

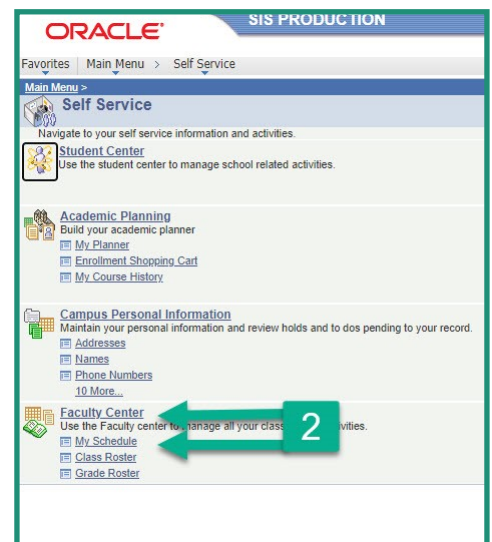
Posting Grades

Once you have your Final Grades in Canvas, your next step is to transfer these to the Student Information System (SIS).

- 1) Access **SIS** through **MyRCC**

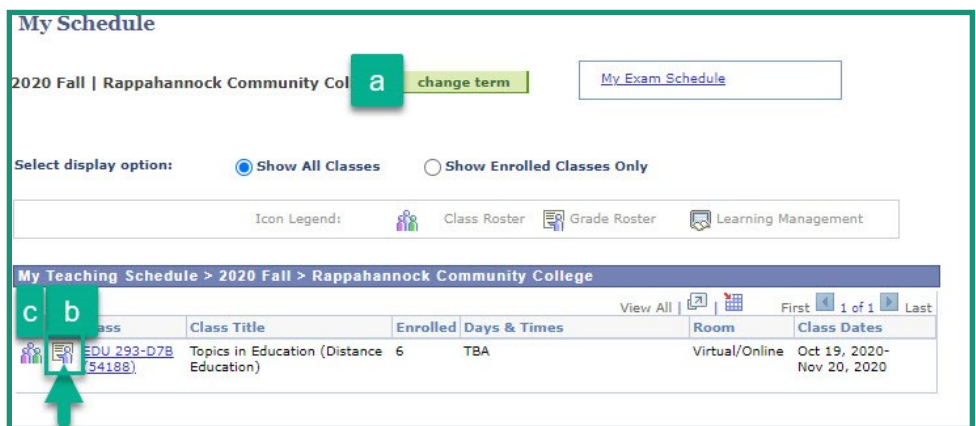


- 2) Once in SIS, go to **Faculty Center - My Schedule**.



- 3) To the LEFT of each class will be a pair of icons.
 - a. If your Current Class is not showing, you will need to click the **Change Term** button at the top.

If you teach at more than one school, you will need to do this to switch between the different school.



- b. When the Yellow Grade Roster Icon shows, click on it to go to the Grade Roster for that course
- c. The People icon is the Class Roster – Showing student enrollment status.



- 4) IF you do need to Change the Term, click the **Change Term** button in the previous step, then choose the correct term and Institution (School) as appropriate.

Click **Continue** when done.

- 5) In the Grade Roster, for each student enter the FINAL grade in the box (there will only be one for each student)

a) The grades box is a drop down

b) for W or F you also need to enter the last date the student attended the class

- 6) **Save**, then review to make sure all the information is correct. Make any needed changes.

- 7) Once everything is reviewed – back near the top is an **Approval Status** dropdown. Switch it to **Approved** and **Save** again.

At that point you are done for that class. Repeat process for other classes.

