Tracking and Submitting Official Grades On-line
New options for grading provided to all Duke faculty
SISS Office

Overview
This summer and for future terms faculty will have the option to track assignments through a gradebook and/or submit their mid-term and final grades electronically. Both grade tracking and official grade submissions will be an optional feature available for use; users who prefer to file or fax a grade sheet to the registrar’s office will still have that ability.

A primary role of the SISS office is to provide faculty and staff with an on-line view of the Student Information System. On-line assignment tracking and submission of official grades are new tools designed to help faculty with a critical administrative process. The assignment grading option allows faculty to create any number of assignments, place assignments into categories, weight each assignment or category, exclude a grade, display assignments to students, and write comments to students. On-line submission of mid-term and finals grades is available with or without assignment tracking and is designed to replicate the current paper grade roster, but is submitted electronically rather than carrying or faxing the paper to the registrar’s office. Both tools are available through the STORM interface and can be used anywhere at anytime.

How To Get Help?
- Short training sessions will be provided to faculty and/or departments by the SISS office.

Who Can Use It
- Faculty
- Teaching Assistants
- any person designated a grader for a class

Instructional Technology Showcase 2005
Center for Instructional Technology