



# OHIO UNIVERSITY

Office of the University Registrar

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**Date:** February 28, 2006  
**To:** Members of the Faculty and Staff  
**From:** Office of the University Registrar  
**Subject:** Online Grading is Here!

The Office of the University Registrar is pleased to announce the University-wide launch of the Online Grading System. The system permits faculty to submit final grades online and eliminates the need to return faculty grade sheets to either the Office of the University Registrar in Chubb Hall or the regional campus student services offices.

Here is some important information about submitting grades online at OHIO University:

-The Online Grading System will be available 24 hours/day, 7 days/week beginning Thursday, Mar. 9, through this Web site: <<http://www.ohio.edu/registrar>>. Select Online Grading under Quick Links to Online Services for Faculty and Staff.

-Oak ID and password are required to access this system. If you do not remember your Oak ID and password, visit Communication Network Services at <<http://technology.ohio.edu/>> soon to ensure you are ready before the deadlines above.

-Instructors who use the Online Grading System have until 12:00 noon, Tuesday, Mar. 21, to submit their grades. If you choose to submit final grades on paper, faculty grade reports are due earlier -- at 10:00 a.m., Monday, Mar. 20.

-You have access to all classes in which you are listed as an instructor of record. Co-instructors have equal access to their classes through this system.

-Just as you do with paper grade rosters, please double-check your work. You will notice a feature in the system that permits you to print a copy of your completed grade rosters. Changes to grades submitted online can be made throughout the grading period, but no later than 12:00 noon, Tuesday, Mar. 21.

If you encounter a problem with the system, please note the browser you are using and what you were doing when the problem occurred. To report system problems or ask any questions about using the system, contact the Grade Staff in the Office of the University Registrar: [grades@ohio.edu](mailto:grades@ohio.edu) or 740.593.4199.

Thank you in advance for using this new system and a special thanks to the faculty who piloted the system fall quarter!