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UNIVERSITY


Office of the University Registrar

## E-mail Announcement



**Date:** August 26, 2011  
**To:** Faculty Teaching Second Summer Session or Full Summer Quarter  
**From:** Debra Benton, University Registrar  
**Subject:** Submitting Grades for Second Summer Session or Full Summer Quarter

Dear Faculty:

You are receiving this message because you are listed as an instructor of record for a second summer session or full summer quarter class. We are happy to announce the Grading System is available and ready for submission of your final grades. The Faculty & Advising Center (<https://webapps.ohio.edu/oasis/>) has been enhanced to permit the entering of official final grades. There are some changes 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 now 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. If you are not seeing 25 rows then click the filter reset button . You can also increase the default rows to a larger number by selecting the number in the drop down for Show [ ] entries.
- The filters are now listed at the top of the columns rather than the bottom. You may use the filters to view a subset of the rows.

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, August 30, 2011, at noon.**

We appreciate your patience as we continue to make these services available to you. If you have any questions about how to submit your grades there is a Frequently Asked Questions page in the Faculty & Advising Center, or you may contact our Grades division staff at [grades@ohio.edu](mailto:grades@ohio.edu) or 740-593-4199.

Best regards,  
Debra Benton

cc: Deans  
Associate Deans  
Chairs/Directors  
Assistant Deans  
Regional Campus Deans  
Regional Campus Assistant Deans  
Regional Campus Student Services  
Pamela Benoit  
Craig Cornell  
Ann Fidler  
Don Pendergast  
Carissa Anderson  
Shelley Ruff  
Sean O'Malley