

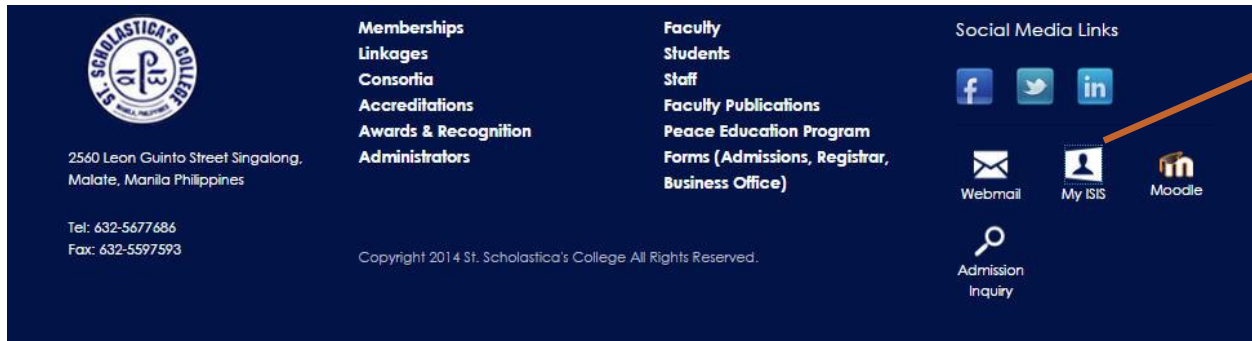
MyISIS Online Viewing of Class List How-to

Faculty, you can now view the list of students enrolled in your subject. This is to check and match up the online class lists against your class records. The practice will allow us to correct discrepancies before the on-line grade entry.

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HOW TO USE MYISIS ONLINE VIEWING OF CLASS LIST MODULE

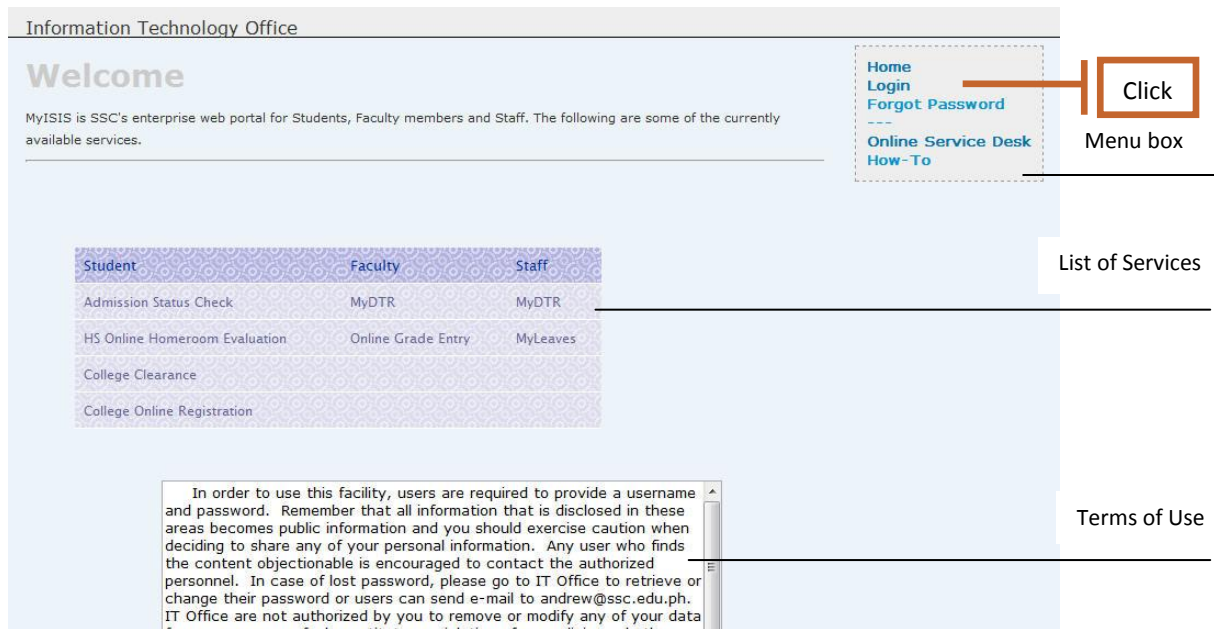
1. Open browser of your choice.
2. Here are ways to access Online Grade Entry Module:
 - a. Go to St. Scholastica's College website (<http://www.ssc.edu.ph>). Look for St. Scho Technolgy (top right side of the page). Click on MySSC (middle button).



or

- b. On your address bar, type <http://myisis.ssc.edu.ph>.
3. It directs you to page below:

Screen 1. MyISIS Main Page



The page welcomes you to MyISIS portal, an enterprise portal that provides access to different web services of SSC.

The page displays a list of services for available for students, faculty and staff; Terms of Use, and a menu box at upper right side of the page.

4. Click login
In the menu box, click "Login" to go to login page.

Screen 2. Login Page

Information and Communication Technology Office

Login

A valid User ID and Password is required.

IMPORTANT: To keep your personal information confidential when using public computers, please remember to click on the "Logout" link and **CLOSE** your browser after an online session.

Home
Login
Forgot Password

Online Service Desk
How-To

User ID: Login using your ID number

Password:

Login Click

5. Enter User ID and Password
You are required to login valid ID and password. In case you forgot your password, please go to IT Office to retrieve your password.

To keep personal information confidential when using public computers, always **LOGOUT** and **CLOSE** the browser after an online session.

6. Click Login button. Clicking Login button directs you to welcome page.

Screen 3. Welcome Page

Information and Communication Technology Office

Welcome, ANDREW!

MyISIS is SSC's enterprise web portal for Students, Faculty members and Staff. The following are some of the currently available services.

Student	Faculty	Staff
Admission Status Check	MyDTR	MyDTR
HS Online Homeroom Evaluation	Online Grade Entry	MyLeaves
College Clearance		
College Online Registration		

Home
My Class
NCBTS-TSNA tool
My SSC Email Acct
My DTR
Logout

Online Service Desk
How-To

Click







7. Click on My Class .

Screen 4. My Class Page

Information and Communication Technology Office

My Class

SY 2016 - 17, 1st Sem

Subject	Section	Export to Excel	Html
INFORMATION SYSTEMS PROJECT DEVELOPMENT 1 (WITH LAB)	BISM-3		
INFORMATION SYSTEMS WEBSITE MANAGEMENT 2 WITH LAB)	BISM-4		
INFO SYS APPLICATION DESIGN & IMPLEMENTATION (WITH LAB)	BISM-4		

Please report any discrepancies to the Registrar's Office.

Home
My Class
NCBTS-TSNA tool
My SSC Email Acct
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Logout

Online Service Desk
How-To

Click on the subject

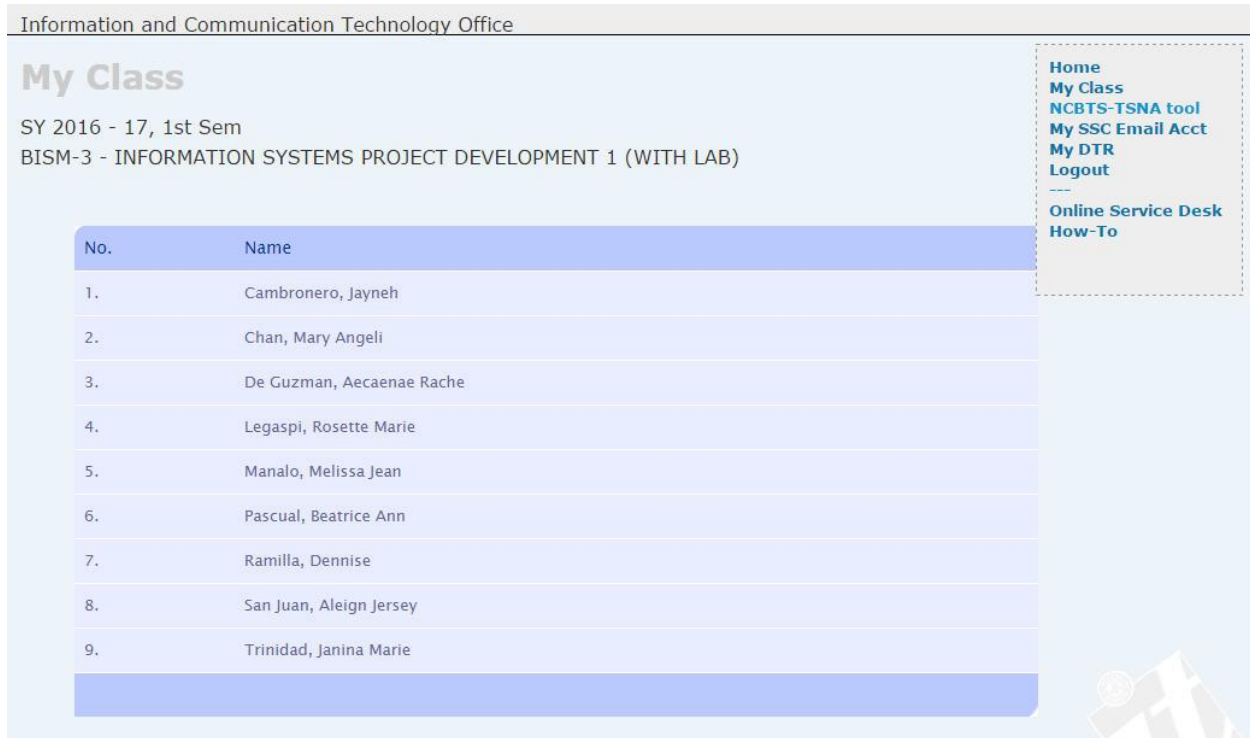
Click on the icon to view class list in html format

Click on the icon to export class list to Excel file.

My Class list page displays the subjects, sections and an icon that will export your list to MS Excel format.

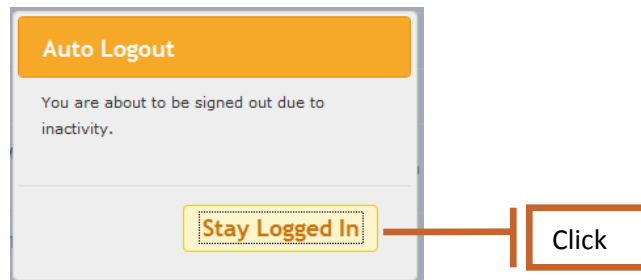
8. Click on the subject to view the class list.

Screen 5. Class List Page



The page displays list of students enrolled to your subject. If there are discrepancies to your class list, kindly report it to **Registrar’s Office**.

Note : Auto Logout will pop-up after a few minutes of inactivity/idleness. Click “Stay Logged In” to continue your work.



Otherwise, the system will terminate the session.

Information Technology Office

Logout

Your session has expired.

[Log in again.](#)

[Home](#)
[Login](#)

[HS Homeroom](#)
[Evaluation](#)
[Online Service Desk](#)
[How-To](#)