

## Grading Proxies: Entering Final Grades

### Concept

Grading proxies can enter midterm and final grades for instructors' students on the Grade Roster screen in the SIS, but in order to submit final grades, the instructor must access the grade roster and perform the approval process. This document will explain how grade proxies should enter and save grades in the SIS.

Grading proxies are often teaching assistants or department assistants/administrators. To become a grading proxy, one must submit a SIS "Add/Update/Delete Instructor" form to the University Registrar's office. Once the form is approved, the individual can be assigned to the appropriate class sections in the Schedule of Classes.

SIS\_FC\_GradingProxies\_FinalGrades

### Procedure

Begin by logging in to the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

Step	Action
1.	When you log in to the SIS, the

# Student Information System Process Document

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Grading proxies are assigned to class sections in the Schedule of Classes. Once a grading proxy enters grades, the instructor of record must approve the official grades. The instructor of record can also change grades that the grading proxy has entered.

Individuals who are grading proxies can enter grades in the SIS Grade



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