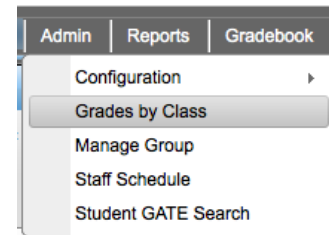


1. Log in to MiSiS (<https://misis.lausd.net/start>)
2. Select **Grades by Class** under the **Admin** tab.



3. Make sure you are on the correct **School Year** and that the **Term Code** is set to **Active**.
4. Click on **View Grades** to view the students in the class and enter grades.

School Year:	2014-2015	Term Code:	Active						
Academic subjects									
Period	Course ID	Section	Course Name	Educator	Term Code	Enroll Date	Exit Date	Attendance	
1	F007	1	AP BIO A	DIMC	2014-2015 A-Track Fall	08/27/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
2	F226	1	NETWORKING 1	VELI	2014-2015 A-Track Fall	08/27/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
3	FT36	1	TRG/MATH AN A	MEL	2014-2015 A-Track Fall	08/12/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
4	F506	2	ELD 4A	PRA	2014-2015 A-Track Fall	08/19/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
6	-	12	AM LIT COMP	DOW	2014-2015 A-Track Fall	08/26/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
7	-	6	PRIN AM DEMOCR	LEN	2014-2015 A-Track Fall	08/19/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
8	-	5	EXPOS COMP	WEBI	2014-2015 A-Track Fall	08/19/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
9	-	8	*Home	PAR	2014-2015 A-Track Fall	08/19/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>
H	-	52	HOMEROOM	WEBI	2014-2015 A-Track Fall	08/19/2014	12/19/2014	A: 0 - T: 0	<a href="#">View Grades</a>

5. The grading period will default to the current grading period. Click **Edit** to begin.

Grades By Class - HOMEROOM - 12

2

6. For each student, click on the **AC** drop-down to enter the appropriate Academic grade.
7. For each student, click on the **WH** (Work Habits), **CP** (Cooperation), and **Comment Code** drop down menus to enter the appropriate marks and comments. Teachers may enter up to 3 comments per student.

AC	WH	CP	Comment Codes
-	-		- Please Select -
-	-		- Please Select -
-	-		- Please Select -

8. Click on the **Submit** button to save your entries.
9. If you made a mistake, you can click **Reset** to start over or **Cancel** to quit without saving.