Faculty Grade and Class Roster Overview
PHPD, Graduate School of Biomedical Sciences, and Friedman School

Logging In
Access the SIS Log In page at http://go.tufts.edu/sis

Enter your Tufts Username and Password (the same as you use for your Tufts email) and click “Log In”. Your customized SIS homepage will appear.

Issues? Contact your registrar: PHPDRegistrar@tufts.edu, gsbs-Registrar@tufts.edu, or NutritionRegistrar@tufts.edu

Username or password problems? Go to http://tuftstools.tufts.edu/

The log-in takes you directly to your individualized SIS homepage:

The processes for viewing class and grade rosters are explained in detail on the following pages.
Class Roster

From the My Classes box on your SIS Homepage, you can access the class rosters for all of your classes for the current and any future terms, as well as for recently finished terms.

Click to expand the appropriate class.

Then, click the icon to access the class roster for that class. The Class Roster page will appear.

Click here to download either:
1. A printer friendly PDF version of your class roster, with student pictures included.
2. An Excel spreadsheet list.

Use the built-in column filters to sort students by various criteria.

Click the blue envelope (Email this student) to email a specific student. Or click the white envelope on the toolbar to email selected students.

Click the Filter Rows tool for additional filtering capability.
Grade Roster

From the My Classes box on your SIS Homepage, you can access the grade rosters for all of your classes.

Grading:
1. Next to the appropriate student, select the appropriate grade from the Roster Grade drop-down menu. Repeat for any additional students as necessary.

2. Click submit grades. The grade will now appear in the Roster Grade column without the drop-down.

3. To make changes to submitted grades, click edit roster grades. The drop-down will reappear in the Roster Grade Column. Select the correct grade and, again, click the submit grades Button.

Note: Grade posting occurs nightly for PHPD, GSBS, and Friedman students. Submitted grades cannot be edited here by PHPD or GSBS faculty after they have been posted to the student’s record.

Friedman faculty can change Official Grades by following the directions in the Editing Official Grades guide.

To assign the same grade to multiple students at the same time, you can also select the checkbox for specific students and then select a grade from this checkbox. Then, click <- add this grade to selected students. You will still need to click submit grades.
Updating Incomplete Grades

To update a grade for a student who was previously awarded an Incomplete, click the *edit incomplete grades* button.

Select a grade from the dropdown menu and click *Submit*.

A confirmation message will appear about the updated grade.

Questions? Please contact your registrar’s office:

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