

Submitting Grades via the Grade Book

You can submit Midterm and Final grades into SIS from your course grade book.

Four important reminders:

1. Only grades in the Midterm and Final columns can be submitted. No other columns can be submitted.
2. The column type MUST be Alphanumeric. If your Midterm and/or Final column is another type, please follow the directions below to change it BEFORE you enter grades into the column.
3. Grades can only be submitted during the normal grading window and hours for SIS. SIS open hours can be found at <http://www.utdallas.edu/SIS/>.
4. ONLY the Instructor of Record for the course can submit grades. SIS will not accept grades from anyone but the Instructor of Record for the course.

How to Change the Column Type in the Grade Book

1. Log into your course.
2. Click the Teach tab.
3. Click on the Grade Book under Instructor's Tools.
4. Click on the Grade Book Options button in the top right corner of the Grade Book screen.
5. Choose Column Settings.
6. Click on the type under the Midterm or Final column. This is the second listing in the column.
7. Click on the down arrow next to New Value and choose Alphanumeric.
8. Click Save.
9. Click on Grade Book to exit the Column Settings screen.

Submitting Grades via the Course Grade Book

1. Log into your course.
2. Click on the Teach tab.
3. Click on the Grade Book under Instructor's Tools.
4. Scroll all the way to the bottom of the screen.
5. Click on the down arrow next to Export to SIS.
6. Select the appropriate column.
7. Click the green arrow next to the drop down box.
8. Select the students whose grades you wish to export to SIS.
9. Click the Export to SIS button at the bottom of the page.
10. To check and see if the grades uploaded correctly, wait 5 minutes after uploading grades, and begin the export again. If there were any problems, the reasons will be listed on the screen where you select the students to export.