



Information Technology Department

2nd Floor, Benilde Hall, 2544 Taft Avenue Manila Philippines 1004

SIS Final Grading Sheet Module (User Guide)

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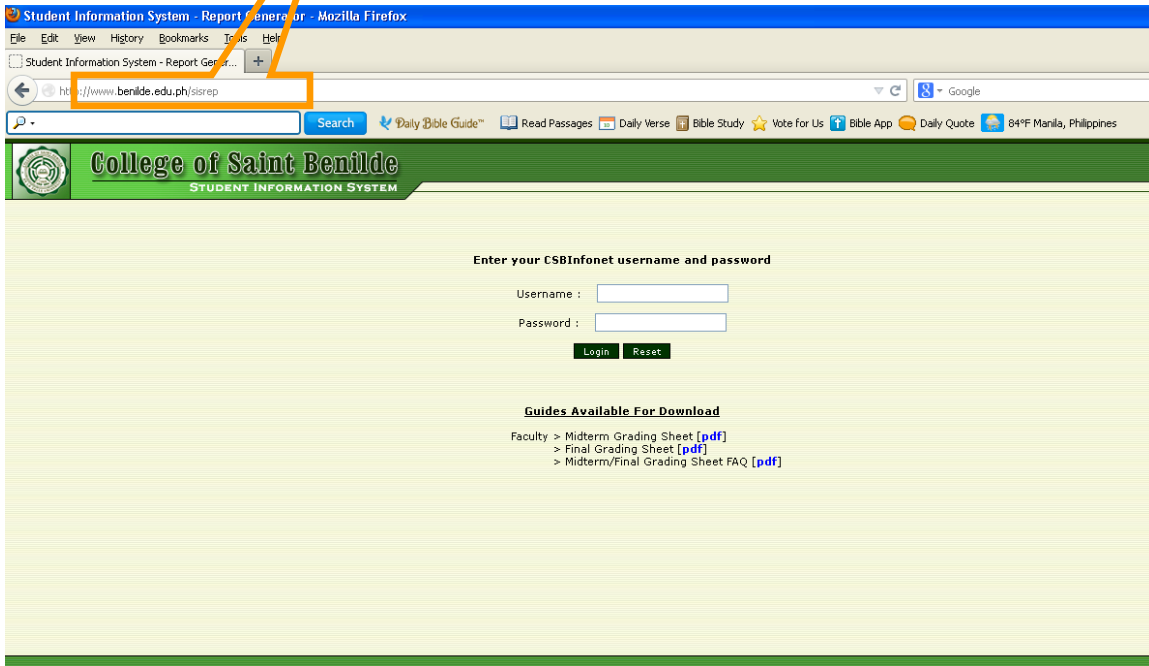


Document History

Name	Remarks	Date
Jhoann Ong	Drafted document	06 November 2007
Jonathan Broqueza	Reviewed document	09 November 2007
Jhoann O. Tandoc	Edited document	29 July 2013



1. Type <http://www.benilde.edu.ph/sisrep> or <http://csb/sisrep> to your browser's address textbox. A welcome screen will ask for your username and password in order for you to use Student Information System (SISrep).



2. After logging, all the allowed modules will be listed at the right side of the webpage. Click on the “GRADES” link for the “Final Grading Sheet” link to appear; click the link to go to its page.





- The “Final Grading Sheet” link will bring you to this page where all the courses/sections assigned to you will be listed. Initially the ‘Status’ is “OPEN” and will eventually become “SUBMITTED” after clicking the “Submit to Registrar” button.

College of Saint Benilde
STUDENT INFORMATION SYSTEM
Second Term, SY 2007-2008
FINAL GRADING SHEET

Faculty Name:
School: SMS

Course Code	Section	Schedule	Status
DYNAREL	H12	TH / 2:40:00 PM- 4:10:00 PM	OPEN
DYNAREL	H13	TH /11:20:00 AM-12:50:00 PM	OPEN
DYNAREL	H15	TH / 4:20:00 PM- 5:50:00 PM	OPEN
ORDEV-B	HDH	M /10:30:00 AM-11:30:00 AM	OPEN
ORDEV-B	HFH	F /10:30:00 AM-11:30:00 AM	OPEN
ORDEV-B	HGH	W /10:30:00 AM-11:30:00 AM	OPEN

ENROLLMENT
GRADES
Midterm Grading Sheet
Final Grading Sheet
System Parameters

Logged as:
inglesa
[LogOut]

- Click on the “Course Code” link for the “Final Grading Sheet” screen to appear.



FINAL GRADING SHEET			
Faculty Name:	<input type="text"/>	Date Submitted:	<input type="text"/>
School:	SMS	Department Chair:	SALDIVAR, MARIA CRISTINA ESC
Course Code:	DYNAREL	Schedule:	TH / 2:40:00 PM- 4:10:00 PM
Section:	H12		
Credit Units:	3		

- ENROLLMENT
- GRADES
 - Midterm Grading Sheet
 - Final Grading Sheet**
 - System Parameters

Logged as:
inglesa
[LogOut]

No.	ID No.	Student Name	Grade
1	10763333	ABANILLA, ANNA JEANINA PATRICIA RIVERA	<input type="text"/>
2	10757511	AMPONGAN, DARYL LUANZON	<input type="text"/>
3	10754512	AQUINO, CHRISTIAN MARIE TRONO	<input type="text"/>
4	10771409	ASPILLERA, ANNE BERNADETTE	<input type="text"/>
5	10762191	BAGAYAUA, IRENAEUS MANUEL TANAY	<input type="text"/>
6	10763309	BALMES, APRIL SHANE GARCIA	<input type="text"/>
7	10756884	BUENAVENTURA, RAMON KRISTIAN III NICOLAS	<input type="text"/>
8	10753648	CALLANTA, CAROL ANNE SOSA	<input type="text"/>
9	10766030	CHEN, MARVIN TEXSON CHUA	<input type="text"/>
10	10753737	CHEN, SHANWEI -	<input type="text"/>
11	10750444	CONDEZ, JEWELYN ASURA	<input type="text"/>
12	10761942	CRUZ, NICCOLO ARMAND HERNANDEZ	<input type="text"/>
13	10767452	DE LEON, JENED SARAH CRUZ	<input type="text"/>
14	10753311	DELMORO, CHARLES ERICSON GOMEZ	<input type="text"/>
15	10760571	DY, LEANNE WALLIS TAN	<input type="text"/>
16	10750584	FALLORINA, MARINA ALESSANDRA VILLANUEVA	<input type="text"/>
17	10755322	GAFFUD, KAYCHELLE DIOLA	<input type="text"/>
18	10764941	HUI, MICHAEL SHERWIN UY	<input type="text"/>
19	10756191	LAGROSA, BIANCA MARIE BOTE	<input type="text"/>
20	10766014	LOTA, ANDREI GREGORY LUALHATI	<input type="text"/>
21	10760687	LUI, CHARIS ALICE SO	<input type="text"/>
22	10757112	MARTINEZ, APRIL UMBLAS	<input type="text"/>
23	10759298	MARZAN, CARLO JESUS GERONIMO	<input type="text"/>
24	10765697	MUSNGI, ANDREW NICCOLO DIAZ	<input type="text"/>
25	10757449	NAVARRO, DIANNE MARIE BABON	<input type="text"/>
26	10755136	PABALAN, CARL DAVID JUSTO	<input type="text"/>
27	10752668	PACULBA, MONMARIE SUMANDAL	<input type="text"/>
28	10760091	PINEDA, APRIL JOY ANGELI SALAS	<input type="text"/>
29	10761667	PINEDA, CHRISTOPHER NINO ISIDRO	<input type="text"/>
30	10761888	REMETIO, HOWIE AMPUAN	<input type="text"/>
31	10763317	RICKARD, DORIS THERESE ALMOHALLAS	<input type="text"/>
32	10764712	SANTOS, ROLLAN RHEY ARCEGA	<input type="text"/>
33	10751610	SEO, HYE LIM	<input type="text"/>
34	10757325	SY, JOAN ROXANNE AVERIA	<input type="text"/>
35	10756132	TIGLAO, JOSHUA YULO	<input type="text"/>
36	10766987	VEGA, GRACIE LOU ESPIRITU	<input type="text"/>
37	10752897	VILLAFLORES, IAN PAOLO VILLEGAS	<input type="text"/>
38	10762299	ZARRAGA, ANNA PATRICIA REYES	<input type="text"/>
39	10751971	ZAYCO, STEPHEN FELIX FERNANDO GUANZON	<input type="text"/>

Save Submit to Registrar Back

Statistics
4.0: 0 | 3.5: 0 | 3.0: 0 | 2.5: 0 | 2.0: 0 | 1.5: 0 | 1.0: 0 | Failed: 0 | 9.9: 0 | A: 0

Legend
Grade % Grade %
4.0 97-100 1.5 75-79
3.5 93-96 1.0 70-74
3.0 89-92 R Below 70
2.5 85-88 9.9 Deferred
2.0 80-84 A Audit

5. You can encode the grade of each student enrolled in the said course/section by choosing the grade in the dropdown. Click “Save” button to save the encoded grades. You can still change



the grade as long as it is within the ‘Encoding of Final Grading Sheet’ period and “Submit to Registrar” button is **not** yet clicked.

College of Saint Benilde
STUDENT INFORMATION SYSTEM

Second Term, SY 2007-2008

FINAL GRADING SHEET

Faculty Name: <input type="text"/>	Date Submitted: <input type="text"/>
School: <input type="text" value="SMS"/>	Department Chair: <input type="text" value="SALDIVAR, MARIA CRISTINA ESC"/>
Course Code: <input type="text" value="DYNAREL"/>	Schedule: <input type="text" value="TH / 2:40:00 PM- 4:10:00 PM"/>
Section: <input type="text" value="H12"/>	
Credit Units: <input type="text" value="3"/>	

No.	ID No.	Student Name	Grade
1	10763333	ABANILLA, ANNA JEANINA PATRICIA RIVERA	<input type="text" value=""/>
2	10757511	AMPONGAN, DARYL LUANZON	<input type="text" value=""/>
3	10754512	AQUINO, CHRISTIAN MARIE TRONO	<input type="text" value=""/>
4	10771409	ASPILLERA, ANNE BERNADETTE	<input type="text" value=""/>
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6	10763309	BALMES, APRIL SHANE GARCIA	<input type="text" value=""/>
7	10756884	BUENAVENTURA, RAMON KRISTIAN III NICOLAS	<input type="text" value=""/>
8	10753648	CALLANTA, CAROL ANNE SOSA	<input type="text" value=""/>
9	10766030	CHEN, MARVIN TEXSON CHUA	<input type="text" value=""/>
10	10753737	CHEN, SHANWEI -	<input type="text" value=""/>
11	10750444	CONDEZ, JEWELYN ASURA	<input type="text" value=""/>
12	10761942	CRUZ, NICCOLO ARMAND HERNANDEZ	<input type="text" value=""/>
13	10767452	DE LEON, JENED SARAH CRUZ	<input type="text" value=""/>
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17	10755322	GAFFUD, KAYCHELLE DIOLA	<input type="text" value=""/>
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19	10756191	LAGROSA, BIANCA MARIE BOTE	<input type="text" value=""/>
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21	10760687	LUI, CHARIS ALICE SO	<input type="text" value=""/>
22	10757112	MARTINEZ, APRIL UMBLAS	<input type="text" value=""/>
23	10759298	MARZAN, CARLO JESUS GERONIMO	<input type="text" value=""/>
24	10765697	MUSNGI, ANDREW NICCOLO DIAZ	<input type="text" value=""/>
25	10757449	NAVARRO, DIANNE MARIE BABON	<input type="text" value=""/>
26	10755136	PABALAN, CARL DAVID JUSTO	<input type="text" value=""/>
27	10752668	PACULBA, MONMARIE SUMANDAL	<input type="text" value=""/>
28	10760091	PINEDA, APRIL JOY ANGELI SALAS	<input type="text" value=""/>
29	10761667	PINEDA, CHRISTOPHER NINO ISIDRO	<input type="text" value=""/>
30	10761888	REMETIO, HOWIE AMPUAN	<input type="text" value=""/>
31	10763317	RICKARD, DORIS THERESE ALMOHALLAS	<input type="text" value=""/>
32	10764712	SANTOS, ROLLAN RHEY ARCEGA	<input type="text" value=""/>
33	10751610	SEO, HYE LIM	<input type="text" value=""/>
34	10757325	SY, JOAN ROXANNE AVERIA	<input type="text" value=""/>
35	10756132	TIGLAO, JOSHUA YULO	<input type="text" value=""/>
36	10766987	VEGA, GRACIE LOU ESPIRITU	<input type="text" value=""/>
37	10752897	VILLAFLORES, IAN PAOLO VILLEGAS	<input type="text" value=""/>
38	10762299	ZARRAGA, ANNA PATRICIA REYES	<input type="text" value=""/>
39	10751971	ZAYCO, STEPHEN FELIX FERNANDO GUANZON	<input type="text" value=""/>

Statistics
 4.0: 0 || 3.5: 0 || 3.0: 0 || 2.5: 0 || 2.0: 0 || 1.5: 0 || 1.0: 0 || Failed: 0 || 9.9: 0 || A: 0

Legend

Grade	%	Grade	%
4.0	97-100	1.5	75-79
3.5	93-96	1.0	70-74
3.0	89-92	R	Below 70
2.5	85-88	9.9	Deferred
2.0	80-84	A	Audit

- ENROLLMENT
- GRADES
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 - Final Grading Sheet
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- Logged as: **inglesa**
- [\[LogOut \]](#)

6. After completing the grading sheet click “Submit to Registrar” button. Once “Submit to Registrar” button is clicked, the grades are final and cannot be updated anymore. Please note that the system will not allow you to submit an incomplete grading sheet.

SIS Final Grading Sheet Module User Guide

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7. "Print" button will only appear after clicking the "Submit to Registrar" button.

College of Saint Benilde

STUDENT INFORMATION SYSTEM

Second Term, SY 2007 - 2008

FINAL GRADING SHEET

Faculty Name: <input type="text"/>	Date Submitted: <input type="text"/>
School: <input type="text" value="SMS"/>	Department Chair: <input type="text" value="SALDIVAR, MARIA CRISTINA ESC"/>
Course Code: <input type="text" value="DYNAREL"/>	Schedule: <input type="text" value="TH / 2:40:00 PM- 4:10:00 PM"/>
Section: <input type="text" value="H12"/>	
Credit Units: <input type="text" value="3"/>	

No.	ID No.	Student Name	Grade
1	10574026	ANDRES, DAISY GARIANDO	<input type="text" value=""/>
2	10675019	ANG, JANTZEN KENDRICK YU SENG	<input type="text" value=""/>
3	10679553	AVILA, IAN BENEDICT LAPEZ	<input type="text" value=""/>
4	10675914	BOLOCON, DARWIN NOEL DOBLE	<input type="text" value=""/>
5	10678697	BRUNO, RYAN GREGORY JAY VIZCARRA	<input type="text" value=""/>
6	10574867	CAMACAM, JERICO ISAAC GAY	<input type="text" value=""/>
7	10678441	CO, MARC RAYMOND TAN	<input type="text" value=""/>
8	10568433	DE LOS SANTOS, WESLEY GAN	<input type="text" value=""/>
9	10578730	ESPINO, JOSHUA ADAMS BLANCO	<input type="text" value=""/>
10	10569464	FLORES, MARIANNE GUIA CARLOS	<input type="text" value=""/>
11	10577092	LIM, HAEK SOON -	<input type="text" value=""/>
12	10676473	MAGBUHOS, JAN KERWIN HIRANG	<input type="text" value=""/>
13	10677747	MALIBERAN, JOHANNA RUTH QUIJANO	<input type="text" value=""/>
14	10570128	MENDOZA, MARIMEL MORAL	<input type="text" value=""/>
15	10677313	MUN, YOUNG JUN	<input type="text" value=""/>
16	10365842	NOBLE, KARLO PROSPERO S.	<input type="text" value=""/>
17	10578137	PALOU, GUILLERMO JAIME LEDESMA	<input type="text" value=""/>
18	10479511	RESURRECCION, FRANCIS ANTHONY OSUNA	<input type="text" value=""/>
19	10561420	REYES, VALERIE JOAN BERNARDINO	<input type="text" value=""/>
20	10676236	SANCHEZ, APRIL DE LEON	<input type="text" value=""/>

Statistics
 4.0: 0 || 3.5: 0 || 3.0: 0 || 2.5: 0 || 2.0: 0 || 1.5: 0 || 1.0: 0 || Failed: 0 || 9.9: 0 || A: 0

Legend

Grade	%	Grade	%
4.0	97-100	1.5	75-79
3.5	93-96	1.0	70-74
3.0	89-92	R	Below 70
2.5	85-88	9.9	Deferred
2.0	80-84	A	Audit

8. Click "Print" button to print the grading sheet (see next page). Sign it on the space provided, have it sign by your respective Department Chair/Dean then submit it to the Registrar.

