

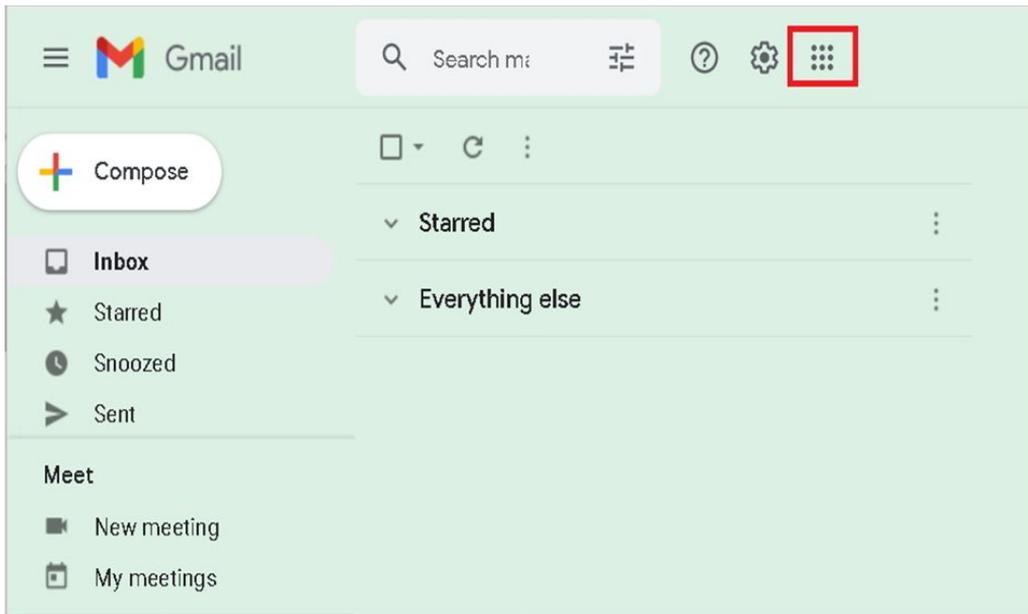


**SAIS  
FACULTY GRADE  
SUBMISSION**

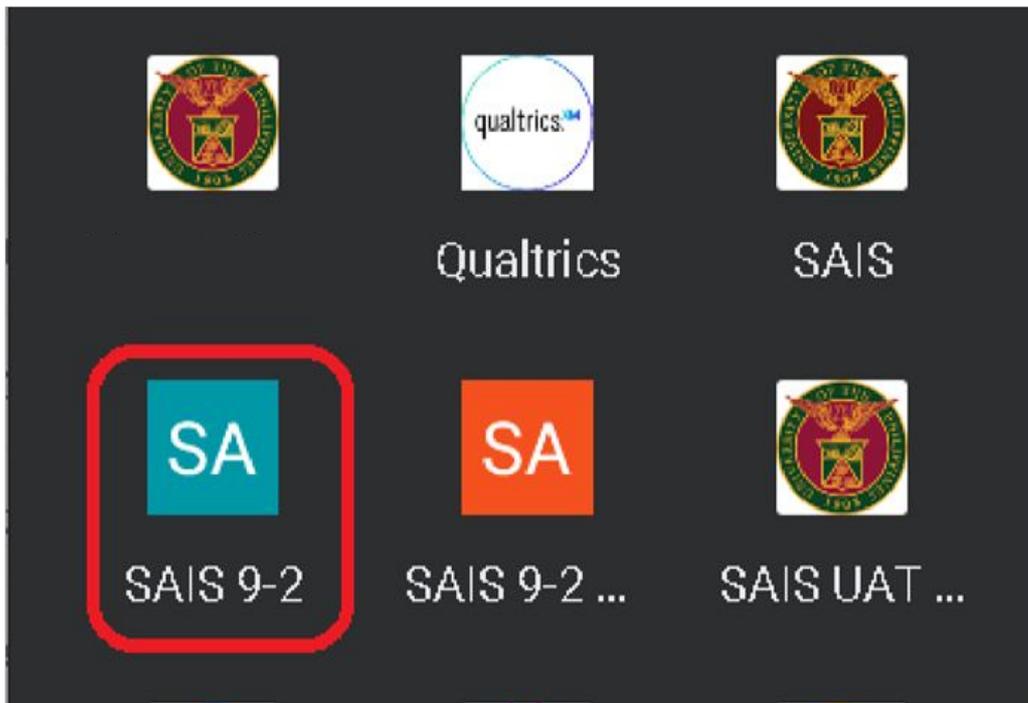
**Quick Guide v1.1**

# LOGIN TO SAIS ACCOUNT

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



STEP 2: Click the SAIS Icon.



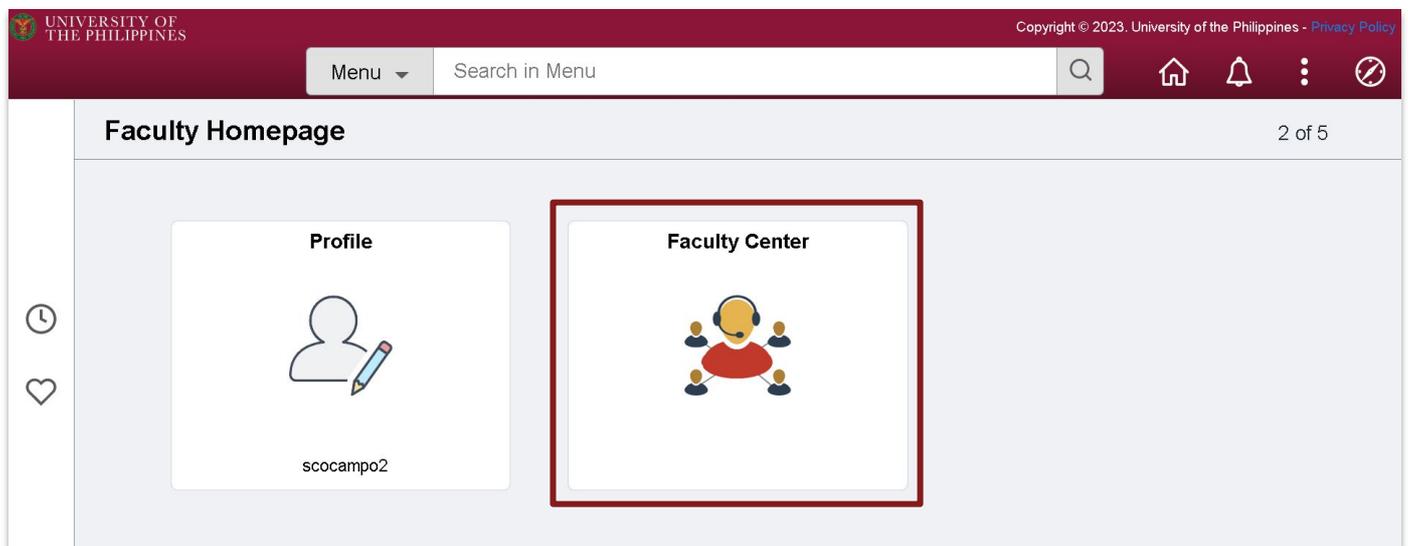
# LOGIN TO SAIS ACCOUNT

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 navigation menu with 'My Schedule' selected. The main content area shows 'My Teaching Schedule > Second Semester, 2021-2022 > UP Mindanao'. A table lists several classes. The class 'ABE 151-J (17114)' is highlighted with a red box, and its 'Grade Roster' icon is also highlighted. Other classes listed include 'ABE 151-M (18695)', 'ABE 200a-TBA (17426)', 'M 241-AR (18698)', and 'M 216-RAL (17148)'. The table columns are Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

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. The page displays details for 'Agribusiness Systems (Lecture)', including 'Days and Times' (WeFr 8:30AM-10:00AM), 'Room' (TBA), and 'Dates' (02/07/2022 - 05/25/2022). Below this, there are 'Display Options' (Grade Roster Type: Final Grade) and 'Grade Roster Action' (Approval Status: Not Reviewed). At the bottom, a table shows student grades with columns for Student ID, Campus ID, Name, Grade Input, Official Grade, Roster Grade, Grade Basis, Program and Plan, and Level.

Student 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.

The screenshot shows the 'Grade Roster' interface with a table of student records. A dropdown menu is open over the 'Roster Grade' column for the first student, displaying options from 1.00 to 5.00, plus 'Dropped' and 'Incomplete'. A blue arrow points to the dropdown field in the original image.

Student Grade	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

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

The screenshot shows the 'Grade Roster' interface with a table of student records. A red box highlights the selection checkboxes for students 1, 2, 3, and 4, which are all checked. The rows for these students are highlighted in yellow.

Student Grade	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 checked="" type="checkbox"/>	2						GRD	BS Applied Mathematics -	Second Year
<input checked="" type="checkbox"/>	3						GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year
<input checked="" type="checkbox"/>	4						GRD	BS Agribusiness Economics - BS Agribusiness Economics	Second Year
<input type="checkbox"/>	5						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.*

The screenshot shows the 'Self-service Grade Roster' interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are links for My Schedule, Class Roster, Grade Roster, Gradebook, and Class Assignments. The main section is titled 'Grade Roster' and shows details for 'Second Semester, 2021-2022 | Regular Academic Session | UP Mindanao | Undergraduate'. The class is 'Agriculture Systems (Lecture) ABE 151 - J (17114)'. A 'Change Class' button is visible. Below the class details, there are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section has a dropdown menu for '\*Approval Status' with options: Not Reviewed, Approved, Not Approved, and Ready for Review. A 'save' button is next to the dropdown. Below this 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.

This screenshot shows a table with student grades. The table has columns for selection, ID, Campus ID, Name, Grade Input, Official Grade, Roster Grade, Grade Basis, Program and Plan, and Level. The first row is selected, showing a grade of 1.00. Below the table, there are links for 'View All', 'Download %1 Table to Excel', and 'Rows 1 - 20 of 30'. There are also buttons for 'Select All', 'Clear All', 'notify selected students', and 'notify all students'. At the bottom right, there are 'SAVE' and 'POST' buttons, with the 'POST' button highlighted with a red box.

# GRADE ROSTER

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

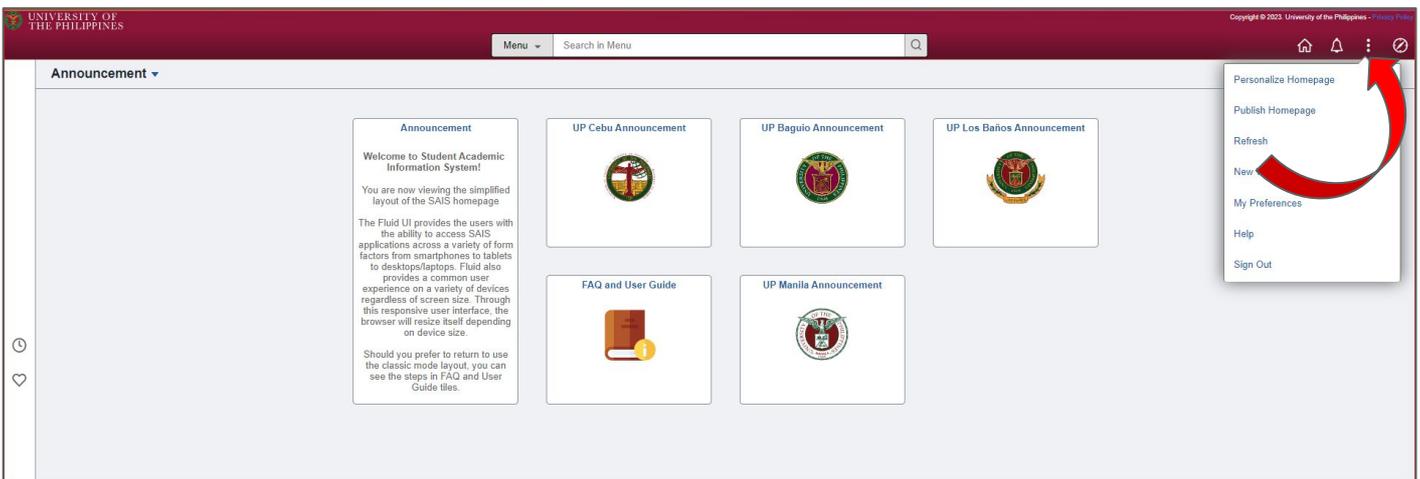
The screenshot displays the 'Self-service Grade Roster' interface. At the top, there is a navigation bar with 'Faculty Center' and 'Self-service Grade Roster'. Below this, there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. A breadcrumb trail shows 'My Schedule | Class Roster | Grade Roster | Gradebook | Class Assignments'. The main heading is 'Grade Roster'. Below the heading, it indicates the current session: 'Second Semester, 2021-2022 | Regular Academic Session | UP Mindanao | Undergraduate'. The class being viewed is 'ABE 151 - 1 (17114)'. A 'Change Class' button is highlighted with a red box. Below the class name, there is a table showing the class details:

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

Below the table, there are two sections: 'Display Options' and 'Grade Roster Action:'. 'Display Options' includes a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. 'Grade Roster Action:' includes a dropdown for '\*Approval Status' with options 'Not Reviewed', 'Approved', 'Not Reviewed', and 'Ready for Review', and a 'save' button. At the bottom, there is a table for 'Student Grade' with columns: ID, Campus ID, Name, Grade Input, Official Grade, Roster Grade, Grade Basis, Program and Plan, and Level.

# 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

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

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



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

