Submitting a Grade Assignment or Change Form Online

1. Navigate to the Grade Assignment or Change Form
   Registrar.osu.edu > Faculty or Staff

2. Choose Forms from the drop-down menu

3. Sign in using your Ohio State ID (lastname.#) and password

4. Select Online Form

Note: If you have access as both an instructor and as an authorized submitter, you will be prompted to select whether you are requesting changes as yourself or requesting changes for someone else.
5. Select the appropriate **Term** from the drop-down menu

Note: After selecting the correct **Term**, it will be automatically submitted and take the user to the list of **Classes** from that **Term**.

6. Click on the appropriate **Class**

7. Check the box next to the student(s) for which you wish to change or assign a final grade

8. Click **Next**
9. Select the appropriate **Purpose** from the drop-down menu

10. Select the **New Grade** from the most right drop-down menu

11. Add an additional **Comment**

12. Click **Next**

13. Review the information and, if accurate, click **Finish**

**Note:** Click **Previous** if information for the **Selected Student** needs to be corrected. If you wish to go back and enter more grade changes for additional students, you may do so after clicking **Finish**, on the next page.
13. Optional: Click *Enter more grade changes*