If you have made an error in the data entry, a statement “the following error occurred” appears indicating the type of error that was made and the course of action necessary to correct the submission.

8. If you have correctly entered grades for all students in the section, a Go! statement will appear at the top of the page. At this point, we recommend that you print the page in order to have a record of the transaction and the grades entered. (If you click Submit a second time, a “No changes to save” statement will appear because you did not make any changes.) If the CRN has more than one set of records (for example, “Records :1-41 42-83 84-91”), click the Submit button once after completing each page BEFORE selecting the next set of records. When you select the next set of records, it is normal for the message “You have made no changes . . .” to appear at the top of the page. Continue by entering grades and clicking Submit as described above.

9. After receiving the Go! Statement on each set of records for the CRN, you may return to select another CRN or exit ISIS using the “exit” button at the top of the page. You may choose to verify that the grades have been entered in the Banner database by returning to the Faculty Menu and then re-entering the Final Grades Worksheet again. If the grades appear, they are in the Banner database.

10. An instructor may change a grade in ISIS on the Faculty Final Grade Worksheet up to the published deadline for grade entry by accessing the grade worksheet, changing the grade, clicking the Submit Grades button.

11. **After the deadline for final grades**, the instructor must submit a grade change via email to the Registrar’s Office. When grades are posted to academic history, all grades changes are processed via ISIS using the following steps: Select Faculty & Advisors, Faculty Information Menu and Grade change Request. When Grade changes are submitted, they are forwarded to the Department Chair. Department Chair approves, the grade change is forwarded to the Registrar’s Office. When grade change is processed the student is notified via email.

- **GETTING STARTED.**
The *primary* instructor of record enters grades on the Faculty Final Grade Worksheet in CSU’s Integrated Student Information System (ISIS) which is accessible via Cougar Net
from any computer, on or off campus that has access to the World Wide Web. To access the Faculty Final Grade Worksheet in ISIS via Cougar Net follow these steps:

**ACCESS/ LOGIN TO COUGARNET:**
2. Click on the Cougar Net link.
3. Click inside the User Name box and enter your User Name (LastName_FirstName). Click inside the Password box, enter your password and click the LOGIN button. If you have never logged into Cougar Net, your password is your date of birth in the format DDMMYY. Upon logging in you will be required to change your password. Follow the instructions found on the screen. If you have used Cougar Net before and changed your password at that time, use that password. **DO NOT GIVE YOUR PASSWORD TO ANYONE; IT IS CONSIDERED YOUR SIGNATURE.**
4. The Cougar Net main page appears.

**ACCESSING ISIS AND THE FINAL GRADE WORKSHEET:**
1. Click on Faculty & Advisors Menu.
2. Click on Faculty Information Menu.
3. Click on Final Grades.
4. The Select Term page appears. When asked to submit a term, click the ‹ button to the right of the term box; use the mouse to highlight the name of the term, i.e., "Fall 2009", then click the Submit Term button.
5. The Select CRN page appears.
6. To choose a class for which you want to enter or change grades, click the ‹ button to the right of the CRN box, use the mouse to highlight the section you want, click the Submit CRN button. (For team taught classes, only the “primary” instructor may access the CRN for entering final grades.)
7. The Faculty Final Grade Worksheet page appears for the section that you chose.
8. To view these instructions from the Final Grade Worksheet, click on “? Help” button at the top of the Final Grade Worksheet page.

- **LOGGING OUT**
  When you have completed a session of grade entry, click on the Exit button at the top of the Final Grades Worksheet page.