




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.

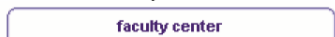
▶ Select the **Faculty Center** link:



Faculty Center
Use the Faculty center to manage all your class, student and advisee related activities.

Class Rosters

▶ Under the **Faculty Center Tab**:





▶ Verify the term and college. If your term is incorrect, click the **Change term** button. Then select the term by clicking the appropriate **radio button** by the term. Then click **Continue**:

2008 Fall | Southside Va Community College 

Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> 2008 Fall	Southside Va Community College

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

My Teaching Schedule > 2008 Fall > Southside Va Community College					
Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 ACC 211-EC LEC 68018	Prin of Acct I (Lecture)	1	Mo 6:00PM - 9:55PM	Estes Community Center	Aug 22, 2008- Dec 18, 2008
 ACC 211-SH LEC 69080	Prin of Acct I (Lecture)	1	We 6:00PM - 9:55PM	LCAKC - TBA	Aug 22, 2008- Dec 18, 2008

▶ 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 Instruction or Coordinator to verify class assignment(s).

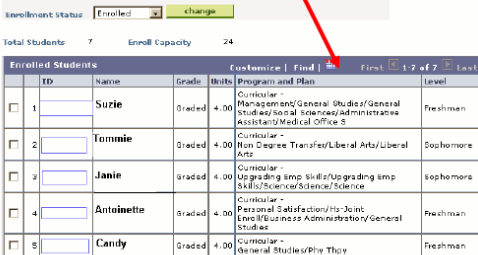
The next page is the **Class Roster**. You should know the following:


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: <input type="text" value="Enrolled"/> 					
Total Students: 7 Enroll Capacity: 24					
Enrolled Students					
ID	Name	Grade	Units	Program and Plan	Level
<input type="checkbox"/> 1	Suzie	Graded	4.00	Curricular - Management/General Studies/General Studies/Social Sciences/Administrative Assistant/Medical Office S	Freshman
<input type="checkbox"/> 2	Tommie	Graded	4.00	Curricular - Non Degree Transfer/Liberal Arts/Liberal Arts	Sophomore
<input type="checkbox"/> 3	Janie	Graded	4.00	Curricular - Upgrading Imp Skillz/Upgrading Imp Skillz/Science/Science	Sophomore
<input type="checkbox"/> 4	Antoinette	Graded	4.00	Curricular - Personal Satisfaction/HS-Deac Enroll/Business Administration/General Studies	Freshman
<input type="checkbox"/> 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	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-Nat 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