

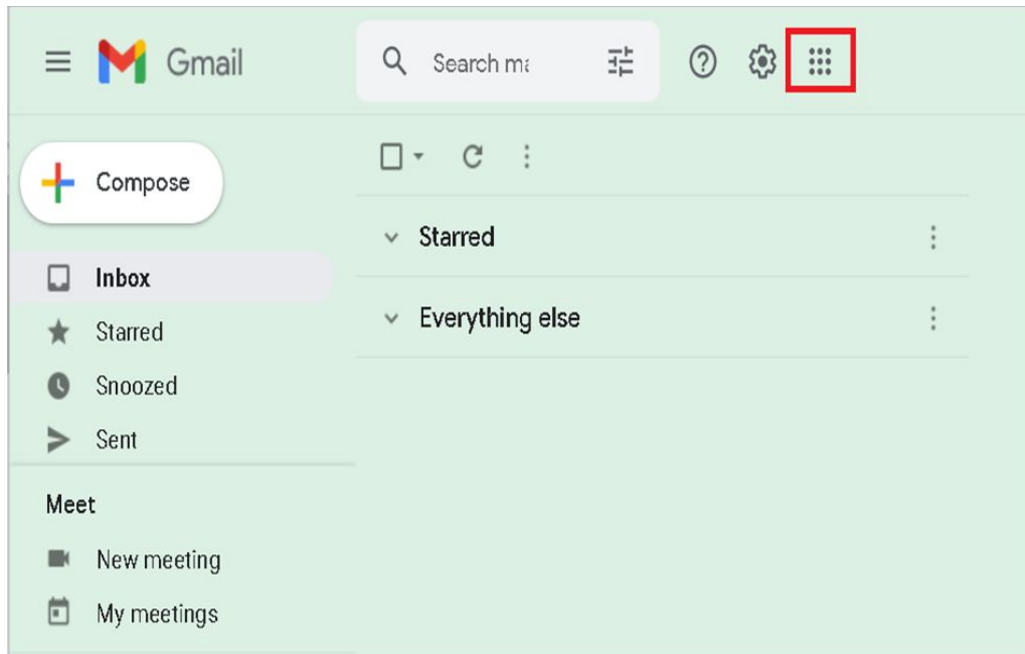


**SAIS
FACULTY GRADE
SUBMISSION
MANUAL**

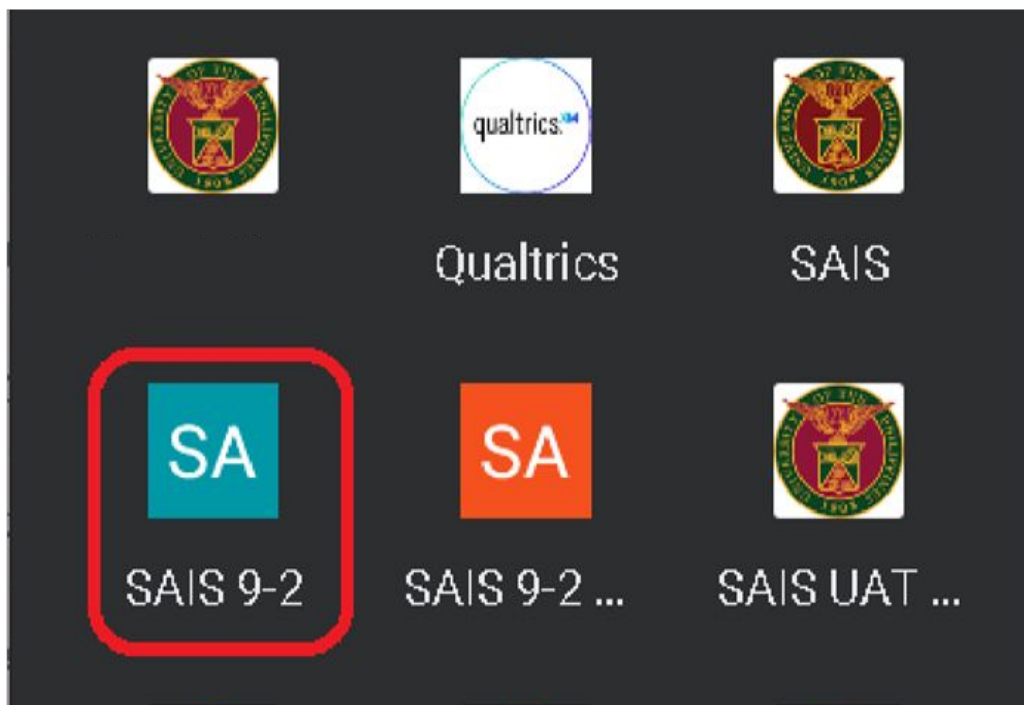
Quick Guide v1.2

LOGIN SAIS ACCOUNT

STEP 1: Log in to your UP Mail account and click the Google apps icon.



STEP 2: Click the SAIS Icon.



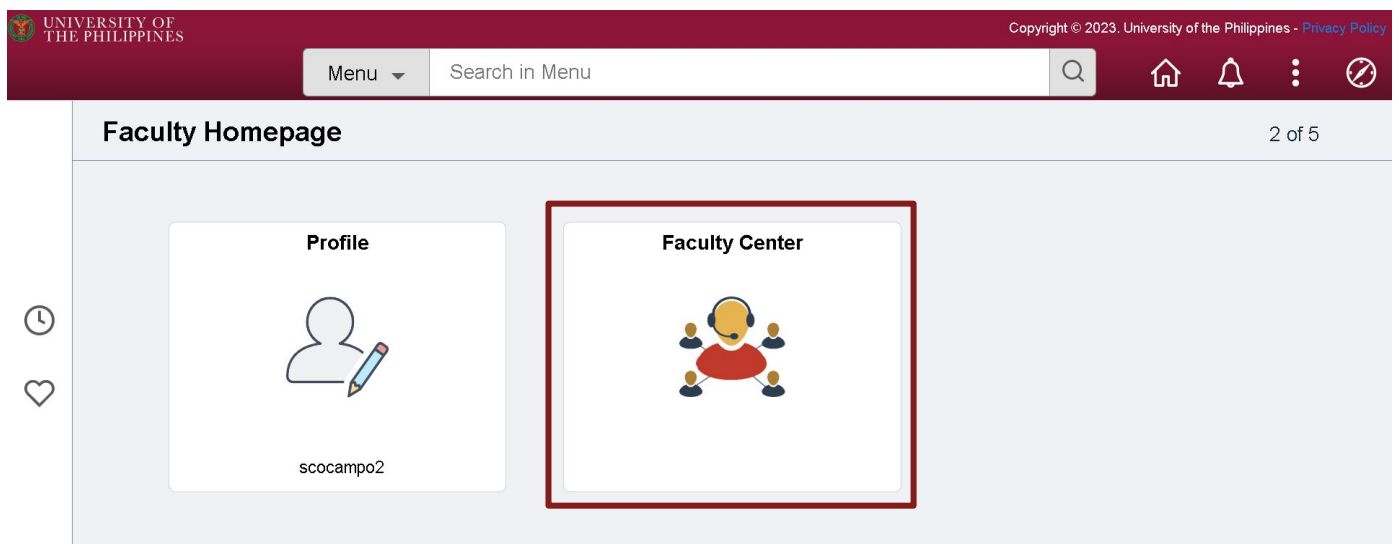
LOGIN SAIS ACCOUNT

STEP 3: Select your UP Mail account.

If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



STEP 4: In the Faculty Homepage, click the "FACULTY CENTER" Tile.



FACULTY CENTER

STEP 5: In the "MY SCHEDULE" page, click the Grade Roster icon beside the class you want to grade.

The screenshot shows the 'Faculty Center' interface. On the left is a sidebar with 'My Schedule' selected. The main area shows 'My Teaching Schedule > Second Semester, 2021-2022 > UP Mindanao'. A table lists classes, with 'ABE 151-J (17114)' highlighted. A red box highlights the 'Grade Roster' icon in the first column of this row. Other icons include Class Roster, Gradebook, Assignments, and Learning Management.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ABE 151-J (17114)	Agribusiness Systems (Lecture)	13	WeFr 8:30AM - 10:00AM	TBA	Feb 7, 2022 - May 25, 2022
ABE 151-M (18695)	Agribusiness Systems (Lecture)	22	WeFr 1:00PM - 2:30PM	TBA	Feb 7, 2022 - May 25, 2022
ABE 200a-TBA (17426)	Undergraduate Thesis (Proposal/Thesis Research)	19	TBA	TBA	Feb 7, 2022 - May 25, 2022
M 241-AR (18698)	Policy and Strategic Planning (Lecture)	0	Sa 3:15PM - 7:15PM	TBA	Feb 7, 2022 - May 25, 2022
M 216-RAL (17148)	Human Resource Management and (Lecture)	0	Sa 12:00PM - 3:00PM	TBA	Feb 7, 2022 - May 25, 2022

STEP 6: In the grade roster, you will see the details of the class you are about to grade.

The screenshot shows the 'Grade Roster' page for class 'ABE 151-J (17114)'. The class name is highlighted with a red box. Below the class name, there is a table with columns: Days and Times, Room, Instructor, and Dates. The 'Display Options' section shows 'Grade Roster Type' set to 'Final Grade' and 'Display Unassigned Roster Grade Only' checked. The 'Grade Roster Action' section shows 'Approval Status' set to 'Not Reviewed' and a 'save' button. At the bottom, there is a table with columns: Student Grade, Transcript Note, ID, Campus ID, Name, Grade Input, Official Grade, Roster Grade, Grade Basis, Program and Plan, and Level.

Student Grade	Transcript Note	ID	Campus ID	Name	Grade Input	Official Grade	Roster Grade	Grade Basis	Program and Plan	Level
		1						GRD	BS Applied Mathematics -	Second Year
		2						GRD	BS Applied Mathematics -	Second Year
									BS Agribusiness Economics -	Second

GRADE ROSTER

STEP 7: Click on the dropdown field to assign a grade per student.

< Faculty Center
Grade Roster

Student Grade		Transcript Note								
	ID	Campus ID	Name	Grade Input	Official Grade	Roster Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>	1						GRD	BS Applied Mathematics -	Second Year	
<input type="checkbox"/>	2						GRD	BS Applied Mathematics -	Second Year	
<input type="checkbox"/>	3						GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year	
<input type="checkbox"/>	4						GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year	
<input type="checkbox"/>	5						GRD	BS Food Technology -	Fourth Year	

1.00
 1.25
 1.50
 1.75
 2.00
 2.25
 2.50
 2.75
 3.00
 4.00
 5.00
 Dropped
 Incomplete

STEP 7.1: You may also select multiple students and assign a grade to them all at once.

< Faculty Center
Grade Roster

Student Grade		Transcript Note								
	ID	Campus ID	Name	Grade Input	Official Grade	Roster Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>							GRD	BS Applied Mathematics -	Second Year	
<input checked="" type="checkbox"/>							GRD	BS Applied Mathematics -	Second Year	
<input checked="" type="checkbox"/>							GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year	
<input checked="" type="checkbox"/>							GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year	
<input checked="" type="checkbox"/>							GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year	
<input type="checkbox"/>							GRD	BS Food Technology -	Fourth Year	
<input type="checkbox"/>	6						GRD	BS Food Technology -	Fourth Year	
<input type="checkbox"/>	7						GRD	BS Biology -	Fourth Year	
<input type="checkbox"/>	8						GRD	BS Biology -	Fourth Year	
<input type="checkbox"/>	9						GRD	BS Biology -	Fourth Year	
<input type="checkbox"/>	10						GRD	BS Biology -	Fourth Year	
<input type="checkbox"/>	11						GRD	BS Biology -	Continuing Freshman	
<input type="checkbox"/>	12						GRD	BS Biology -	Continuing Freshman	
								BS Agribusiness		

GRADE ROSTER

STEP 8: When you are done grading the students, click “SAVE”.

Change the approval status to “APPROVED,” and then click “POST”.

Note that you can only submit once all students have been given grades.

< Faculty Center

Self-service Grade Roster

Faculty Center

Advisor Center

Search

Learning Management

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Grade Roster

Second Semester, 2021-2022 | Regular Academic Session | UP Mindanao | Undergraduate

Agribusiness Systems (Lecture)

ABE 151 - J (17114)

Change Class

Days and Times	Room	Instructor	Dates
WeFr 8:30AM-10:00AM	TBA		02/07/2022 - 05/25/2022

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed

save

Student Grade

Transcript Note

ID	Campus ID	Name	Grade Input	Official Grade	Roster Grade	Grade Basis	Program and Plan	Level		
<input checked="" type="checkbox"/>	20					1.00	1.00	GRD	BS Management - BS Management	Second Year

[View All](#) | [Download %1 Table to Excel](#) | Rows 1 - 20 of 30

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

notify selected students

notify all students

SAVE

POST

1. **Identify the subject and the verb.** The subject is "The committee" and the verb is "has agreed."

2. **Identify the object.** The object is "a new policy."

3. **Identify the modifier.** The modifier is "The committee," which describes the subject.

4. **Identify the complement.** The complement is "a new policy," which describes the object.

5. **Identify the prepositional phrase.** There is no prepositional phrase in this sentence.

6. **Identify the adverbial phrase.** There is no adverbial phrase in this sentence.

7. **Identify the conjunction.** There is no conjunction in this sentence.

8. **Identify the interjection.** There is no interjection in this sentence.

9. **Identify the infinitive phrase.** There is no infinitive phrase in this sentence.

10. **Identify the participial phrase.** There is no participial phrase in this sentence.

11. **Identify the gerund phrase.** There is no gerund phrase in this sentence.

12. **Identify the appositive phrase.** There is no appositive phrase in this sentence.

13. **Identify the relative clause.** There is no relative clause in this sentence.

14. **Identify the independent clause.** The sentence is an independent clause.

15. **Identify the dependent clause.** There is no dependent clause in this sentence.

16. **Identify the main clause.** The sentence is a main clause.

17. **Identify the subordinate clause.** There is no subordinate clause in this sentence.

18. **Identify the phrase.** The sentence is a phrase.

19. **Identify the clause.** The sentence is a clause.

20. **Identify the sentence.** The sentence is a sentence.

21. **Identify the paragraph.** The sentence is a paragraph.

22. **Identify the chapter.** The sentence is a chapter.

23. **Identify the book.** The sentence is a book.

24. **Identify the volume.** The sentence is a volume.

25. **Identify the series.** The sentence is a series.

26. **Identify the collection.** The sentence is a collection.

27. **Identify the set.** The sentence is a set.

28. **Identify the group.** The sentence is a group.

29. **Identify the family.** The sentence is a family.

30. **Identify the community.** The sentence is a community.

31. **Identify the society.** The sentence is a society.

32. **Identify the culture.** The sentence is a culture.

33. **Identify the civilization.** The sentence is a civilization.

34. **Identify the world.** The sentence is a world.

35. **Identify the universe.** The sentence is a universe.

36. **Identify the cosmos.** The sentence is a cosmos.

37. **Identify the galaxy.** The sentence is a galaxy.

38. **Identify the solar system.** The sentence is a solar system.

39. **Identify the planet.** The sentence is a planet.

40. **Identify the moon.** The sentence is a moon.

41. **Identify the star.** The sentence is a star.

42. **Identify the nebula.** The sentence is a nebula.

43. **Identify the black hole.** The sentence is a black hole.

44. **Identify the white dwarf.** The sentence is a white dwarf.

45. **Identify the red giant.** The sentence is a red giant.

46. **Identify the blue supergiant.** The sentence is a blue supergiant.

47. **Identify the yellow dwarf.** The sentence is a yellow dwarf.

48. **Identify the orange giant.** The sentence is an orange giant.

49. **Identify the pink supergiant.** The sentence is a pink supergiant.

50. **Identify the purple giant.** The sentence is a purple giant.

51. **Identify the green giant.** The sentence is a green giant.

52. **Identify the brown giant.** The sentence is a brown giant.

53. **Identify the grey giant.** The sentence is a grey giant.

54. **Identify the black giant.** The sentence is a black giant.

55. **Identify the white giant.** The sentence is a white giant.

56. **Identify the yellow giant.** The sentence is a yellow giant.

57. **Identify the orange giant.** The sentence is an orange giant.

58. **Identify the pink giant.** The sentence is a pink giant.

59. **Identify the purple giant.** The sentence is a purple giant.

60. **Identify the green giant.** The sentence is a green giant.

61. **Identify the brown giant.** The sentence is a brown giant.

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77. **Identify the purple giant.** The sentence is a purple giant.

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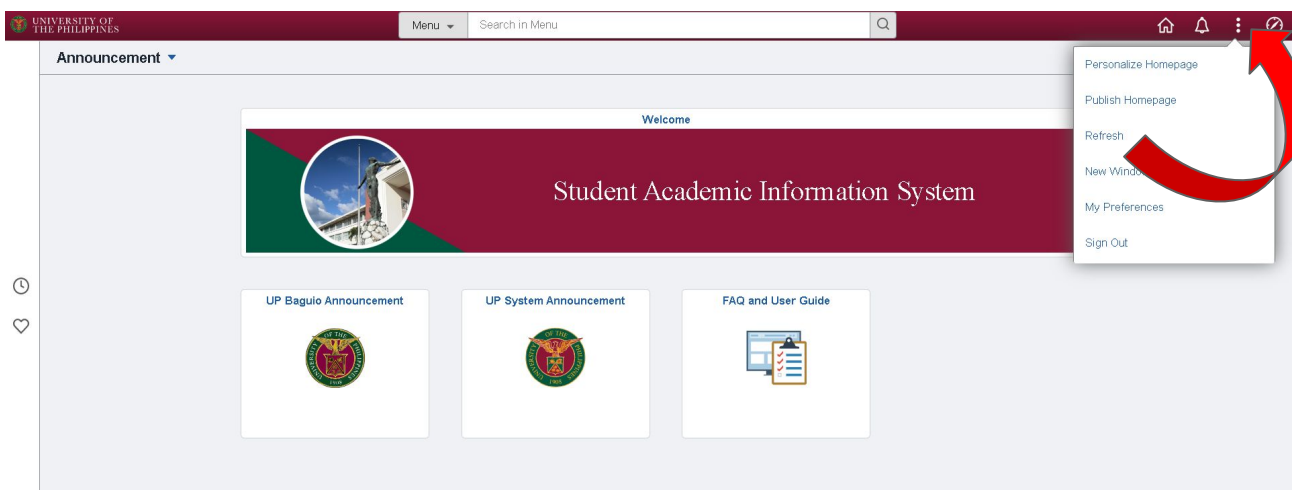
98. **Identify the grey giant.** The sentence is a grey giant.

99. **Identify the black giant.** The sentence is a black giant.

100. **Identify the white giant.** The sentence is a white giant.

LOGGING OUT OF SAIS

When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.



TECHNICAL SUPPORT

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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