# MyISIS High School Online Grade Entry How-to

MyISIS is the enterprise web portal for students, faculty members, and the staff of St. Scholastica's College.

The Online High School Grade Entry is a module in the MYISIS that enables faculty to encode the grade of the students online.

This How-to aims to guide users on how to use the High School Online Grade Entry Module of the MyISIS.

HOW TO USE MYISIS High School ONLINE GRADE ENTRY MODULE

1. Open your browser of choice.

2. To access the High School Online Grade Entry Module, type https://myisis2.ssc.edu.ph/hs/ on your address bar.

3. Look for Faculty Services and click on MyGradingSheet.
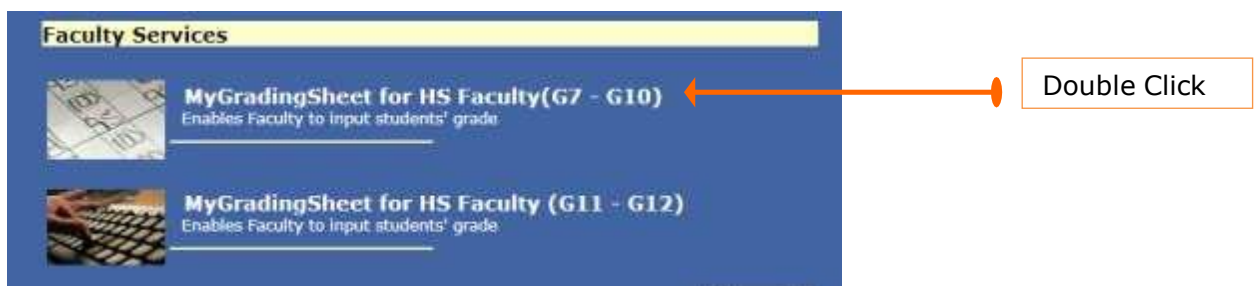
Screen 1. Main Page

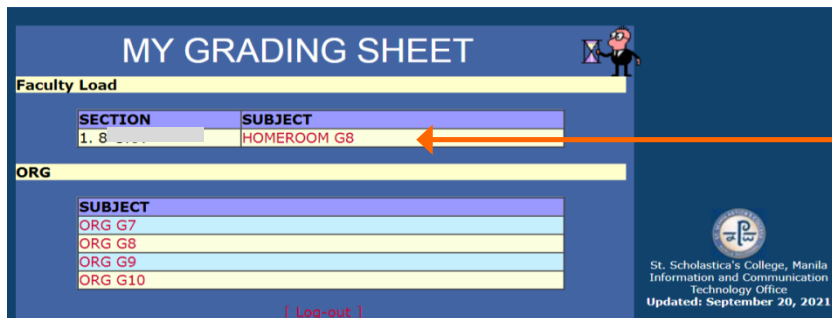4. Clicking the appropriate link directs you to the Login page below:
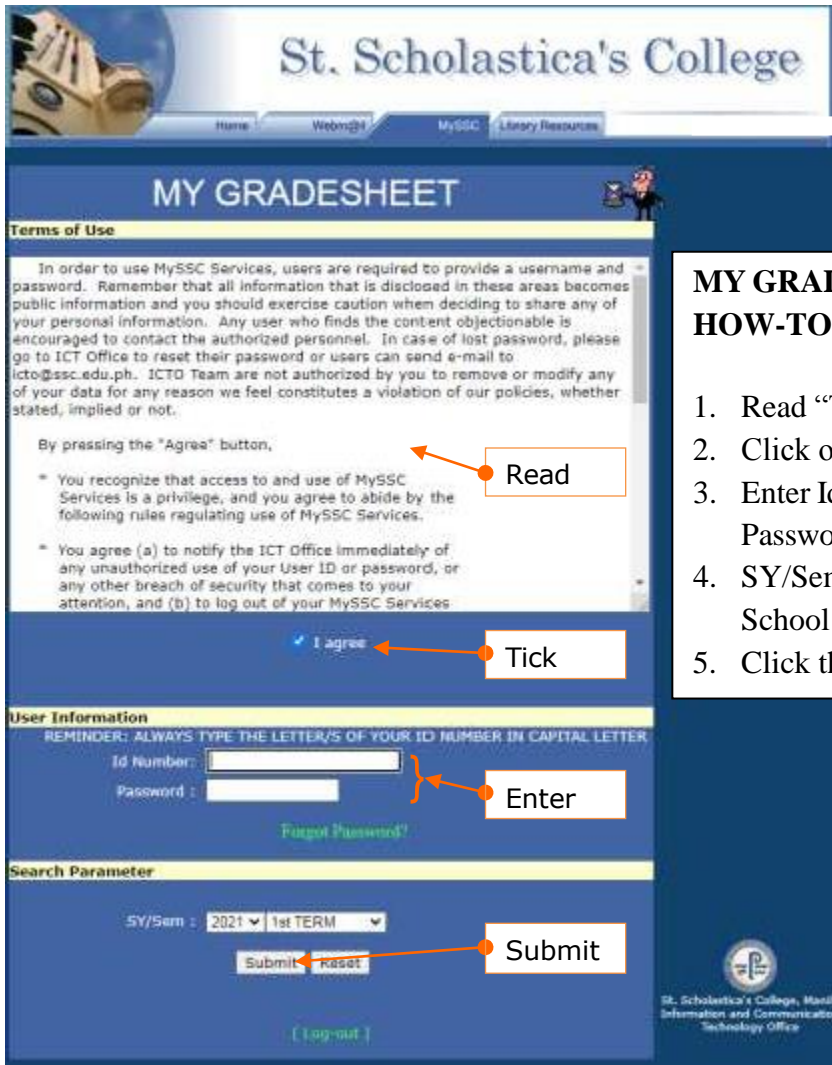
Screen 2 Login Page

5. Faculty Load page appears after clicking the **Submit** button.

Screen 3. Faculty Load Page

6. Double click on the subject you are going to input grades.

7. The Encoding of Grade page appears and displays the name of faculty, the current school year, level and section, the subject you are teaching, and the list of students enrolled in the subject.

Screen 4, Encoding of Grades Page

8. Begin entering the grade.

9. Click the **Submit** button when done. Clicking on the Submit button directs you to the Grading Sheet Page

Screen 5. Grading Sheet Page

10. Review the grades you encoded.

11. Click the **Back to My Subject** link to go back to the Faculty Load page.

12. Repeat the process for the other subjects on the Faculty Load Page, if any.

13. Once done, the Faculty Load Page now records the date and time of the grade submission.
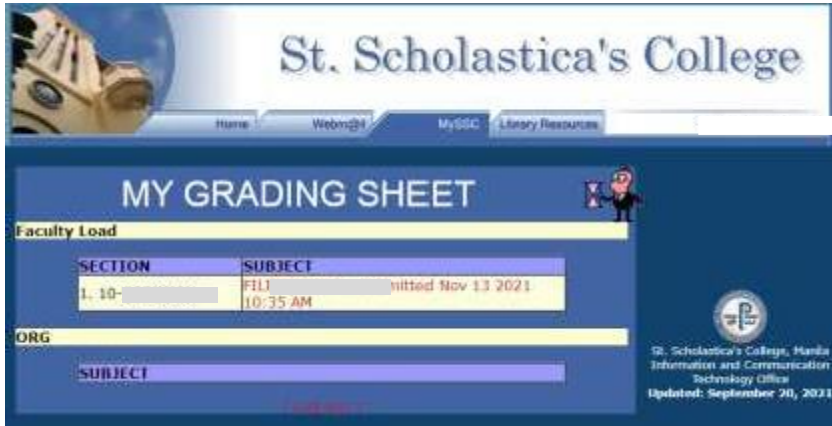
Screen 6. Faculty Load Page

14. Click on the Log-out link to close the module.

📝 Please note:

- You may go back to the subject list, review, or make corrections to the grades if needed while the High School Online Grade Entry schedule is still open.

- You may take a screenshot or print the Grading Sheet page for your reference.

- If any discrepancy on the subject list or student list, immediately report to the High School Office.

- You may email ICTO at icto@ssc.edu.ph for password reset if you forgot your password.

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