

# Online Grade Submission Application Guide for Administrators

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## Online Grade Submission Application Overview

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The **Online Grade Submission** application has been developed to allow online entry of final grades.

### Login

<https://ogs.mit.edu>

You can login with Touchstone and certificates or your Kerberos and password. MIT Digital Certificate installation instructions can be accessed at <http://ist.mit.edu/>

### Roles

Role	Description
<b>Submitter (gradesheet instructor)</b>	<p><b>For your <u>authorized</u> subjects you can:</b></p> <ol style="list-style-type: none"><li>1. enter and submit grades</li><li>2. assign the <b>Enterer</b> role to others who will enter grades</li><li>3. review and print your gradesheets</li><li>4. create, edit, submit special reports</li></ol> <p>The <b>Submitter</b> role is set up by your Department Academic Administrator.</p>
<b>Enterer (i.e., recitation instructor, TA, or assistant)</b>	<p><b>For your <u>assigned</u> subjects you can:</b></p> <ol style="list-style-type: none"><li>1. enter grades</li><li>2. review and print gradesheets</li></ol> <p><b>Enterers</b> may not submit grades. The <b>Enterer</b> role is assigned within the Online Grade Submission Application by an authorized <b>Submitter</b>.</p>
<b>Department Academic Administrator</b>	<p><b>For <u>all</u> subjects in your department, you can:</b></p> <ol style="list-style-type: none"><li>1. serve as a proxy to enter and submit grades</li><li>2. review and print gradesheets and summary reports</li><li>3. create, edit, submit special reports</li></ol>

## The Departmental Administrator Home Page – Gateway to all Functions

Online Grade Submission Application

Help Main Menu Logout

Departmental Administrator Home Page

Welcome [Redacted Name]

Your Messages

You have no new or unread announcements.

1

2

3 Summary  
By Department

4 Grade Entry  
By Subject

5 Special Reports  
Advanced Standing Exam  
Completion of Incomplete  
Completion of O  
Correction of Grade  
Early Grade  
Early Thesis  
General Exam  
Graduate Language Exam  
Late End of Term Grades  
Manage Special Reports

6 Administration  
Assign Half-Term Subjects  
Set User Authorization  
Assign Research Advisors  
Assign Instructors

7 Imports  
Manage Imports

8 Reports  
Current Term Reports  
Missing Grades  
User Authorization List  
Grade Statistics By Department  
Grade Statistics By Subject  
Submitted Gradesheet By Subject  
Non-Default Grading Period Subjects  
Archived Reports

This is the home screen for the Departmental Administrator role. All functions of the system which are available to the Administrator role are displayed. Logging on with a different role (e.g., Submitter) will display a different set of functions.

1	Current messages from the Registrar
2	Access Help, return to Main Menu (home), Logout
3	Summary of your gradesheets
4	Access gradesheets by subject number
5	Create, edit, manage and submit special reports
6	Administrative functions (assign half-term subjects, set user authorization, etc.)
7	Manage and view imports to any gradesheet
8	Generate reports (missing grades, user authorizations, etc.)

## Accessing Gradesheets

Access to gradesheets is determined by your role and subject authorization. There are two ways to access a gradesheet. From the Home page click:

1. **Grade Entry by Subject** to enter a specific subject number to view that gradesheet.
2. **Summary by Department** to choose a gradesheet from all subjects and departments you are authorized to view.

### Access a Gradesheet using Grade Entry by Subject

**Subject/Section**

Select a Section in Subject 4.124 for which to enter grades:

Subject  Section

1. From the Main Page click **Grade Entry by Subject**.
2. Enter the subject number and section, if necessary.
3. Click **Submit** or press **Enter** or **Return**.

### Access a Gradesheet using Summary by Department

This screen enables you to select subjects by department. From the Main Page click **Summary by Department**.

☒ By Department ☐ By Subject

You may go directly to the **Summary by Subject** screen if you are only authorized to view your own department. If you are authorized to view multiple departments, you will see the **Summary** screen. Click a department name to see the subjects.


Online Grade Submission Application

HelpMain MenuLogout

Spring 2010-2011  
Apr 20, 2011 12:39:21 PM

Summary By Department

Dept #	Department	Gradesheets	Not Started	In Progress	Submitted
1	Civil and Environmental Eng	47	40	0	1
8	Physics	35	34	1	0

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Contact Information

Version: 1.1.1 Revision: 8079 - 3/7/11 10:45 AM

## Summary by Subject

Online Grade Submission Application Help Main Menu Logout

3 Fall Term 2023-2024  
Nov 30, 2023 10:41:52 AM

Summary By Subject  
Department 15 Management

Department: ✓ All departments 1 Civil and Environmental Eng ①  
2 Mechanical Engineering  
5 Chemistry  
6 Electrical Eng & Computer Sci  
10 Chemical Engineering

Status: ✓ all statuses ②  
submitted  
saved  
created  
pending

Dept	Subject	Section	Submitter	Enrolled	Grades	Status	Grade Due Date	Route to Admin
15	15.403			67	65	created	19-Dec-2023	✓
15	15.410			127	0	saved	19-Dec-2023	✓
15	15.521	L01		50	1	submitted	19-Dec-2023	✓
15	15.521	L02		41	1	submitted	19-Dec-2023	✓
15	15.669			47	43	created	19-Dec-2023	✓
15	15.671			51	48	created	19-Dec-2023	✓
15	15.818	L01		74	0	saved	19-Dec-2023	✓

④ 044 Statistical Physics I ⑤

⑥

1	<p>The department or departments in which your courses are taught</p> <ul style="list-style-type: none"> <li>click a department name to see your subjects</li> <li>joints and meets-with are listed under the master department</li> </ul>
2	<p>Click an item in the <b>Status</b> list to filter a long list of subjects (e.g., click <b>submitted</b> to see all the subjects which have already been submitted)</p> <ul style="list-style-type: none"> <li>Created - gradesheet has no grades entered</li> <li>Saved - some grades have been entered and gradesheet has been saved</li> <li>Submitted - gradesheet has been submitted to Registrar</li> <li>Pending - gradesheet submitted by Submitter or Enterer to Departmental Administrator who has not yet submitted to the Registrar</li> </ul>
3	Log in information, logout, access help screens
4	<p>Subject list including Department and Subject number, Section number if there is one, the Submitter, the number of enrolled students, how many grades are missing and need to be entered, the gradesheet status and due date.</p> <ul style="list-style-type: none"> <li>click green arrow to sort ascending or descending by department number; click <u>any</u> column head to sort by that column</li> <li>click on the department name to see the gradesheet(s) you are authorized to access; click the subject number to show the gradesheet</li> <li>click a subject number to see the gradesheet</li> </ul>
5	Hover over a subject number to see its name
6	Click <b>Route to Admin</b> to have subjects routed through you. Select individual subjects or click the box at the top of the column to select all subjects to be routed through you.

## Working with the Online Gradesheet

The online gradesheet allows you to:

1. enter and validate final grades,
2. add write-in students,
3. import grades from an external source, and
4. submit grades (if you have a "Submitter" role).

Online Grade Submission Application Help Set User Authorizations Main Menu Logout

Online Gradesheet ①

Subject: [6.7200](#) (Explanation of Grades)

(6.7200, 15.093, 15.093)

Open Gradesheet

Term: Fall Term 2023-2024

Gradesheet Faculty: [Alexander Sanyal](#)

Grade Due Date: Dec 19, 2023

Status: created

Total Enrollments - 261

③

Fall Term 2023-2024  
Nov 27, 2023 3:32:14 PM

For work which has not been completed, note the distinctions between F, I, and O in the [explanation of grades](#). In accordance with Faculty Regulations, if the student has been absent throughout the term and done unsatisfactory or no work, the appropriate grade is F (the student will then petition to correct any errors in registration, etc.). The units below are fixed and cannot be changed. (J and U grades can be used only if the subject has been approved)

<< Previous | Return to Summary | Next >>

ATTN MAC Users: Be advised that grade sheets use scroll bars. If you do not see all names on this grade sheet and you do not see scroll bars, please review [other scrolling options](#).

Enter Grades ②

MIT ID	Name (Last,First)	Subject	Dept	Type/Year	Grade	Units	I/O	Appl. Date	Comments (up to 264 charac
6.7200	CSE	R	G	12					
6.7201	6	R	3	12					
15.093	15	R	G	12					
6.7200	15	R	G	12					
15.093	15	R	G	12					
6.7200	18	R	4	LIS	12			Oct 10, 2023	
15.093	15	R	G	12					
6.7200	ASP	S	G	12					
6.7200	4	R	G	LIS	12			Sep 21, 2023	
15.093	15	R	G	12					
6.7200	16	R	G	12					
6.7200	6	R	G	12					
15.093	15	R	G	12					

Write-ins ④

MIT ID	Last Name	First Name	Middle Initial	Year	Units	Grade	I/O	Comments	Created By	Subject	Actions
					12				Santucci, Rosanne S.	6.7201	<a href="#">Edit</a>   <a href="#">Delete</a>

Route to Administrator ☐

⑤ [Import Grades](#) [Add Write-In Students](#) [Print to PDF](#) [Save](#) [Save & Submit](#) [Reset to Last Save](#) [Home](#)

1. Gradesheet information including master subject number and any associated subject number(s) in joint or meets-with clusters, subject title, the gradesheet faculty name, and total enrollment.  
  
Note: Clicking **Explanation of Grades** will open a window with additional details about grading.

2	<p>The scrolling list of students enrolled in the subject including MIT ID, full name, subject number (for joints and meets-with), associated student department, student registration type and year of study, a dropdown list of grades to choose from, number of units (enter units if the subject is variable units), data from any Instructor's Report or Additional Details Form that is completed when an "I" or "O" grade is assigned, the date an early grade submission was applied, and a free text comments field.</p> <p>Click the <b>MIT ID</b>, <b>Name</b>, <b>Dept</b>, <b>Units</b>, or <b>Thesis Level</b> or <b>Research Advisor</b> column heading to sort by that column.</p>
3	<p>Faculty grading instructions and user login information. Click <b>Previous</b> or <b>Next</b> for additional gradesheets, or click <b>Return to Summary</b> for a complete list of gradesheets.</p>
4	<p><b>Write-ins</b> displays list of write-in students. Names may be edited or deleted.</p>

### Additional Functions

Route to Administrator ☒



5	<p>The buttons at the bottom of the screen offer additional functionality.</p> <ul style="list-style-type: none"> <li>• <b>Route to Administrator</b> – check this box to have this gradesheet routed through you.</li> <li>• <b>Import Grades</b> – access to import grades screen (see process for importing grades later in document).</li> <li>• <b>Add Write-In Students</b> - access to write-in screen (see process for write-ins later in document).</li> <li>• <b>Print to PDF</b> – creates a PDF document of the gradesheet with a draft watermark for printing.</li> <li>• <b>Save</b> - saves the gradesheet allowing you to partially complete the entry process, exit, and return at a later time.</li> <li>• <b>Save and Submit</b> – use this button to submit a gradesheet when entry is complete. After submission you will see a confirmation on screen. Note that <u>this button is only available to a single submitter (Gradesheet Faculty) for each subject.</u></li> <li>• <b>Reset to Last Save</b> – resets gradesheet to last saved state.</li> <li>• <b>Home</b> – returns to home screen.</li> </ul>
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### Save, Save and Submit, Reset

It is important to understand the distinction among these three buttons.

<b>Save</b>	<p>The <b>Save</b> button will save your current work. Use this button as you would if you were working in Word or Excel.</p> <p>It's important to save often. The page will time out after 20 minutes and you will lose your work if you have not saved.</p>
<b>Reset to Last Save</b>	<p>The <b>Reset to Last Save</b> button will undo all changes you have made since your last save.</p>

<b>Save and Submit</b>	The <b>Save and Submit</b> button is the last button clicked before sending the gradesheet to the Registrar or Departmental Administrator. <u>A gradesheet can only be submitted once.</u>
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## Entering Grades

Grades may be entered from a dropdown menu which only shows appropriate grades as dictated by the subject and/or the student-selected grading option such as Listener. Grades may also be entered manually. Use the tab to navigate to the grade field for the next student. The first choice in the dropdown list is a blank to remove a grade and leave the field empty.

Dept	Type/Year	Grade	Units	I/O	Comments (up to 264 characters)
8	R 4	A	12		
8	R 3	I	12	90%,A-	
8	R 3	B+	12		
2	R 4		12		
8	R 3	A+	12		
8	R 2	A-	12		
8	R 3	B+	12		
8	R 3	B	12		
8	R 3	B-	12		
8	R 3	C+	12		
2	R 4	C	12		
22	R G	C-	12		
8	R 3	D	12		
8	R 3	F	12		
8	R 3	I	12		
8	R 4	O	12		
8	R 3		12		

The **Comments** field allows 256 characters of free form text to be entered. This field may be automatically populated with comments in certain instances.

Entering an I or O grade will open an Instructor's Report screen which should be completed before continuing. A gradesheet with an undergraduate Incomplete cannot be submitted until the form is completed.

After an I or O report is completed, it is listed in the gradesheet in the I/O column and serves as a link to the report screen which may be opened and edited.

Entering an F will prompt you to enter yes or no to the question "Did the student attend class?" The comment field is populated with the response to this question.

### Write-ins

To write in a student who does not appear on the gradesheet click the **Add Write-In Students** button at the bottom of the gradesheet. You must enter at minimum the student's first and last name and their grade. Entering a student's ID number will automatically add additional biographical information to the form.

Once a write-in student has been entered, they will appear in a separate list at the bottom of the gradesheet. The data for write-in students may be edited or the name may be deleted by using the buttons at the far right.



Write-ins (2)

MIT ID	Last Name	First Name	Middle Initial	Year	Units	Grade	I/O	Cor
	Smith	Andrew		3	12	B		
	Johnson	Peter		2	12	A		

### Import Grades / Manage Imports

Grades may be imported to a gradesheet if they are stored in an external location such as in an Excel file, Stellar Gradebook, or in Canvas. To work properly, the data must be arranged in a particular order and the file must be saved in .csv format. An option from the Stellar Gradebook will save the Gradebook in this format.

For instructions on how to import grades, visit <https://registrar.mit.edu/systems-help>.

## Set User Authorization

A Submitter may assign enterers to a gradesheet. Enterers may enter grades and save but they may not submit a gradesheet to the Registrar or add other enterers.

### To add an enterer from a gradesheet

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be listed)
2. Select the Department and Subject
3. Click **Search** to see the list of enterers assigned to this subject
4. Click **Add Enterer**

For research or thesis subjects, names that are assigned as Research Advisors in MITSIS will appear. In both cases, the name will default to the role of "Enterer." They will only be able to enter grades for their advisees.

1 Enterer was found. See below.

### Set User Authorization

Search for User Authorization

Term: Spring Term 2010-2011 Department: 4 Architecture

Subject: 4.115 Applied Architecture Design Studio II Section: D02

Search Return to Enter Grades Add Enterer

Term	Subject	Section	User name	Role	Source	Actions
Spring 2011	4.115		Canavan, Brian E. (bcanavan)	None	WTW	Edit

5. Begin typing a name (last, first) until you are able to select the desired name from the search list.

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name: Canav

Role: Canavan, Brian E. (bcanavan) - Associate Registrar  
Registrar's Office  
Canavan, Brian E. (bcanavan) - Web Production Specialist  
Opencourseware  
Canavan, Brian E. (bcanavan) - Research Specialist  
Plasma Science and Fusion Center  
Canavan, Brian E. (bcanavan) - Not Available

Save and

6. Choose the role: enterer or none to remove authorization.

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name: Canavan, Brian E. (bcanavan)

Role: Enterer  
None

7. Select sections, if applicable. Click **Save and Add Another** or **Save and Return**



### To remove an enterer from a gradesheet

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be displayed)

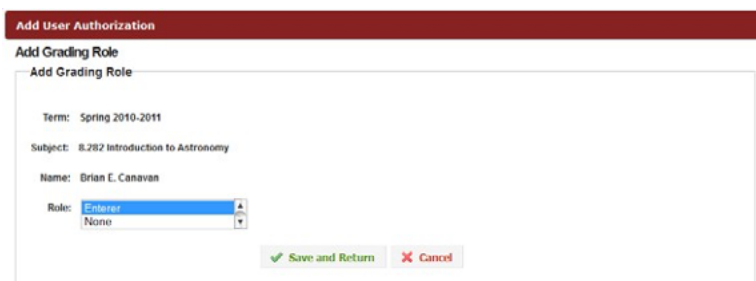


2. Select the department and subject
3. Select **Search** – see result of search below



Term	Subject	Section	User name	Role	Actions
Spring 2011	8.282		Canavan, Brian E. (bcanavan)	Enterer	Edit

4. To the right of the user's name, click **Edit**
5. Change the Role from **Enterer** to **None**




6. Click **Save and Return**

## Reports – Current Term

The following reports – for the current term – may be generated and printed by choosing the report from the home screen.

## Missing Grades Report

After gradesheets have been submitted and processed, the Missing Grades Report displays a list of all missing grades. There will be one record for each student for each missing grade. You may sort by columns by clicking on that column.

919 missing grades found for Spring Term 2010-2011						
<b>Missing Grades Report</b>						
Term Spring Term 2010-2011						
Department 4 - Architecture						
 Print to PDF						
MIT ID	Name	Subject	Department	Type/Year	Units	Instructions
00000000	Alanya, Wang	11.330	11	R G	12	
00000000	Alanya, Wang	4.NV	4	X G	40	
00000000	Alanya, Wang	4.189	4	R G	9	
00000000	Alanya, Wang	4.628	4	R G	9	
00000000	Alanya, Wang	4.163	4	R G	21	
00000000	Alanya, Wang	4.351	2	R 3	12	
00000000	Alanya, Wang	4.602	8	R 4	12	
00000000	Alanya, Wang	4.523	4	R G	9	
00000000	Alanya, Wang	4.7H0	4	R G	24	
00000000	Alanya, Wang	4.343	4	R G	9	
00000000	Alanya, Wang	4.285	4	R G	12	
00000000	Alanya, Wang	4.510	4	R G	12	
00000000	Alanya, Wang	4.7H0	4	R G	36	
00000000	Alanya, Wang	4.7H0	4	R G	36	
00000000	Alanya, Wang	4.111	NV	X 3	12	
00000000	Alanya, Wang	4.440	4	R 3	12	
00000000	Alanya, Wang	4.115	4	R 3	21	
00000000	Alanya, Wang	4.600	4	R 3	9	
00000000	Alanya, Wang	4.1UR	4	R 3	6	
00000000	Alanya, Wang	4.440	4	R 3	12	

## User Authorization List

The User Authorization List will show the submitter for every subject and any additional enterers assigned to a subject for the current term.

# User Authorization List

Term:

Spring 2010-2011

Department Administrator(s):

Wayne, Wang  
 Cameron, Brown  
 Clark, Maxwell  
 Shofee, Catherine


Print to PDF

Dept	Subject	Section	Submitter	Enterer
8	8.011		Frederick, David S	
8	8.02		Reicher, John Michael	Clark, Tracy Heather Cameron, Catherine Maxwell, Walter S 2/10/11 11:5
8	8.022		Frederick, Peter H	
8	8.03		Van Dusen-Spencer, Alexander	Frederick, Jeffrey D
8	8.04		Alanya, Alan William	
8	8.044		Topaloglu, Mustafa	
8	8.06		Frederick, Jeffrey D	
8	8.08		Clark, Alan David	
8	8.14		Reicher, John J	Alanya, Alan W
8	8.18		Shofee, George	

## Grade Statistics by Subject

This report will show, by subject, how many students are enrolled and how many grades are missing on a subject's gradesheet. It also displays the current status: created, saved, or submitted.

**Grade Statistics By Subject**  
Department 8 Physics



 **Print to PDF**

Subject Number	Section	Instructor	Students	Missing Grades	Status
8.02		Seamus, John	672	607	saved
8.011		Prosser, David	70	70	created
8.022		Turner, Peter	108	108	created
8.03		Van Dusen, Robert	62	62	created
8.04		Waters, John	134	134	created
8.044		Wassenaar, Patrick	149	149	created
8.06		Waters, John	92	92	created
8.08		Waters, John	16	16	created
8.14		Waters, John	25	25	created
8.251		Wassenaar, Patrick	29	29	created

## Submitted Gradesheet by Subject

This report shows which gradesheets have been submitted and provides a direct link to the gradesheet.

**Submitted Gradesheets by Subject**  
Click a subject number to view the submitted gradesheet.

 **Print to PDF**  **Export**

Subject Number	Name	Section	Instructor	All
4.108	BSAD Portfolio Workshop		Oliver, William	<input type="checkbox"/>
4.115	Applied Architecture Design Studio III	D01	Seamus, John	<input type="checkbox"/>
4.689	Preparation for History, Theory, and Criticism & Ph.D. Thesis		Oliver, William	<input type="checkbox"/>



## Archived Reports

Reports for previous terms may be viewed and printed by clicking Archived Reports from the main menu.

**Archived Reports**  
Select Term and Report Type

Select Term: Spring 2010-2011

Spring 2010-2011  
IAP 2010-2011  
Fall 2010-2011  
Missing Gral Summer 2010  
User Authorization List  
Grade Statistics By Department  
Grade Statistics By Subject  
Submitted Gradesheet By Subject  
Non-Default Grading Period Subject

 **View Report**  **Cancel**

To view an archived report, select the term and the desired report, then click **View Report**.

## What are Special Reports?

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Online Grade Submission Special Reports are used in specific cases in which the standard gradesheet process of submitting grades is not applicable. The Special Report is used to report missing grades, record the completion of I and O grades, record late end of term and early thesis grades, and correct grades previously submitted.

All special reports will post data directly to MITSIS once submitted to the Registrar.

## How do I Access Special Reports?

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To create or view a special report, start at the OGS home page. There, you will see links to create new special reports as well as a link to manage any submitted or saved special reports that are within your authorization purview.

## Special Reports as Listed on Home Page

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1. Advanced Standing Exam (administrator only)
2. Completion of Incomplete
3. Completion of O
4. Correction of Grade
5. Early Grade
6. Early Thesis
7. General Exam (administrator only)
8. Late End of Term Grades
9. Manage Special Reports (**My Special Reports** for submitter)

## What Do I Need to Know About Special Reports?

---

The following are key points regarding Special Reports.

- Reports may be created, viewed, deleted, or submitted by department administrators and/or submitters for the subjects for which they are currently or previously authorized.
- There can only be one report in a saved state for any given report type in a term for a subject.
- If an authorized user attempts to create a new report for a subject and term in which a saved report exists, the user will be shown the existing report. They may then view, edit, submit, or delete the existing report.
- Reports in Created or Saved status may still be edited or deleted. Reports submitted to the Registrar's Office, or department head for Correction of Grade reports, may be viewed and printed but not edited.
- Once submitted, a report cannot be changed. A new report must be created to make changes.
- Reports may be submitted for some but not all students. A new report would be created and submitted for additional students.
- Existing reports are accessed through Manage Special Reports (department administrators) or My Special Reports (submitters). Enterers may not create or view special reports.
- Cluster subjects are listed by their master subject number. When searching for an authorized subject it may be necessary to select a department different from your own to locate that subject.

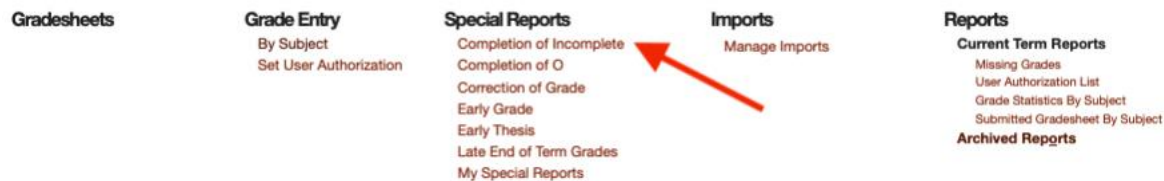
## What are the Steps to Create a New Special Report?

---

1. Select the report type from the home page
2. Locate the subject from the subject selection screen
3. Create the report
4. Add names and pertinent information
5. Submit the report

What follows is an example of the steps to create, edit and submit a Completion of Incomplete Special Report.

1. Select the Completion of Incomplete Special Report from the home page.



2. **Locate the subject.** From the dropdown lists on the subject selection screen, select the term, department, and subject.

A screenshot of the 'Special Report' creation interface. The title bar says 'Special Report'. Below it, the section is 'Completion of Incomplete'. There are three dropdown menus: 'Term' (set to 'Fall Term 2023-2024'), 'Department' (set to '21L Literature'), and 'Subject' (set to '21L.001 Foundations of Western Literature'). Below these are two buttons: 'Create Special Report' (with a green checkmark icon) and 'Cancel' (with a red X icon). A dropdown menu for the 'Subject' is open, showing a list of subjects including '21L.001 Foundations of Western Literature: Homer to Dante', '21L.003 Reading Fiction', '21L.004 Reading Poetry', '21L.005 Introduction to Drama', '21L.010 Writing with Shakespeare', '21L.011 Introduction to Film Studies', '21L.012 Forms of Western Narrative', and '21L.015 Children's Literature'.

3. Click to create the Special Report

A new Completion of Incomplete Special Report is created for the subject for the Fall Term 2023-2024. The report will show all students in this subject and term who have a grade of I. Click **Edit** or **Delete**, if necessary, for a student.

If you or another authorized user have already created a report of this type for this term and subject, that report will be displayed with the names of the students who have been added. The report may be edited, and students may be added or removed, or you may delete the report.

Completion of Incomplete Fall Term 2023-2024  
Subject: 21L.001

Sections: L01

Foundations of Western Literature: Homer to Dante  
Gradesheet Faculty:

Last Saved by: 11/21/2023, 04:23 PM

Any student(s) who currently have an I or IE grade are listed below. If your student is not listed, please click *Add Student* to enter a new grade. Please note that you do not have to provide grades for all students listed below.

Write-Ins (1)											
MIT ID	Last Name	First Name	Middle Initial	Dept.	Year	Grade	Units	I/O	Date Work Submitted	Comments	Actions
				NONE			12		11/08/2023		<a href="#">Edit</a>   <a href="#">Delete</a>

The report includes the following:

- Report type and term
- Subject with master subject in bold
- Section information
- Subject name
- Gradesheet faculty
- Last authorized person to save the report
- Students with grade of I in the subject and term

4. Click the **Add Student** button to add a student's name and required information



**Add/Edit Student**

**Completion of Incomplete Fall Term 2023-2024**  
**21L.001 Foundations of Western Literature: Homer to Dante**

Enter MIT ID if known, to populate student name. If MIT ID is unknown, enter First and Last Name

**MIT ID:**

**Grade:**

**\* Date Work Submitted**

**Subject:**

**\*Units:** 12

**\* Required Data**

**OR**

**\*First Name:**

**\*Last Name:**

**Middle Initial:**

**Student Dept.:**

**Student Year:**

**Comments:**

[Save and Add Another](#)

[Save and Return](#)

[Reset](#)

[Cancel](#)

- Enter an MIT ID to auto fill name and student year.
- Select the grade and enter the date work was submitted.
- Add additional comments.



Four buttons at the bottom show four available options.



<b>Save and Add Another</b>	Save the current student information to the report and clear the screen to enter the next student.
<b>Save and Return</b>	Save the current student information and return to the report.
<b>Reset</b>	Clear the current information without saving but remain on the Add/Edit Student screen.
<b>Cancel</b>	Clear the current information without saving and return to the report. All previously saved student information remains part of the report.

## 5. Complete the Report

On the report screen you have five options represented by the buttons shown below.



<b>Add Student</b>	Opens the Add/Edit Student screen shown in step 4.
<b>Print to PDF</b>	Opens a PDF copy of the report which you may print. If the report has not been submitted to the Registrar's Office yet a watermark with DRAFT will appear on the PDF.
<b>Save</b>	Saves the report and displays the message: 
<b>Preview Before Submit</b>	This button appears on special reports that are extracting existing data (correction of grade, completion of I (or O), late end of term grade, etc.). Choosing this button will display a page which summarizes the changes entered on the previous screen. A read-only copy of the report appears and displays the following message:  This read-only preview shows the following buttons:  The <b>Confirm Submit</b> button will submit the report to the Registrar's Office. You can also <b>Print to PDF</b> or <b>Return</b> to the report for further edits.
<b>Cancel</b>	Returns to the Grade Submission Application Home screen.

## How Do Other Special Reports Differ?

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Previous pages of this guide detailed the process of creating, editing, and submitting a **Completion of Incomplete** Special Report. Reports vary in function and therefore screens may be different. The following pages explain how each varies from the general instructions above.

Here is the full list of reports as they appear on the application home page.

1. Advanced Standing Exam (administrator only)
2. Completion of Incomplete
3. Completion of O
4. Correction of Grade
5. Early Grade
6. Early Thesis
7. General Exam (administrator only)
8. Late End of Term Grades

## Advanced Standing Exam

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The Advanced Standing Exam Special Report, available to department administrators only, is not linked to a particular term. Start typing in the subject field for a pop-up list of choices.



The screenshot shows a web form titled "Special Report" with a sub-header "Advanced Standing Exam". It contains a "Department:" dropdown menu set to "4 Architecture" and a "Subject:" text input field. Below these fields are two buttons: a green "Create Special Report" button and a red "Cancel" button.

After choosing the subject, the user will land on a screen where students and results can be added. When satisfied with the contents of the report, simply click **Submit**. Note: there is no preview before submitting this report.

The Advanced Standing Exam report allows you to import a list of students if you have records in an appropriately formatted .csv file. See instructions for importing at <http://registrar.mit.edu/systems-help>.



A horizontal row of five buttons: "Add Student" (with a person icon), "Print to PDF" (with a printer icon), "Save" (with a floppy disk icon), "Submit" (with a green checkmark icon), and "Cancel" (with a red X icon).

## Completion of O

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The **Completion of O** special report is completed in the same way as the **Completion of Incomplete**, described above.

## Correction of Grade

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A **Correction of Grade** special report will display the current grades that are recorded for student in the selected subject and term. Any grade can be changed on this form.

The major difference with a Correction of Grade report is that it must be approved by the department head and then submitted by them to the Registrar's Office. You may cancel the report at any stage before it is submitted to the Registrar.

 This document must be approved by the Department Head in order for the corrected grade to be posted to the student record(s).



## Early Grade and Early Completion of Thesis

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Early Grade and Early Completion of Thesis reports have a **Submit** button, but no preview.



## General Exam and Graduate Language Exam

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The General Exam and Graduate Language Exam, available to department administrators only, are not tied to a particular subject. These special reports directly update data tables in MITSIS.

In addition, these reports allow you to import a list of students if you have records in an appropriately formatted .csv file. See instructions for importing at <http://registrar.mit.edu/systems-help>.



## Late End of Term Grade

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This report allows you to enter any missing grades for a subject after the initial gradesheet has been submitted. Once created, this report will display any students from the selected term and subject who did not receive a grade.

## How Do I See All of My Special Reports?

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From the Online Grade Submission Home Page choose **Manage Special Reports** or **My Special Reports**.

### Special Reports

- Completion of Incomplete
- Completion of O
- Correction of Grade
- Early Grade
- Early Thesis
- Late End of Term Grades
- My Special Reports 

From there, you can search for the reports you would like to view using the dropdown menu. You can choose to view a list of all reports you are authorized for or limit the results to one type of report.

**Manage Special Reports**

Special Report:

Search By Status:

Search by Last Activity:

You can further refine the list by choosing a status. For example, you might wish to view all reports which have been saved but not submitted.

**Manage Special Reports**

Special Report:

Search By Status:

Search by Last Activity Date:

Finally, you can search within a date range.

Search by Last Activity Date:

Click on the **Search** button to see your list of special reports.

## The Special Report Search Results Screen

There were 2 Special Reports found. See below.

My Special Reports

Search by Last Activity Date:

Purpose	Special Report Title	Submitted By	Submitted For Term	Last Activity Date	Status	Action
Correction of Grade	CorrectionOfGrade_4_181_sheila_201108070912	Submitted	Spring Term 2010-2011	08/07/2011, 09:13 PM	saved	Edit   Delete
Completion of Incomplete	CompletionOfIncomplete_4_181_sheila_201108070909	Submitted	Spring Term 2010-2011	08/07/2011, 09:10 PM	submitted	View

- The results list will show the purpose of the report/report name, the authorized person who submitted, or started, the report, the term which the report covers, the date stamp of the last activity, and the status and the actions available for the report.
- The **status** field indicates whether a report is **created** or **saved**, **submitted for approval** (Correction of Grade report only), or **submitted** or **submitted to Registrar**.
- Created or saved reports may be edited or deleted. When printed to PDF, they bear the watermark "Draft." Submitted reports may be viewed but not edited, and when printed to PDF they bear the watermark "Submitted."
- A report name is created from the report type, subject, name of the authorized user creating the report, and the date and time stamp (year, month, day, hour and minute). e.g., CompletionOfIncomplete\_4\_401\_mjones\_201105220935

- Reports are initially sorted by date of last activity and alphabetically by purpose, with the most recent activity at the top. Click any column heading to change the sort order or hold the shift key and click a column head to sort by multiple columns.
- Click a report **title** or click **Edit** to open a report. Click **Delete** to delete the report. You will be warned before the report is deleted.

## Report Status

Information on a **created** or **saved** report may be edited for any student. Students may be deleted, and new students may be added.

Completion of Incomplete Spring Term 2010-2011  
 Subject: 4.106  
 Sections: L01, R01  
 Geometric Disciplines and Architecture Skills II  
 Gradesheet Faculty: *Geometric Disciplines*  
 Last Saved by: *Geometric Disciplines* 07/26/2011, 09:02 PM  
 Any student(s) who currently have an I grade are listed below. If your student is not listed, please click Add Student to enter a new grade. Please note that you do not have to provide grades for all students listed below.

Write-ins (1)	MIT ID	Last Name	First Name	Middle Initial	Dept.	Year	Grade	Units	I/O	Date Work Submitted	Comments	Actions
	924574034	<i>Geometric Disciplines</i>	<i>Geometric Disciplines</i>	T.	4	3	B-	9		07/07/2011		<a href="#">Edit</a>   <a href="#">Delete</a>

[Add Student](#)
[Print to PDF](#)
[Save](#)
[Preview Before Submit](#)
[Cancel](#)

A report which has been **submitted**, **submitted for Approval**, or **submitted to Registrar** may not be edited, but may be printed.

## Submit a Report

When you are ready to submit, click **Preview Before Submit** to see a final version of your report before submitting to the Registrar's Office.

Special Report - Preview Before Submit

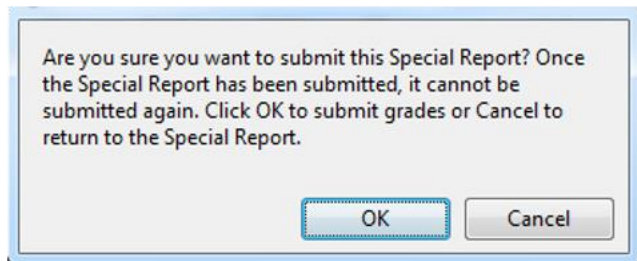
Completion of Incomplete Fall Term 2010-2011  
 Subject: 4.661  
 Sections: L01  
 Theory and Method in the Study of Architecture and Art  
 Gradesheet Faculty: *Caroline A. Jones*  
 Last Saved by: *Michael A. Jones* 07/21/2011, 11:51 AM

Student Data (2)	MIT ID	Name (Last, First)	Dept	Type/Year	Grade	Units	Date Work Submitted	I/O	Comments (up to 254 characters)
	921351238	<i>Geometric Disciplines</i>	4	R G	F	12			Yes, the student did attend
	927039030	<i>Geometric Disciplines</i>	4	R G	F	12			No, the student did not attend

[Print to PDF](#)
[Confirm Submit](#)
[Return](#)

If the report is correct, click the **Confirm Submit** button. If not, you may click the **Return** button to continue editing your report.

After the **Confirm Submit** button is clicked the following message appears.



After clicking **OK** the following confirmation appears.



## Administration

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### Assign half-term subjects

Half-term subjects may be assigned to the half-term grading period for earlier access to gradesheets.

#### Assign Half Term Subjects

Grading Period Name	Term Name	Start Date	End Date	Actions
Fall 18-19 First Half	Fall Term 2018-2019	10/15/2018	01/11/2019	<a href="#">Assign</a>

**Assign Subjects To Grading Period** ✕

**Assign Subjects to Grading Period**  
Choose Subjects to Assign to Grading Period Fall 18-19 First Half

Available Subjects:

1.203  
2.351  
2.890  
6.255  
6.901  
6.934  
7.547  
10.547  
10.792  
11.430

Assign

Unassign

Assigned Subjects:

Save

Reset

Cancel

### Assign Research Advisors and Assign Instructors

Entered instructors become the gradesheet submitter for the subject/section. Entered research advisors become gradesheet enterers for the subject/section. More details on these two applications are available at <https://registrar.mit.edu/systems-help>.