



TIDEWATER COMMUNITY COLLEGE

VCCS/SIS-V8

Instructor Quick Reference

April 18, 2006



Web Access to the Student Information System - Version 8

Faculty may access SIS V8 by first clicking on on the college homepage: www.tcc.edu.

Then, click on

The first time you login using your **Username** the system will prompt you through the creation of your **New Password**.

If you have not been assigned a Username, contact your Academic Dean. You may also call the **Help Desk at 822-2457** or the **College Information Center at 822-1122** for assistance.

Select VCCS SIS8: Student Information System to access the SIS.

Class Rosters

After signing into SIS you are at the [Home](#) page. Select [SA Self Service - Learning Management - Management - Access Class Rosters](#):

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Management](#) > [Access Class Rosters](#)

Your name and a list of terms in which you have instructed classes will be shown. Select the relevant term:

Access Class Rosters

Your Name

Select the term for which you would like to view your roster.

Class Rosters

2006 Spring

If the term and/or class are not listed you should contact your academic division to verify class assignment(s).

The next listing shows the selected **term** and your **class(es)** for that term. Click on the class that you want to review.

Select Class Roster

2006 Spring

Your Name

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr
Pub. Speaking	SPD 100	01H	25521

[Select a Different Term](#)

[Return to Learning Management](#)

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.

By selecting the [Detail](#) link you will get a page that shows the class **location, times, etc.**

You may list students, using the **Enrollment Status** drop-down box, who are **Enrolled** or have **Dropped**. **Waitlist** is not a valid selection.

You can **copy and paste** the students' information **into a spreadsheet** to use as you wish.

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Management](#) > [Access Class Rosters](#)

Class Roster

SPD 100

Pub. Speaking

Section: 01H Class Nbr: 25521

2006 Spring

Enrollment Status:

Total Students: 4

[Detail](#)

Name	Student ID	Short Description	Units Taken	Primary Academic Program	Email Address
File, heneka M	40 3	Graded	3.00	Curricular	C 01@email.vccs.edu
Malistly, a	40 3	Graded	3.00	Curricular	H 01@email.vccs.edu
Ovi, Jessica J	40 3	Graded	3.00	Curricular	J 7720@email.vccs.edu
Whit, Kim M	49 3	Graded	3.00	Curricular	H 398@email.vccs.edu



Grade Posting

Step #1 – Logon to the SIS and Navigate to the Grade Roster(s)

After signing into SIS you are at the [Home](#) page. Select [SA Self Service - Learning Management - Management](#) then [Record Grades](#):



Step #2 – Select the Term/Class – Enter Grades

- Select the **term** from the listing:

Grade Rosters
2006 Spring

- Then from the **listed classes** select the one you would like to assign grades:

Course Title	Subject Catalog Nbr	Section	Class Nbr
Pub. Speaking	SPD 100	01H	25521

- Ensure that the “**Approval Status**” box on the grade roster shows “**Not Reviewed**” before proceeding.

• You can click on the check box next to “**Display Ungraded Students Only**”. This view will exclude those students with “**W**”s on the roster. This makes entering the grades easier.

• Select the first grade input box under the Grade Input column and enter the student’s grade.

• Click on the next grade input box and enter the student’s grade. Repeat this process until all grades have been entered. You may also press the Tab key to move to the next grade input box.

• You must 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, contact Enrollment Services to

determine the date of the actual withdrawal and use that date instead. The format of the date is MM/DD/YY, for example 01/31/06.

- **Review the completed roster.** If all students have been graded, **click the down arrow on the “Approval Status” box** and then **click on “Approved.”**

- Select **Save** at the bottom of the page.

- **Review** the on-line grade roster **24 hours** after submission to insure that the grades posted successfully.

NOTE: After you save your grades as “**Approved**”, they are **permanently** posted to the system. You must use the manual grade change process and form to make corrections. Forms are available in your **Academic Dean’s** office.

Grade Policies You Should Review

• **Assigning an “I” or “W”**

- For each student receiving an “**I**” grade an **Incomplete Grade Form** must be submitted to the Academic Dean.

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

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

• **Grades are due 24 hours after the final exam**

• **Refer to the College’s Grades Plan** - found at [Inside TCC](#) for additional details regarding grading policies and submission.

Ensure the integrity of the grading process and validity of TCC transcripts by protecting your Username and Password.