



Information Technology Department

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Online Midterm/Final Grading Sheet

Frequently Asked Questions “FAQ”

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Document History

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USER: FACULTY

1. Which website do I start with?

To access Online Midterm/Final Grade, you have to open the SISREP website in your web browser with this URL: <http://www.benilde.edu.ph/sisrep> or <http://csb/sisrep>

2. Is there a required browser to access SISREP?

NONE. You can use either Mozilla Firefox or Internet Explorer (IE) browser.

3. What do faculty members need to encode grade online?

To encode Midterm/Final Grade Online, faculty members should have an activated infonet account.

4. I forgot my password. What do I do?

You can ask assistance from ITD Service Desk.

5. Do all faculties have to encode grade?

YES.

6. When is the midterm grade encoding?

You may inquire the schedule at the Registrar's Office.

TAFT : 526-7441 loc 108

7. When is the final grade encoding?

You may inquire the schedule at the Registrar's Office.

TAFT : 526-7441 loc 108

8. Is the online midterm/final grading sheet open 24 hours?

YES, the online Midterm/Final Grading Sheet Online is open 24 hours, as long as within the grade encoding period.

9. I tried to login, but it prompted me a 'No record available' message. What does this mean?

It means that no courses were assigned to you. You may contact Registrar's Office and request that you should be assigned to your respective course/section.

TAFT : 526-7441 loc 108

10. I tried to login, but an error occurred (i.e. no permission, user not found)? What does this mean?

You may contact ITD Service Desk so ITD (c/o ISPC) can check your username and access to SISREP.

TAFT : 526-7441 loc 272 / 112

AKIC : 523-8888 loc 272 / 251

SDA : 536-6752 loc 272 / 112

11. The courses/sections that appear on my screen are incomplete or should not be assigned to me. What do I do?

You may contact Registrar's Office to complete or correct the faculty assignment in the course offering.

TAFT : 526-7441 loc 108



12. Can I still change the grade after I clicked “Submit to Registrar” button?

NO, ‘Submit to Registrar’ button acts as a locking/posting function which tells the system that the grades entered are confirmed and final. Grades which were not tagged as “Submitted to Registrar” will not be honored and considered.

13. What do faculties need to do if they want to change the student’s grade on submitted grading sheet?

You may visit Registrar’s Office and file a Change of Grade.

14. How will I know if I submitted all midterm/final grading sheet (online) that are assigned to me?

In the Midterm/Final Grading Sheet Page, the list of courses/sections assigned to you includes a status indicated if a course/section is OPEN/ SUBMITTED.

15. Why is no ‘D’ (Deferred) under the grade selection?

There are only selected courses that allow ‘D’ (Deferred) as grade. For inquiries, you may ask Registrar’s Office.

TAFT : 526-7441 loc 108

16. There is an automatic ‘W’ (Withdrawn) grade in one of the students. What does it mean?

The ‘W’ (Withdrawn) grade was tagged by Registrar’s Office during course withdrawal. It means student already withdrawn and automatically gets a ‘W’ grade.

17. The Department Chair/Dean in the Grading Sheet is incorrect. What do I do?

You may contact Registrar’s Office so they can verify the encoded Department Chair/Dean.

TAFT : 526-7441 loc 108

18. Can I access this online system at home or outside CSB using other internet service provider (ISP)?

NO, you will ONLY be able to access the online system through Virtual Private Network (VPN). For VPN configuration, you can ask assistance from ITD Service Desk.