IFIS Instructions for the Graduate School

Faculty may submit final grades and access class lists via the Interactive Faculty Information System (IFIS). Faculty may also submit grade corrections, “I” grade changes, and missing grades via IFIS after the initial course grades have already been submitted online.

The Electronic Grade Roll form is available approximately two weeks before the end of the semester, with the exception of some accelerated and mid-semester courses, when access to the grade roll may only be available a day or two prior to the last scheduled class. Grades must be submitted within 72 hours of the last scheduled class.

General Instructions

A. Access the UMUC site at www.umuc.edu
B. Click on “Faculty”
C. Click on “Interactive Faculty Information System (IFIS)”
D. Enter your Social Security Number and your assigned Personal Identification Number (PIN) in the text box. (If you do not know your PIN, you may contact Anna Roe at aroe@umuc.edu or 301-985-7034). Click on “Continue.”
E. Make the appropriate selection from the menu; select Electronic Grade Roll for the first submission of grade(s) and Electronic Grade Change/Missing Grade for subsequent grade submissions. Select the appropriate semester and year from the drop down menu. Click on “Continue.”
F. Access class rosters by clicking each Grade Roll ID number to enter all student grades. Due to late registrations and status adjustments there are sometimes more than one grade roll per course.
G. After entering grades, click “Cancel,” “Hold,” or “Submit” at the bottom of the screen.

Please visit http://www.umuc.edu/dess/graderoll.html for specific instructions.

Electronic Grade Roll Timeline

After you submit grade(s) via the Electronic Grade Roll, grades are downloaded and reviewed by the Registrar’s Office staff. Once the grades are “accepted” by the Registrar’s office, IT runs the program to update the database overnight. It may take one or two business days for grades to appear, dependent on submission time.

Electronic Grade Change/Missing Grade

If a faculty member needs to enter a grade correction or additional grade within six months from the final date of the class, he or she may reenter IFIS, select Electronic Grade Change/Missing Grade from the menu, and proceed to enter the grade. After the faculty member has submitted grade(s) via Electronic Grade Change/Missing Grades, the instructor may click on “Reload” to see the submitted grade(s).

Any attempted electronic submission of a grade six months or more after a class has ended or once a student has graduated will prompt the instructor to complete a Grade Adjustment/Supplemental Grade report for approval from the Dean’s office.
Incomplete Grades

Students listed on the grade roll who did not complete a substantial portion of the course work should be assigned the grade of "F." If you have missing assignment or exam grades, do not enter an “I.” The student must request the Incomplete grade. **The student must have completed at least 60% of the coursework with a grade of B or better to qualify for an “I.”** Refer to UMUC’s Graduate School Catalog or Faculty Handbook for more information on the grade of Incomplete. **Grades of “I” are converted to “F” after four months.**

FN Grades

Students on the grade roll who have not attended or participated in course assignments and activities should be awarded the grade of “FN.” This applies to students who did submit some assignments but totally ceased attendance and participation in the first 60 percent of the semester without officially withdrawing.

G Grades

The mark of “G” is an exceptional and temporary administrative mark. It is given only when the final grade in the course is under review for academic dishonesty and plagiarism proceedings. **Faculty should not assign the mark of “G.”** Leave the grade blank; the "G" grade will be entered administratively.

Unrostered Students

A student who attended the course but whose name does not appear on the Electronic Grade Roll may not have been officially registered for the class. Enter the student’s grade on the bottom of the grade roll and inform the student that it is his or her responsibility to contact the Registrar’s office to confirm registration in the class.

Technology Requirements

Instructors must be running a browser version of 4.0 or higher to access IFIS and enter their grades through the Electronic Grade Roll. For assistance in downloading a faster browser, contact the UMUC computer help desk at 301-985-7400. A free updated browser may be downloaded by visiting Netscape.com. Instructors may use the UMUC computer labs in Adelphi during the hours of 9 a.m. and 11 p.m.

Remember not to submit your grades between 9:30 p.m. and 2:30 a.m. EST as maintenance renders the system unavailable at that time. Please note that you must wait at least one business day after your initial grade submission before entering any missing grades or grade changes.

Thank you for your continued efforts in helping your students get their grades quickly. Feedback on the submission of grades via IFIS may be sent to registrar@umuc.edu