

Johns Hopkins University Office of the Registrar
Grade Rosters, Spring 2009

Dear Faculty,

As always, the Registrar's Office appreciates your cooperation in submitting grades in a timely manner. Grading for Spring 2009 begins Wednesday, 5/6/09.

For all graduating students: The final deadline to submit grades for students expected to graduate ("Y" in the column titled Graduating) is 48 hours after the final examination or May 18, 2009, whichever is later. These deadlines are necessary to clear students for graduation.

For all students: For all other students, the established University policy requires that all grades be submitted 48 hours after the final examination is given, however ISIS will remain open for grading until June 12th.

At 11:00 p.m. 6/12/09, any grades saved will be posted to the students' records.

For a quick demonstration of ISIS for Faculty (without the updated faculty dashboard), please go to training.jhu.edu/ISIS/Faculty/player.html. If you have any questions, please call 410-516-8600 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. On 5/6/09, 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**

Please note:

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 ✓ There are different procedures for resolving an "Incomplete" grade depending on whether the enrollee is an undergraduate or a graduate student.
Undergraduate: If the student requested and was granted an incomplete, you can assign the incomplete grade in two ways:

1. Reversion grade (I/grade)

To indicate the grade assigned on the expiration date (9/25/09), enter (or choose from the dropdown) the combination of I/grade. This will eliminate the need to submit an Official Grade Change Form, that is, unless you want to submit an Official Grade Change Form with a different grade. If you need to extend the expiration date (9/25/09), please refer to 2c below.

OR

2. Incomplete grade (I grade)

Enter (or choose from the dropdown) an "I" grade. A note box will drop down for comments when you choose "I" as a grade (not a reversion I/grade). The note is voluntary. These notes will be sent to the advising offices as an aid to advise the students. **The students will not see the notes.** If you choose to upload the Excel spreadsheet with "I" grades and would like to add a note, **save** the roster then the "I" note box will appear to add the notes. Then **Save** or **Post to Registrar**. Please refer to the 3 options below once the "I" grade is assigned.

- a. If the student completes the work by the 9/25/09 deadline, please assign the grade that the student has earned by submitting an Official Grade Change Form.
- b. If the student does not complete the work by the 9/25/09 deadline, do nothing and the "I" grade will automatically convert to "F".
- c. 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 beyond Friday, 9/25/09, must be submitted prior to the deadline via an e-mail from you to the appropriate advising

office for approval: Arts and Sciences, Office of Academic Advising, Dean Jim Fry, jfry6@jhu.edu or Engineering, Office of Engineering Advising, Janet Weise, jweise@jhu.edu 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.

Graduate: The grade of "Incomplete" (an "I" on the transcript) is reserved for instances in which it is expected that a course's work 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://www.jhu.edu/registrar/notices/GradeChangePolicy.pdf> Once the "I" is assigned:

- o Changing an I grade to a final grade (A through F, Pass) may be done by the instructor within one year without Dean's Office approval by submitting an Official Grade Change Form directly to the Office of the Registrar.
- o 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.
- o A student may request multiple extensions.
- o 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.
- o 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 ✓ If a graduate student with an AU grade has never attended or stopped
Attending attending, please email Betsy Paul, betsy.paul@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 another section's list), please email webfaculty@jhu.edu with the term/year, course number and section and the student's name and grade.
- Undergraduates in ✓ Undergraduates taking graduate-level courses (600-level and above) will be assigned
Graduate Courses 3 credits. Instructors will need to email Dean Paula Burger, ppburger@jhu.edu, or Assoc. Dean Edward Scheinerman, ers@jhu.edu for approval to deviate from the assigned 3 credits.
- Credits for Ind. Work ✓ For independent study and research, credits were entered into the system by the Registrar's Office when the undergraduate registered. If you need to adjust the number of credits, please submit an Official Grade Change form to the Registrar's Office. Credits can not be changed in ISIS for Faculty.
- Submitting Grades ✓ Grades are not submitted until you click Post to Registrar. You can only post to Registrar once. At 11:00 p.m. 6/12/09, any grades saved will be posted to the students' records.
- Changing Grades ✓ Once grades have been submitted (Post to Registrar), 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 Registrar's Office, 75 Garland Hall, 3400 N. Charles St., Baltimore, MD 21218.

DIRECTIONS TO ACCESS YOUR COURSE IN ISIS FOR FACULTY

1. Go to <https://isis.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 dropdown (you may have to scroll down to find your class).

DIRECTIONS TO GRADE DIRECTLY ON FACULTY > GRADE ROSTER

5. Click View.
6. Select the grade from the dropdown for each student listed.
7. Save (to access for later updates)
OR
Post to Registrar (to submit grades).

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 Roster for the desired course.
2. Save the file and remember where you saved it on your computer.
3. Click open if you want to access the file immediately.
4. Grade your excel roster.
5. Save the file again to your computer.

B. UPLOAD

6. In the 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).
7. Click Browse to search your computer for the Excel file.
8. Select the file and click Open.
9. Click Upload.
10. Please note that any grades that are not valid will show in red

C. POST GRADES

11. The Student ID and grades entered are validated as follows:
 - o Green check mark - valid grade within the faculty grade system (not an admin only grade).
 - o No Grade in Excel - Excel spreadsheet did not contain a grade for this student.
 - o No Record in Excel - Excel spreadsheet did not contain a Student ID for this student.
 - o Excel Data With no Matching Student ID(s) in ISIS (in a special section above the roster) – The Name(s) / ID(s) listed here do not match any student enrolled in this class.
 - o Admin Only Grade – Entered an Admin Only grade (invalid for faculty grading) for this student.
Please note: please ignore the Admin Only Grade warning if the AU (audit) or W (withdrawn) grades were entered by the Registrar's Office (no dropdown will be available).
12. Make corrections to the Excel spreadsheet and click upload again
OR
Make corrections directly to the Faculty > Grade Roster page.
13. Save (to access for later updates) and
14. Post to Registrar (to submit grades).

REMINDER: Students will not see their grade until you click Post to Registrar.

Thank you for your continued efforts in assisting us to promote the educational goals of our students.

All the best,

Betsy