



# Instructor Quick Reference

## VCCS/Student Information System

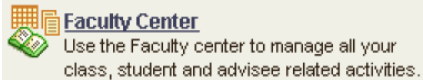
**Access the SIS**

Faculty may access the **Student Information System (SIS)** by navigating to the college homepage: <http://www.southside.edu/>. Click MySVCC. Then, click the **Log In**. The first time you login using your **SIS ID (User Name)** and **Password** the system will prompt you through the creation of your **User Name** and **New Password**. Make note of both for future access.

If you have not been assigned a **SIS ID** you should contact your SIS Helpdesk. You call the **Help Desk at 434.736.2059 or 434.949.1018** for assistance.

▶ Select **VCCS SIS89: Student Information System** to access the SIS.

▶ Select the **Faculty Center** link:



## Class Rosters

▶ Under the **Faculty Center Tab**:

faculty center

▶ Select the term by using the **down arrow** or the **Change button**:

Select Term: 2005 Summer Semester **change**

▶ Then you will find **My Teaching Schedule** listed below for your specific term:

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
ITC 115-0299 LEC 51278	Intro Computer Apps 8 Concepts (Lecture)	TBA	Virtual Faculty	May 22, 2005 Aug 2, 2005	67

▶ Select the **Class Roster** icon to access the class roster.

If the term and/or class are not listed you should contact your Dean of Instructor or Coordinator to verify class assignment(s).

The next page is the **Class Roster**. You should know the following:

You can **print your roster** by selecting **File** then **Print** from your browser or select the button:

PRINTER FRIENDLY VERSION

Using the **Enrollment Status** drop-down box, you may list **All** students or only those who have **Enrolled or Dropped**. **Waiting** is not a valid selection.

You can **download** the students' information into a **spreadsheet** by clicking the **Spreadsheet Icon** at the top. If your pop-up blockers are preventing you from downloading, hold the CTRL key down during the process.

Enrollment Status		Enrolled		change	
Total Students	7	Enroll Capacity	24		
ID	Name	Grade	Units	Program and Plan	Level
1	Suzie	Graded	4.00	Curricular - Management/General Studies/General Studies/Social Sciences/Administrative Assistant/Medical Office S	Freshman
2	Tommie	Graded	4.00	Curricular - Non Degree Transfer/Liberal Arts/Liberal Arts	Sophomore
3	Janie	graded	4.00	Curricular - Upgrading Imp. Skillz/Upgrading Imp. Skillz/Science/Science	Sophomore
4	Antoinette	graded	4.00	Curricular - Personal Satisfaction/Hy-Joint Enrollment/Health Administration/General Studies	Freshman
5	Candy	Graded	4.00	Curricular - General Studies/Phy Ther	Freshman



# Grade Posting

## Grade Policies You Should Review

**Step #1 – Logon to the SIS and Navigate to the Faculty Center.**

▶ Locate and Click the **Grade Roster Icon** on the right side of the class information.

**Step #2 – Input your grades.** Insure that the **Approval Status** box on the grade roster shows **“Not Reviewed”** before proceeding.

\*Grade Roster Type: Final Grade  
\*Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

Student ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
1	Suzie	A			Cumular - Liberal Arts	Sophomore
2	Janie	C			Cumular - General Studies/History	Sophomore
3	John	B			Cumular - Accounting	Freshman
4	Joan	F	03/01/2006		Cumular - Health Science-Net Tech	Sophomore
5	Mike	B			Cumular - Science	Freshman
6	Sarah	B			Cumular - Non-Engine Transfer	Sophomore
7	Kristle	C			Cumular - General Studies	Freshman

▶ You can click on the check box next to **Display Unassigned Roster Grade Only**. This view will include those students who do not have a grade. This makes entering the grades easier.

▶ Select the first grade input box under the Grade Input column and enter the student's grade.

▶ Using the **“Tab”** key, move to the next grade input box and enter the next student's grade. Repeat this process until all grades have been entered.

▶ Enter the last date of attendance whenever an **“F”** or **“U”** grade is assigned or the student drops the class and receives an **“F”**. If the student's last date of attendance is unknown, use the last day of attendance for the class. The format of the date is MMDDYY, for example 013106 means 1/31/06.

**Review the completed roster.** If all students have been graded in the **Not Reviewed Status**, Select the **SAVE** button:

SAVE

**Step #3 – Approve your grades.** Change the **Approval Status** box on the grade roster to show **“Approved”** and then select **SAVE** button.

### Assigning an “I” or “W”

- When an **“I”** grade is assigned an **Incomplete Grade Form** must be completed and turned into the Provost for each student.

- **“W”** grades cannot be assigned using the online grade roster. An **“F”** should be assigned and then a **Grade Change Form** must be submitted **immediately to the Provost** to change the grade to a **“W”**.

### Student Not on Final Grade Roster

If the name of a student, who attended your class and received a grade, is not on the final grade roster, **please submit the following information by e-mail to your Provost:**

- Term
- Class prefix, number, section code, class Id#
- Student's name, SIS ID and grade earned
- **Your name and telephone number**

**Refer to the College's Grades Plan** - found in your handbook for additional details regarding grading policies and submission

**Insure the integrity of the grading process and validity of transcripts by protecting your SIS ID and Password.**



**For assistance contact SIS Support**  
Christanna – 434.949.1018  
Daniel - 434.736.2059  
Email us: [sishelp@southside.edu](mailto:sishelp@southside.edu)