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INFORMATION TECHNOLOGY OFFICE
St. Scholastica's College, Manila

MyISIS Online Grade Entry How-to

MyISIS Online Grade Entry Module enables college faculty to encode students' grades online.

HOW TO USE MYISIS ONLINE GRADE ENTRY 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 Technology (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

Information Technology Office

Welcome

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

Home
Login
HS Homeroom Evaluation
Online Service Desk
How-To

Menu box

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

In order to use this facility, users are required to provide a username and password. Remember that all information that is disclosed in these areas becomes public information and you should exercise caution when deciding to share any of your personal information. Any user who finds the content objectionable is encouraged to contact the authorized personnel. In case of lost password, please go to IT Office to retrieve or change their password or users can send e-mail to andrew@ssc.edu.ph. IT Office are not authorized by you to remove or modify any of your data for any reason we feel constitutes a violation of our policies, whether stated, implied or not

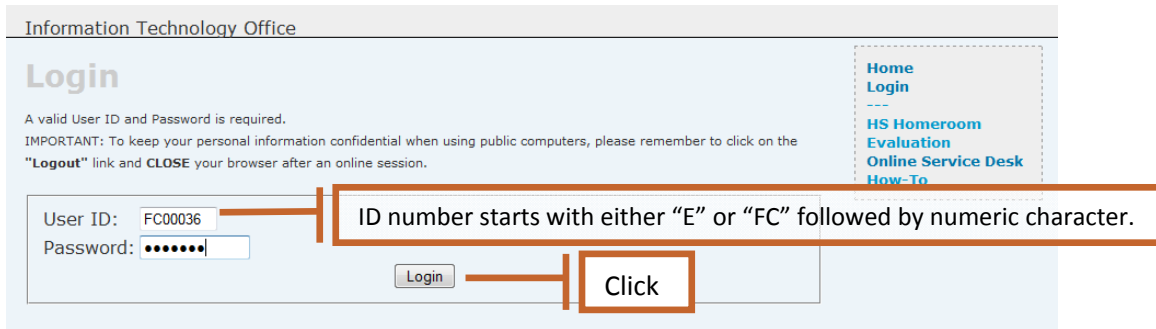
Terms of Use

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; a Terms of Use, and a menu box at upper right side of the page.

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

Screen 2. Login Page

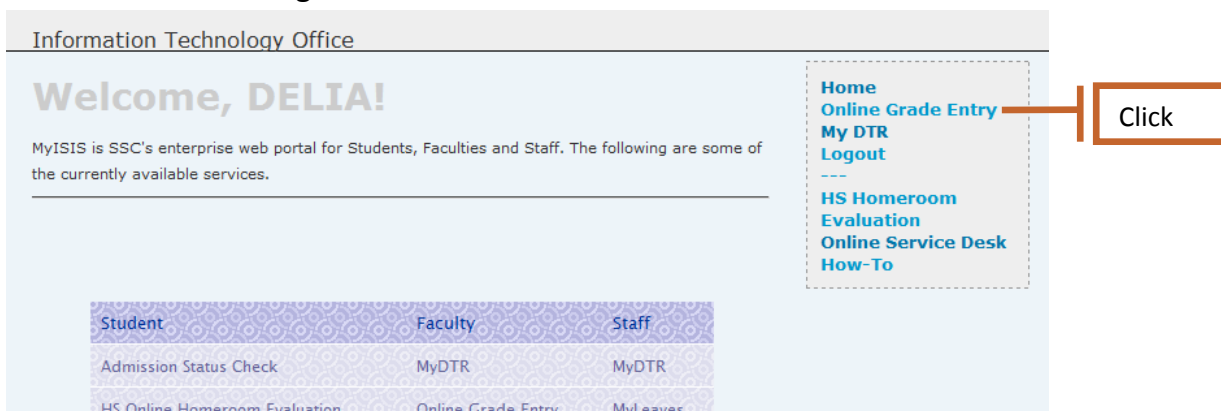


5. Enter User ID and Password
You are required to login valid ID and password. In case you forgot your password, please go to IT Office to retrieve your password.

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

6. Click Login button

Screen 3. Welcome Page



Clicking Login button directs you to welcome page. The page displays your name. There will be additional links on your menu box which shows the list of services available to you.

7. Click on Online Grade Entry

Screen 4. **MyLoad Page**

Information Technology Office

Online Grade Entry

SY 2010 - 11, 1st Sem

Subject	Section	Date Submitted
EUTHENICS 1	103B	
APPLIED COMPUTER 1 (WITH LAB)	106B	
BASIC COMPUTER	117A	-
APPLIED COMPUTER 1 (WITH LAB)	206D	-
CONCEPTS IN SOFTWARE DEVELOPMENT & PLF (WITH LAB)	BISM-3	
FUNDAMENTALS OF COMPUTER SOFTWARE & APPLICATION	BSACT2A	-

Please report any discrepancies to the Registrar's Office.

Home
[Online Grade Entry](#)
[My DTR](#)
[Logout](#)

[HS Homeroom Evaluation](#)
[Online Service Desk](#)
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Click on the subject

Clicking Online Grade Entry displays My Load Page. My Load Page shows the current school year, semester and the list of subjects and the respective sections.

8. Click on the subject.

Screen 5. **MyClasslist**

Information Technology Office

Online Grade Entry

CONCEPTS IN SOFTWARE DEVELOPMENT & PLF (WITH LAB)

No.	Name	Final Grade	Comment
1.	Alegre, Joanna Magdalena	B (80-84)	
2.	Ali, Yvonne	A- (90-94)	
3.	Baquiran, Pamela Dominique	A- (90-94)	
4.	Cinco, Ma. Theresa		
5.	De Torres, Marian April		

Home
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[My DTR](#)
[Logout](#)

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[Online Service Desk](#)
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Click and choose

Enter comment/s if any

Submit

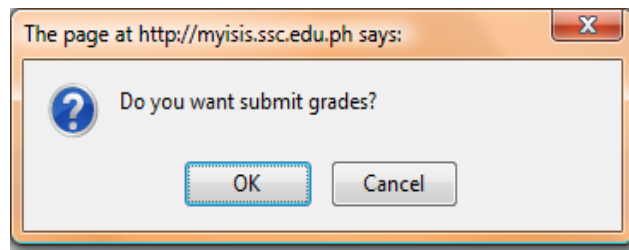
Click

MyClasslist page displays list of students enrolled in the subject, Final Grade and Comment.

The Final Grade column has a dropdown list box which contains letter grade and its percentage. Comment column accepts comments if you have any.

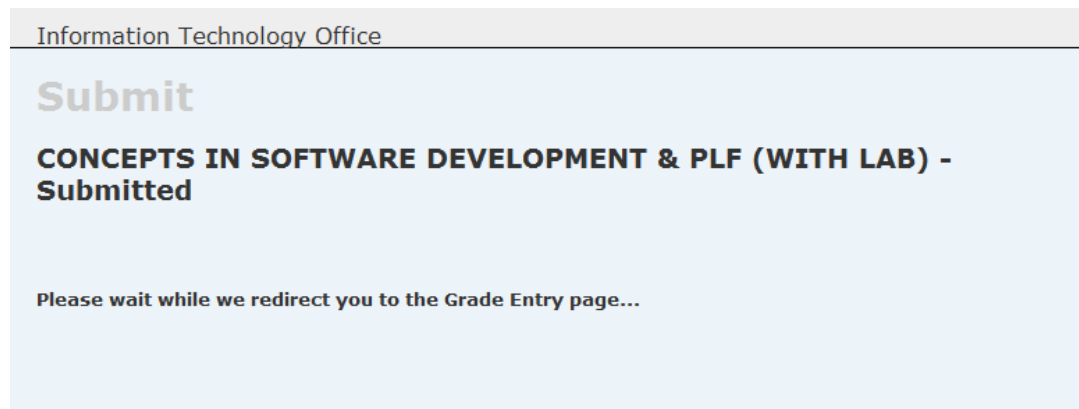
9. Click on the dropdown list box and choose the grade.
10. Click Submit button.

Submit the form by clicking the button. A message box appears:



Click OK if you want to submit now.

Screen 6. **Submit Page**



The screen displays confirmation page. Grades are being saved in SSC database. After a while, it redirects you to Grade Entry Page where the date of submission is displayed.

Screen 7. MyLoad Page

Information Technology Office

Online Grade Entry

SY 2010 - 11, 1st Sem

Subject	Section	Date Submitted
EUTHENICS 1	103B	
APPLIED COMPUTER 1 (WITH LAB)	106B	
BASIC COMPUTER	117A	-
APPLIED COMPUTER 1 (WITH LAB)	206D	-
CONCEPTS IN SOFTWARE DEVELOPMENT & PLF (WITH LAB)	BISM-3	Oct 4 2010 1:54PM
FUNDAMENTALS OF COMPUTER SOFTWARE & APPLICATION	BSACT2A	-

Please report any discrepancies to the Registrar's Office.

Home
Online Grade Entry
My DTR
Logout

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Displays date submitted

11. Repeat steps 8-10 until all grades are submitted.
12. Click Logout when done and close your browser.

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

Auto Logout

You are about to be signed out due to inactivity.

Stay Logged In

Click

Otherwise, the system will terminate the session.

Information Technology Office

Logout

Your session has expired.

Log in again.

Home
Login

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