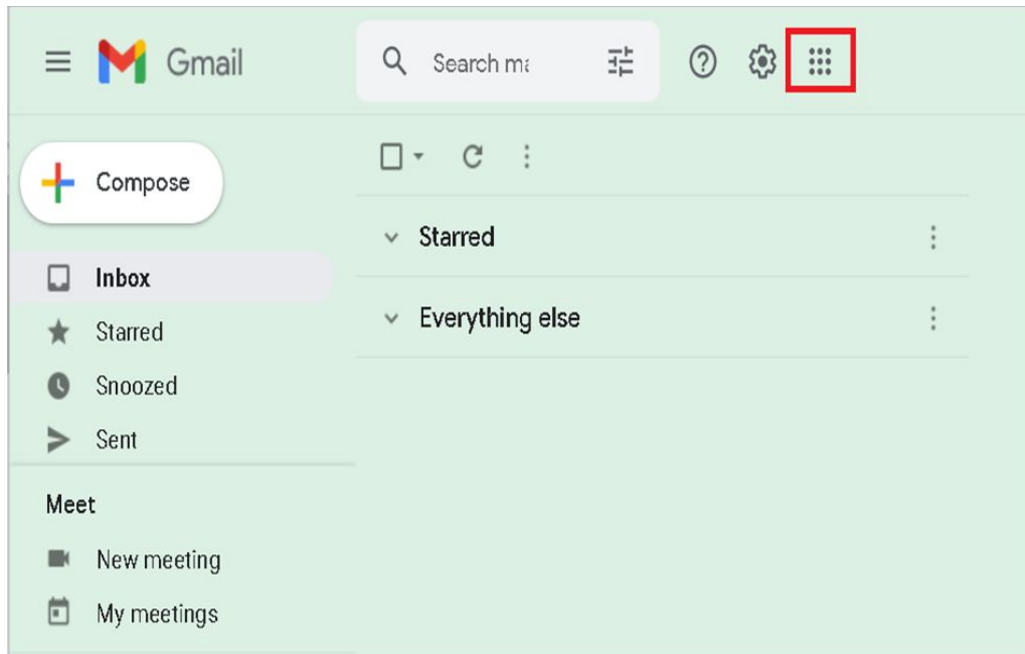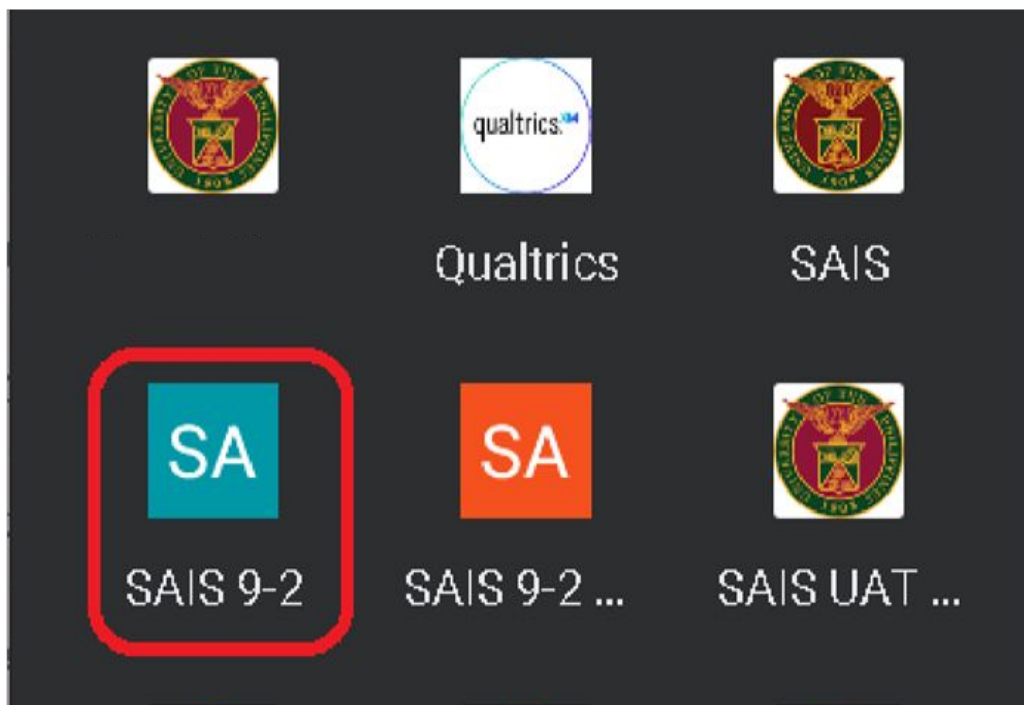# SAIS
FACULTY GRADE SUBMISSION MANUAL

Quick Guide v1.2

LOGIN SAIS ACCOUNT

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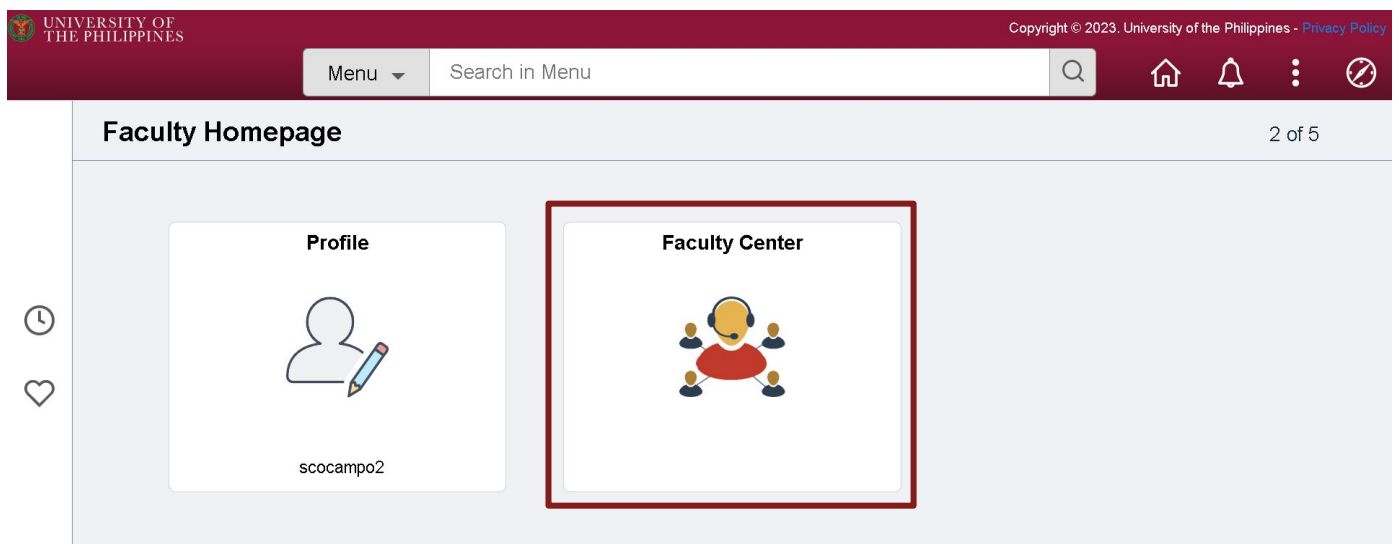

STEP 2: Click the SAIS Icon.

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.

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

GRADE ROSTER

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

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

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.

GRADE ROSTER

STEP 9: Click "CHANGE CLASS" to grade another class.

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.
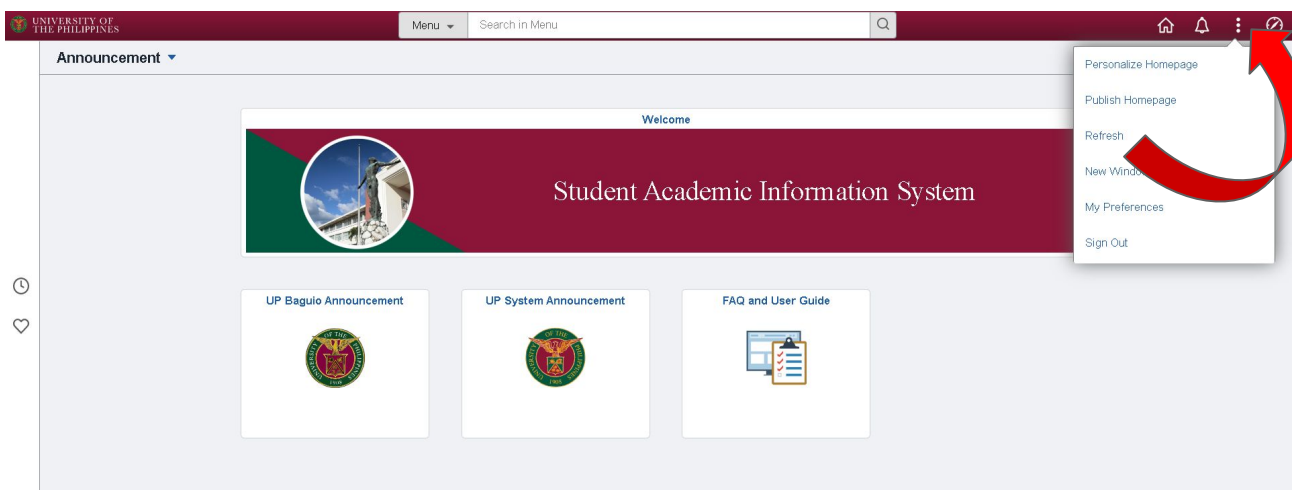
TECHNICAL SUPPORT

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

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

upitdc
UP Information Technology Development Center

This document was was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).