# Quick Reference Guide
SIS for Faculty

Signing On

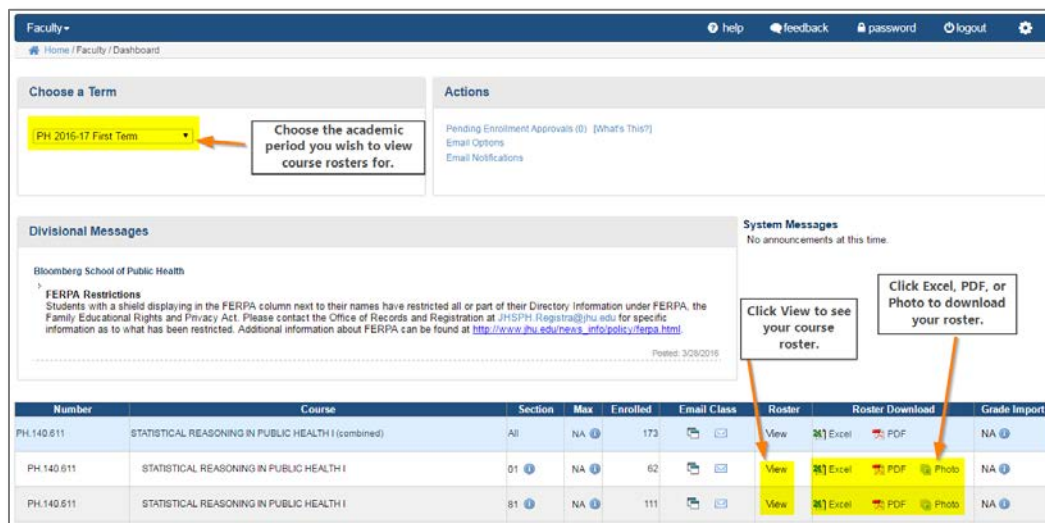- Use your JHED ID and password to sign on to SIS for Faculty at https://sis.jhu.edu

- If you don't know your JHED ID or password, visit the Johns Hopkins University Portal at https://my.johnshopkins.edu. Click the *First Time User* link (located on the upper left side of the screen), and then follow the directions provided. You can also contact the **Help Desk** at 410-516-HELP.
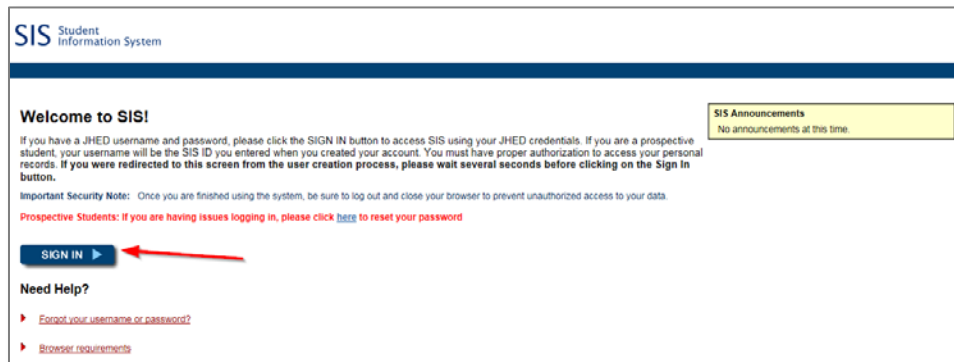
To View your Course Roster

- From the **Term** drop-down, select the academic period for which you want to view your courses.

  The Faculty Dashboard appears. All of the courses that you are teaching for the selected term are displayed. The columns that appear in the screenshot below may vary based on your division.

- Click the <u>**View**</u> link to see your course roster. *Your course roster will appear.*

NOTE: If any students have **withdrawn** from the course, you will see the names displayed near the bottom of the screen, beneath the course roster.

To View Additional Student Information

- From the course roster page, click the **Name of the Studen**t for which you want more information.
- A pop-up window will appear with information such as the students' advisor, degree, etc.
- Click the X in the upper right hand corner to close.

Using SIS - To Email Your Class

- From the **Faculty Dashboard homepage**, click the **Email Class icon** highlighted above.
- *The Email Class Form appears.*

- Enter a subject, message, and click **Send**. Your email will be sent to the class/section and a copy will be sent to your specified email address in the *From:* line.

NOTE: When using the email feature in SIS, a copy of the email is not saved in your Sent folder and you can't add attachments.

Using Your Default Email Client - To Email Entire Class

- Make sure your default email client (such as GroupWise or Outlook) is open.
- From the **Course Roster** page, under the **Actions** box, click the **Entire Class** link. *A blank email addressed to the class email list will open.*

Using Your Default Email Client - To Email a Single Student

- Make sure your default email client (such as GroupWise or Outlook) is open.
- From the **Course Roster** page, click the student's **email address** from the **Contact Info** column. *A blank email addressed to the student will open.*

NOTE: Emails to your class can only be sent from authorized email addresses in SIS. To make sure your email address(es) are all listed, on any **Grade/Course Roster page**, in the **Actions** box, click on the **Options** link in the Email row. If you add a new email address, you must wait 2 hours before using it.

To View Additional Course Information

- On the **Grade/Course Roster page**, in the **Actions** box, click the **Faculty & Class Information** link to see the names of individuals responsible for teaching the class and grading the students, as well as any individuals who have proxy access to the section. You can also see when and where the class is scheduled to take place.

To Download Your Roster or Grade Change Forms

- On the **Grade/Course Roster page**, use the links in the **Actions** box.
  - Microsoft Excel - You can use this format to track assignments, grades, and attendance.
  - Adobe Acrobat (PDF) - You can use this format for a printer friendly version of your course roster.
- There is also a Photo version of the roster available as PDF.

To Upload Grades via Excel Spreadsheet

NOTE: Your spreadsheet must contain <u>at least</u> two columns, named, **ID** and **Grade**. SIS will "ignore" all other columns in your file.

- Use the **Term** drop-down from the Dashboard page and select the course that you want to grade.

This link will only show if the grading period is open and the course is eligible for grade entry.
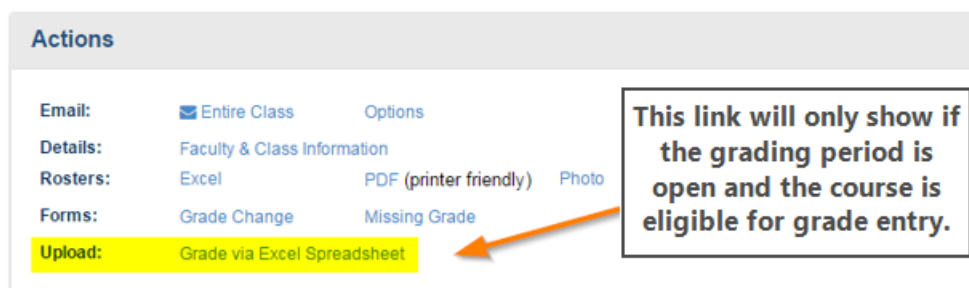
- On the **Course Roster** page, in the **Upload** row of the **Actions** box, click the **Grade via Excel Spreadsheet** link. *The Populate Grades via Excel Spreadsheet Upload box appears.*

Populate Grades via Excel Spreadsheet Upload

C:\Users\ \Deskto Browse…

Upload   Cancel

Click Upload

Your spreadsheet must have at least 2 columns, ID and Grade.
Each record will be validated and returned to the below roster for your review.
You will be able to Save the roster as work in progress or Post to Registrars.
See Grade Roster Online Help for details.
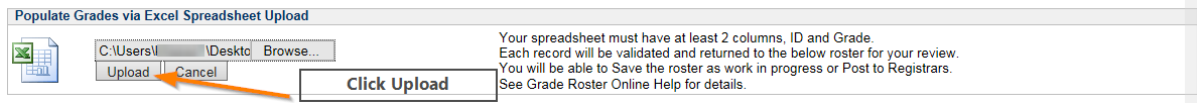
- Click **Browse** button. *(In some browsers, the button may be named Choose File)*

- Navigate and select the Excel file on your computer then click the **Open** button.

- Click the **Upload** button.

- Review and update any invalid grades by selecting a value from the **Grade** drop-box.

- Click **Save Work** to save your grades and continue grading.
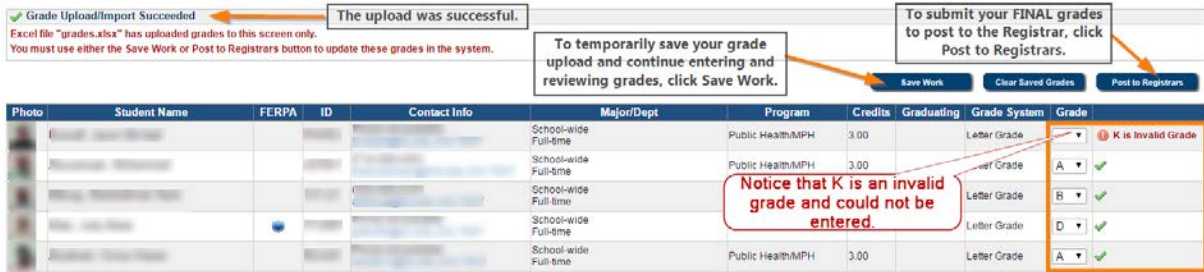
Saving Your Work…

SIS allows you to save a *portion* of your grades during a session. This means that the Grade column of your spreadsheet does not need to be completely filled. At the end of your session, click the Save Work button before logging out. When you click the Save Work button, YOU ARE NOT POSTING THE GRADES. You are simply saving your work in the system for the next time you sign back on.

- Click **Post to Registrars** to submit final grades.

  YOU WILL NOT BE ABLE TO CHANGE GRADES IN SIS AFTER YOU CLICK POST TO REGISTRARS. To change a grade after you have clicked the **Post to Registrars** button, you must submit an official grade change request to the Registrar's office. The form is available in the **Actions** box.

The **Save Work**, **Clear All Grades**, and **Post to Registrars** buttons only show during open grading periods.

To Grade a Roster in SIS

1. To grade a roster, begin by using the **Term** drop-down to select the course that you want to grade.

2. Once on the course roster, use the drop-downs in the **Notes To Registrar** column to indicate whether a student never attended or stopped attending your course.

3. Use the drop-downs in the **Grade** column to select a grade for each student.

NOTE: SIS allows you to save a portion of your grades during a session. You can then come back at a later date to finish the grading process. At the end of your first session, click the **Save Work** button before logging out. When you click the **Save Work** button, *YOU ARE NOT POSTING THE GRADES*. You are simply saving your work for the time being.

4. Once you have graded either your partial or complete roster, click **Post to Registrars** to submit your official grades to the Registrar's Office.

   YOU WILL NOT BE ABLE TO CHANGE GRADES IN SIS AFTER YOU CLICK POST TO REGISTRARS. To change a grade after you have clicked the **Post to Registrars** button, you must submit an official grade change request to the Registrar's office. The form is available in the **Actions** box.

To Use Additional SIS Features

Click **help** to open up the online help site for SIS.
Click **feedback** if you have comments about the site or suggestions for improvement.
Click **password** to navigate to the myJohnsHopkins portal to change your JHED password.
Click **logout** to logout of SIS for Faculty

Video Demo of SIS for Faculty

See the demo at: http://training.jhu.edu/ISIS/Faculty/player.htmsl

Video Disclaimer: The Student Information System (SIS) was formerly known as the Integrated Student Information System (ISIS). We are currently working to remove references to ISIS from e-course content. We apologize for any inconsistencies during this transition.