

## Directions for Submitting Grades

### Inputting Grades

- Log in to Misis
- Select the Admin tab – “Grades by Class”
- Choose the Period and select “View Grades”
- Press Edit at the top near the Period. Input the Academic Marks, Work Habits, and Cooperation for each student (Comments are optional, but should be selected when students are given a grade of D or F).
- When finished inputting grades for that period, press **submit** at the bottom of the page.
- To return to submit grades for another period, select “Back to Section Search” at the top right corner
- Continue submitting grades until all periods are complete. (For Homeroom, students should be given an “N” for their academic mark)

### Printing Grades

- After all grades have been submitted, select the Reports tab. Scroll down on the left side to Grades, then select “Teacher Verification of Marks – Secondary”
- Complete all the necessary fields
  - School Year – 2016-17
  - Local District – E
  - Campus - Nimitz MS
  - School – Chester W. Nimitz MS
  - Term Code – 2016-17 Fall
  - Grading Period - 2016-17 A Track Fall 1
  - Teacher Name – Uncheck all and select your name
- Select “View Report” and print 2 copies
- Review and sign both copies
- Retain one copy in your rollbook and submit the other copy to the Counseling Office.

If you have any questions, or need assistance, please see Ms. Esparza in the Counseling Office.