



OHIO
UNIVERSITY

Office of the University Registrar

E-mail Announcement



Date: November 14, 2011
To: Faculty Teaching Fall Quarter
From: Debra Benton, University Registrar
Subject: Submitting Grades for Fall Quarter

Dear Faculty:

You are receiving this message because you are listed as an instructor of record for a fall quarter class. The Faculty & Advising Center (<https://webapps.ohio.edu/oasis/>) permits the entering of official final grades. Here are some highlights of which I would like to make you aware:

- Grades are made available to students upon your submission of the grades for your class. You may "Save" your grades without "Submitting" your grades. If you do not "Submit" your grades then they will be made available to students the day after the grade deadline. When you submit your grades they will be posted to students' academic records and available to students in My OHIO Student Center shortly after the submission.
- The withdraw date for students who dropped the class after the 15th calendar day is available. Click the magnifying glass to the left of the student's name to view the withdraw date.
- The default number of rows displayed is set to 25. You can also increase the default rows to a larger number by selecting the number in the drop down for Show [] entries.

Instructions for using the system:

1. Log in to the Faculty & Advising Center (<https://webapps.ohio.edu/oasis/>) using your OHIO (Oak) ID and password.
2. On the Teaching tab select "Class List/Grading." Note: Only the faculty/instructors listed in PeopleSoft as the instructors for the class may enter and submit grades.
3. Two options for entering final grades:
 - 1) View class roster to enter grades:  Click to see the students registered in the class and to enter grades.
 - 2) Import/Load grades:  Click to paste grades from an external file, i.e., PID, grade, FS Stop Date may be copied from another file and pasted into your grade roster.
4. Click the **Save Grades** button to save the grades if you will need to make changes later. Click the **Submit Grades** button after you have completed entering your grades to finalize the submission of grades for the class. Submitting grades will affect only students for whom you have entered a grade. If a student's grade was blank when you submitted, you may go back and enter the final grade online. After grades are submitted any changes must be processed using a Special Grade Report form.

5. If you do not finalize the submission of grades by clicking the Submit Grades button, what you have saved as of the grade deadline will be submitted automatically for you.

Grade deadline: **Tuesday, November 29, 2011, at noon.**

If you have any questions about how to submit your grades there is a Frequently Asked Questions page available online at <http://www.ohio.edu/registrar/onlinegrading.cfm> or you may contact our Grades division staff at grades@ohio.edu or 740-593-4199.

Best regards,
Debra Benton
University Registrar

cc: Deans
Associate Deans
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Assistant Deans
Regional Campus Deans
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