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

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University Registrar

Students  Faculty  Staff  Alumni  Policies  General Information

Buckeye Link  Faculty
Class Rosters  Curriculum
Faculty Center Introduction  Faculty Center F.A.Q.
Forms
Help Documents for OIS Student Records  Post Final Grades
Student Evaluation of Instruction

Need to report your SSN/TIN? Click here to upload.  Autumn Semester 2016 Term Important Dates

Frequently Used Forms

Buckeye Link  Calendar (Academic)  Classroom Scheduling  Course & Class Information  Degree Audits

GRADES  Grade Assignment or Change Form  Online Form  Online Form Directions / Paper Form / Paper Form Directions

Use of the grade assignment or change forms are required for changing a grade; reporting a missing grade, replacing an "EN" or "NO" grade; assigning a final grade for an incomplete ("I"), changing the week a student stopped attending relative to an "EN" grade; and/or extending the incomplete deadline beyond the 7th Friday of next term.

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.

Grade Assignment/Change Form

- Request changes as yourself
- Request changes for someone else
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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**