

Procedures for encoding of midterm and final grades in ISMIS

1. Go to www.usc.edu.ph and click on the "Online Enrollment Link" found on the right side of the page **or you can type directly the link ismis.usc.edu.ph.**
2. Log-in using your username and password. The user name is your faculty ID number and the default password is sent to your USC email account. Please check your USC email account for your login details. ***Once you have logged in to the system, be sure to change your password for security reasons.***
3. Click on the "Manage Grades" link on the right side of the page. The list of subjects handled for the semester will be automatically displayed on the screen.
4. Select on the specific subject and encode the grade on the appropriate box. The default period is the current grading period and there is no need to change the period since the system will automatically determine the grading period (e.g. midterm for the midterm grades and final for the final grades).
5. After encoding the grades per subject, click on the "Submit" button found at the bottom of the page. ***In encoding the grades, do not press "enter" until you are done as the system will automatically submit the grades. Just use the arrow down in encoding the grade of one student to the next.***
6. ***Submit the grades first before saving it to Excel or printing the hard copy.*** The submitted grades can be printed by clicking on the "Print" button and it can be saved in Excel format by clicking on the "Save to Excel" button.

Note:

Once the grade is submitted, it cannot be edited anymore and change of grade has to be filed by the instructor at the VPAA Office for approval. Registrar will be the one to encode the change of grade.