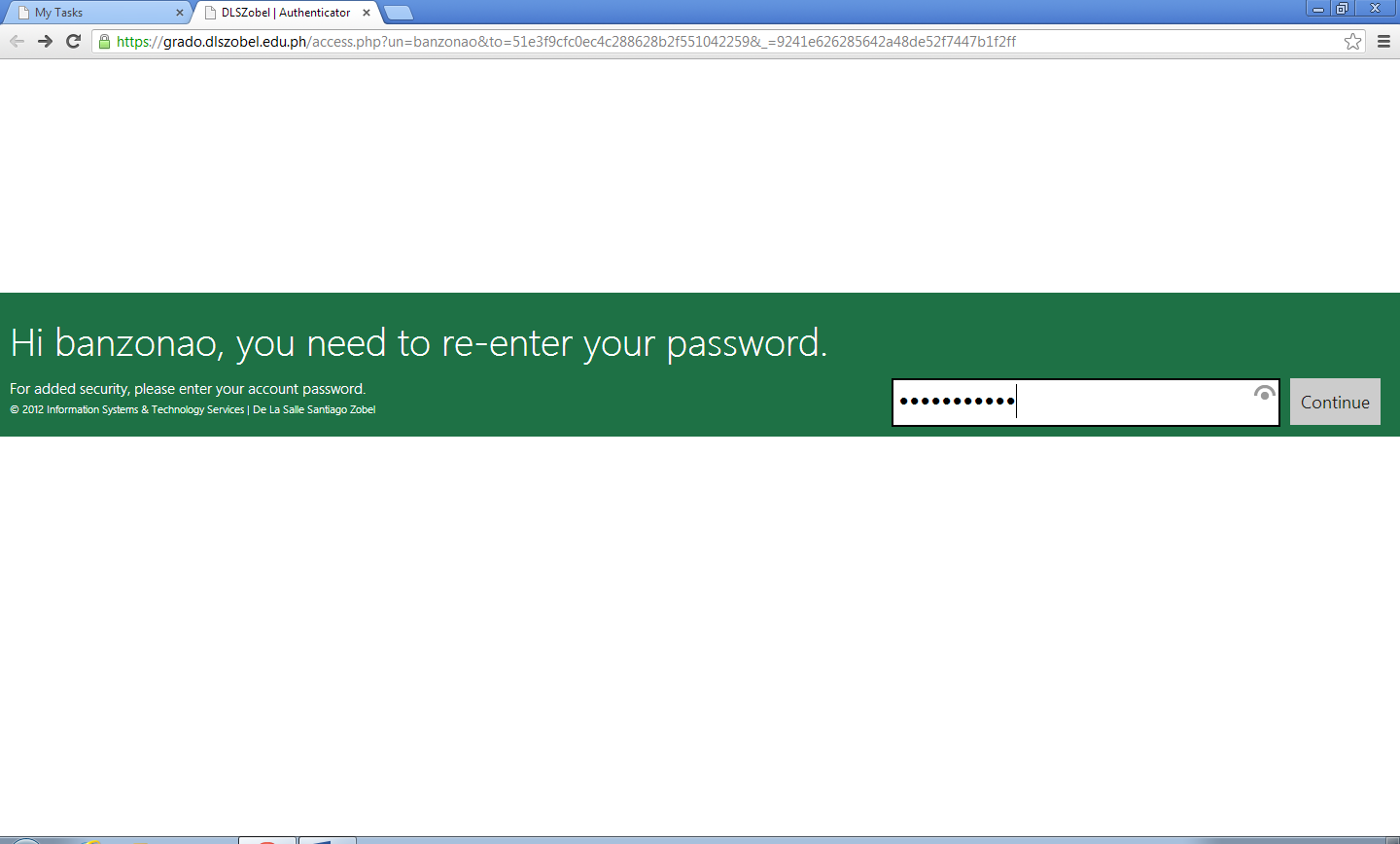
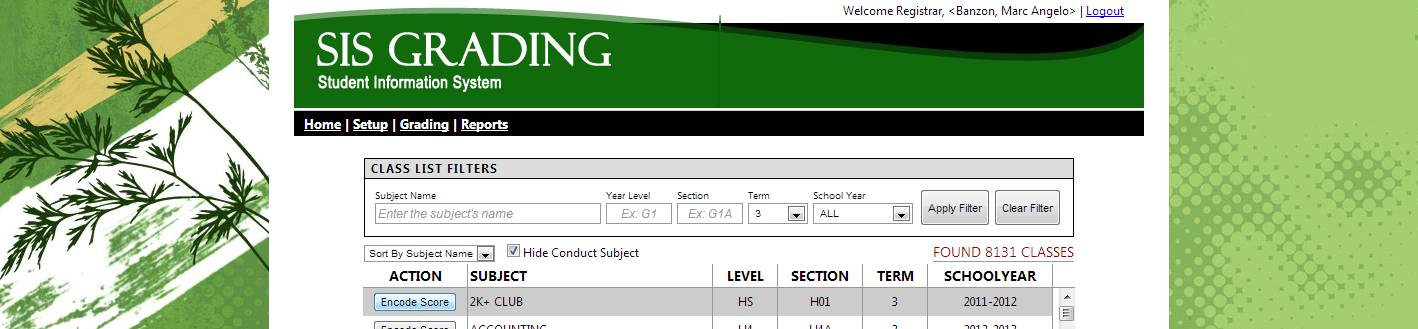
How to encode club grades in SIS - Grading.



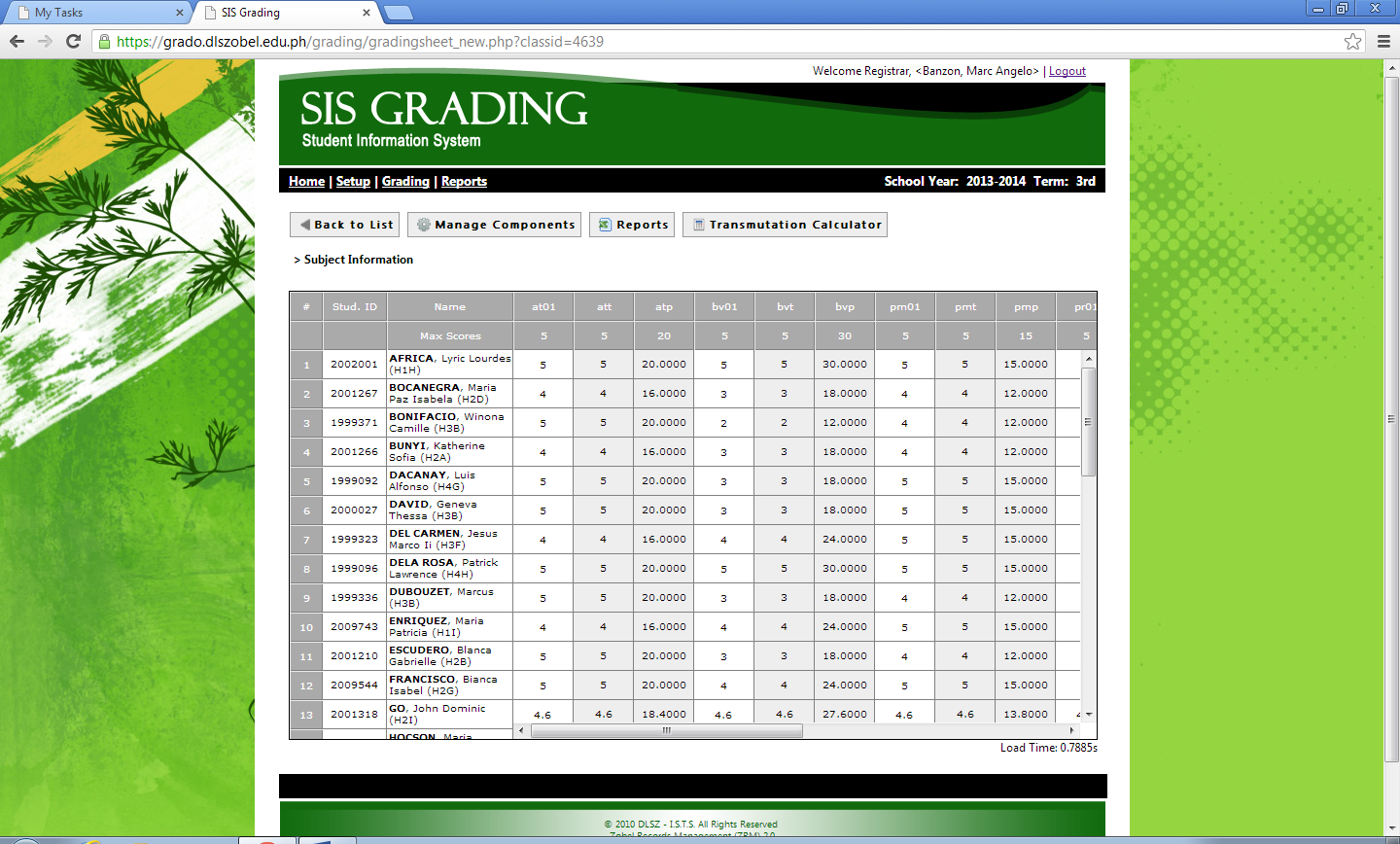
1. Log into the EMPLOYEE PORTAL, click My Tasks in the menu links, then under My Tasks pane on the left click SIS Grades.

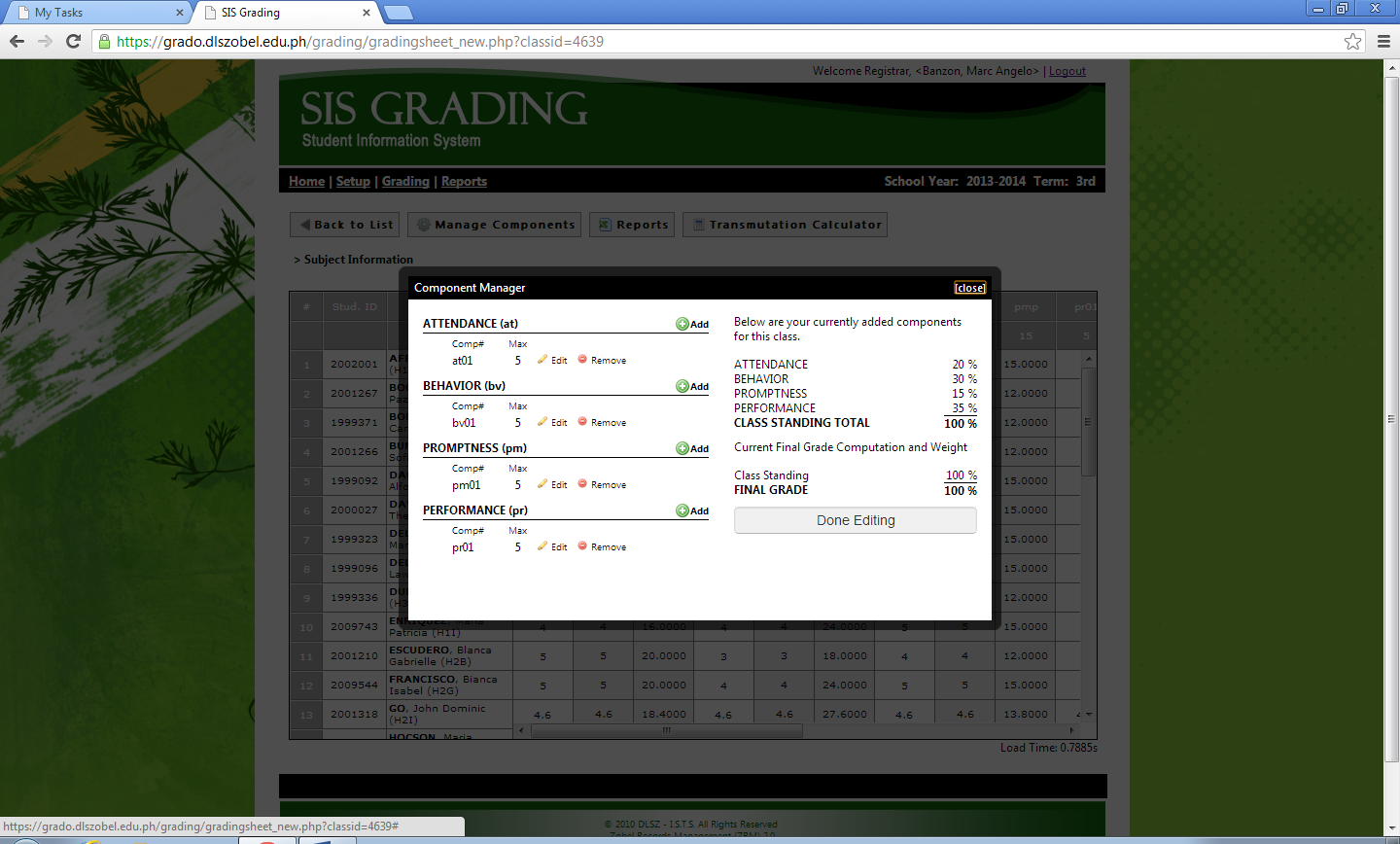


1. Verify your username and re-enter your password.



1. Click Grading in the menu links, then click Encode Score button beside the SUBJECT you wish to encode.





1. Click Manage Components, then use the pop up Component Manager window to Add, Edit or Remove components.