



## VCCS/SIS – V9.0

### Instructor Quick Reference Guide


Please follow the instructions below to locate your Class Schedule, Class Roster and Grade Roster in Student Information Systems (SIS) Version 9.

Faculty may access SIS V 9.0 by clicking on  the college homepage: [www.tcc.edu](http://www.tcc.edu). The first time you login using your Username the system will prompt you through the creation of your New Password.

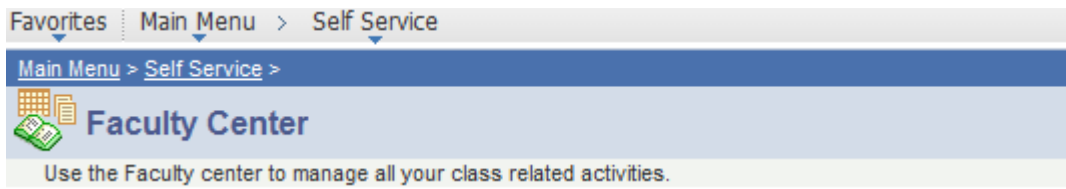
If you have not been assigned a username, contact your academic dean. Or call the Help Desk at 822-2457 or the college Information Center at 822-1122. Have your EMPLID ready.

Select  [VCCS SIS: Student Information System](#)

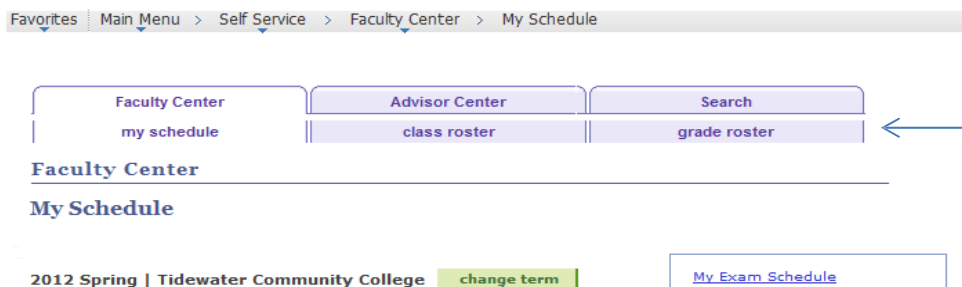
You will be taken to the Self Service page. In the lower right corner locate and click the Faculty Center

Link.  [Faculty Center](#)  
Use the Faculty center to manage all your class related activities.

The links to the My Schedule, Class Roster, and Grade Roster will appear. **If the Faculty Center is not appearing your Moat security training may not be current. Contact your Dean.**



Click the My Schedule button to access **My Schedule**.



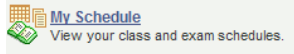
Note the easy navigation between Rosters

To move between terms click the change term button.

# Instructor Quick Reference Guide

## Class Schedule

Click the Class schedule Icon.



Select display option:  Show All Classes  Show Enrolled Classes

Icon Legend: Class Roster Grade Roster Learning Management

If the class is not listed contact your academic division.

Class Roster

Grade Roster

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ITE 115-O14P (31629)</a>	Intro Computer Apps & Concepts (Lecture)	23	TBA	TBA	Jan 9, 2012-May 7, 2012
<a href="#">ITE 115-O19P (31646)</a>	Intro Computer Apps & Concepts (Lecture)	25	TBA	TBA	Jan 9, 2012-May 7, 2012
<a href="#">ITE 115-O29P (60194)</a>	Intro Computer Apps & Concepts (Lecture)	23	TBA	TBA	Jan 9, 2012-May 7, 2012

[View Weekly Teaching Schedule](#)

[Go to top](#)

## Class Rosters

Click the Class Roster Icon



[View FERPA Statement](#)

2012 Spring Semester | Regular Academic Session | Tidewater Community College | Credit

[change class](#)

Introduction to Computer Applications and Concepts (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		

Change To a different Roster

Click here to download roster to a Spreadsheet

\*Enrollment Status

Enrollment Capacity 25    Enrolled 23

Notify	ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan	Advisor(s)	Status Note
1 <input type="checkbox"/>							Graded	4.00	Curricular - Social Sciences		

Student email To send student email scroll to the bottom of the screen. Select the box to the left of the students name then click notify selected students.

[Select All](#)   [Clear All](#)

[Printer Friendly Version](#)

notify selected students

notify all students

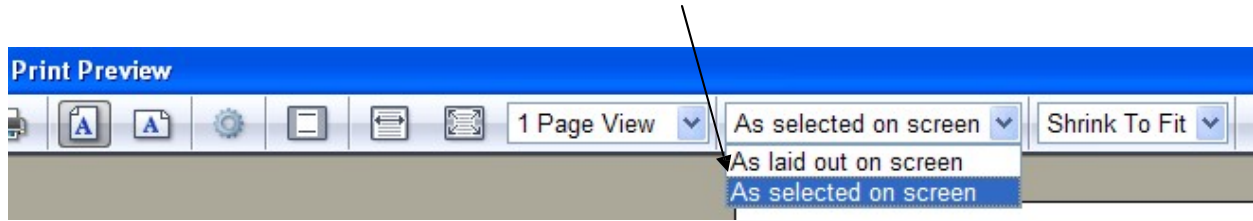
Click here to send an email to all students.

# Instructor Quick Reference Guide

## Printing

### To increase the font size before printing:

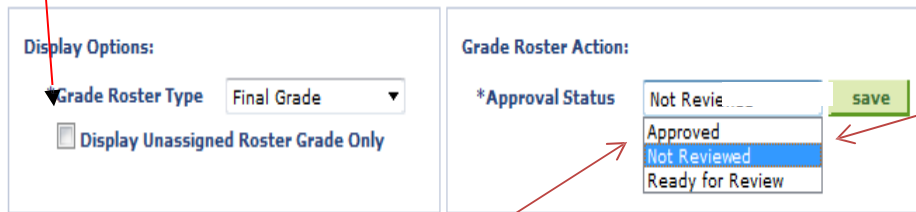
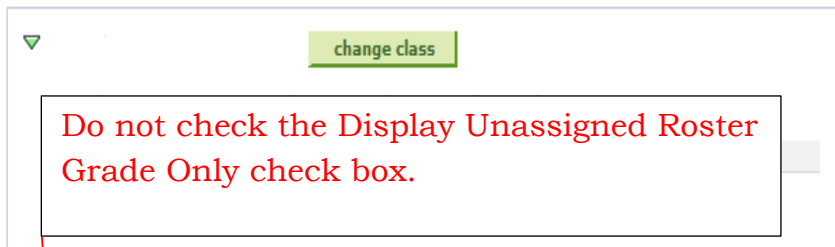
1. Click the printer friendly version link at the bottom of the page. [Printer Friendly Version](#)
2. Right mouse click on page and select "Select All"
3. Select File -> Print Preview
4. In the Print Preview window, in dropdown, select "As selected on screen" and "Shrink to Fit"



## Grade Posting

Click the **Grade Roster Icon**  or the **grade roster** at the top of the page.


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**Step 1**  
On Approval Status click **Not Reviewed**.  
Do not select ready for review.

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grade Basis	Program and Plan
1					GRD	Curricular - Social Sciences

**Step 2**  
Click the drop down arrow under Grade Roster and select the grade. After selecting the grade press the tab key. Repeat this process until all grades have been entered.

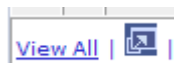
**Step 3**  
Review the completed roster. When all students have been graded in the "Not Reviewed" approval status, Click the **Save** button. Change the approval status to **Approved** then click **Save** a second time. .

## Instructor Quick Reference Guide

### Quick Notes

Once you click Save the second time the drop down arrow next to each grade will disappear and leave just the grade in the Roster Grade Column.

If you get an error message, at this point, it is because you have more students than fit on the sheet. Click the view all button in the lower left hand corner to see the remainder of your students.



Grades are due 24 hours after the final exam.

**U and F grades.** Enter the last date of attendance whenever an “F” or “U” grade is assigned or the student drops the class and receives an “F” grade. The format of the date is MMDDYY. For example, enter 013112 if a student’s last date of attendance was January 31, 2012.

Review Grade Roster 24 hours after submission to insure that the grades posted successfully. Successfully posted grades will appear in both the Roster Grade column and the Official Grade column on the grade roster.

After clicking on the save button the grades are a permanent record. If changes must be made after this point contact the Dean.

Assigning an “I” or “W” – For each student receiving an “I” grade, an Incomplete Grade Form must be submitted to the Academic Dean within 24 hours of the final examination.

If a student who attended your class and earned a grade is not on the final grade roster, please submit the following information by email to your academic dean.

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

If you are teaching at more than one VCCS college: In My Schedule, click the Change Term Button and select the term and college that applies.

Refer to the College’s Grades plan, found at Inside TCC, for additional details.