



Information Technology Department

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SIS Midterm Grading Sheet Module (User Guide)

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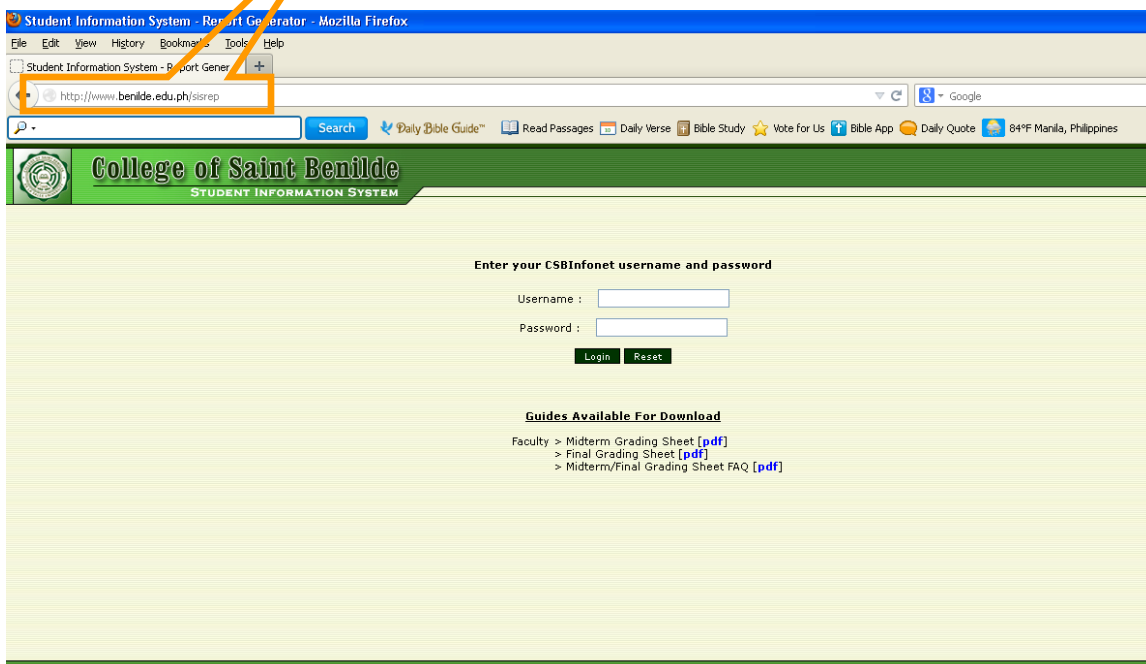
Document History

Name	Remarks	Date
Jhoann Ong	Drafted document	12 March 2007
Jhoann Ong	Edited document	15 July 2007
Jonathan Broqueza	Reviewed document	16 July 2007
Jhoann O. Tandoc	Edited document	29 July 2013



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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 "Midterm Grading Sheet" link to appear; click the link to go to its page.





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- The “Midterm 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

First Term, SY 2007-2008
MIDTERM GRADING SHEET

Faculty Name: Ong, Jhoann Y.
School: ISU

Course Code	Section	Schedule	Status
ACCMANA	TEST	/-	OPEN

GRADES

- Midterm Grading Sheet
- Final Grading Sheet

Logged as:
ongj
[LogOut]

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



- For Courses that do not require Midterm grades, just click the checkbox “Midterm Grade NOT Required”. Click ‘Save’ button then ‘Submit to Registrar’ button.

College of Saint Benilde
STUDENT INFORMATION SYSTEM

First Term, SY 2007-2008

MIDTERM GRADING SHEET

Faculty Name: Ong, Jhoann Y. Date Submitted:

School: ISU Department Chair: TANDOC, RANDY

Course Code: ACCMANA Schedule: /-

Section: TEST

Credit Units: 3

Midterm Grade NOT Required

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

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

- For courses that require Midterm grades. 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



within the ‘Encoding of Midterm Grading Sheet’ period and “Submit to Registrar” button is **not** yet clicked.

College of Saint BenildeSTUDENT INFORMATION SYSTEM

First Term, SY 2007-2008

MIDTERM GRADING SHEET

Faculty Name: <input type="text" value="Ong, Jhoann Y."/>	Date Submitted: <input type="text"/>
School: <input type="text" value="ISU"/>	Department Chair: <input type="text" value="TANDOC, RANDY"/>
Course Code: <input type="text" value="ACCMANA"/>	Schedule: <input type="text" value="/-"/>
Section: <input type="text" value="TEST"/>	
Credit Units: <input type="text" value="3"/>	<input type="checkbox"/> Midterm Grade NOT Required

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

7. 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 incomplete grading sheet.



- “Print” button will only appear after clicking the “Submit to Registrar” button.

College of Saint Benilde
STUDENT INFORMATION SYSTEM
First Term, SY 2007-2008

MIDTERM GRADING SHEET
GRADING SHEET SUBMITTED

Faculty Name: Ong, Jhoann Y. Date Submitted: 7/16/2007 11:07:11 AM
School: ISU Department Chair: TANDOC, RANDY
Course Code: ACCMANA Schedule: / -
Section: TEST
Credit Units: 3 Midterm Grade NOT Required

Print

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

Print **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

- Click “Print” button to print the grading sheet (see next page). Sign it on the space provide, have it sign by your respective Department Chair/Dean then submit it to the Registrar’s Office.



De La Salle-College of Saint Benilde
Midterm Grading Sheet
First Term, SY 2007-2008

3/6/2007 1:33:11 PM
Printed By: ongj

School: ISU
Faculty: Ong, Jhoann Y.
Course Code: PEFORTS
Schedule: /-

Section: GEX

No.	ID No.	Student Name	Grade
1	10551050	BALIAO, RAMONA LOUISA CANDA	
2	10657924	CASAS, JOSEPH RICARDO III CRUZ	
3	10668314	CHENG, ALVIN CRUZ	
4	10676627	DELOS REYES, KEN ANGELO BORBON	
5	10578730	ESPINO, JOSHUA ADAMS BLANCO	
6	10666664	GALLEGOS, CHRISTIAN EARL VILLANUEVA	
7	10661263	HU, RHENZE EDMUND GERALAO	
8	10478280	LACSON, JERIC DE PERIO	
9	10279563	LEGASPI, ALEXIS JULIAN R.	
10	10569251	LIM, EZER SANCHEZ	
11	10565809	MULINGTAPANG, KERLYNE JOY ANG	
12	10559949	NGO, MARIA ANGELICA KHO	
13	10464840	REYES, MARIA MONIKA ONG	
14	10354085	RONQUILLO, REJIE O.	
15	10571558	SELDA, CHERYLL ANN CABUGOY	
16	10577394	SEVILLA, GARRI KEITH CHUA	
17	10668071	SUAN, BENJIE LORA	
18	10568816	TURNO, RHUDMARK PENIERO	

Grade Frequency: 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

Date Submitted _____ Department Chair/Dean _____ Date Ong, Jhoann Y. Faculty _____ Date _____

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

10. To select another course/section click “Back” button beside the “Print” button.

11. When you are finished, click Log-out for security purposes.