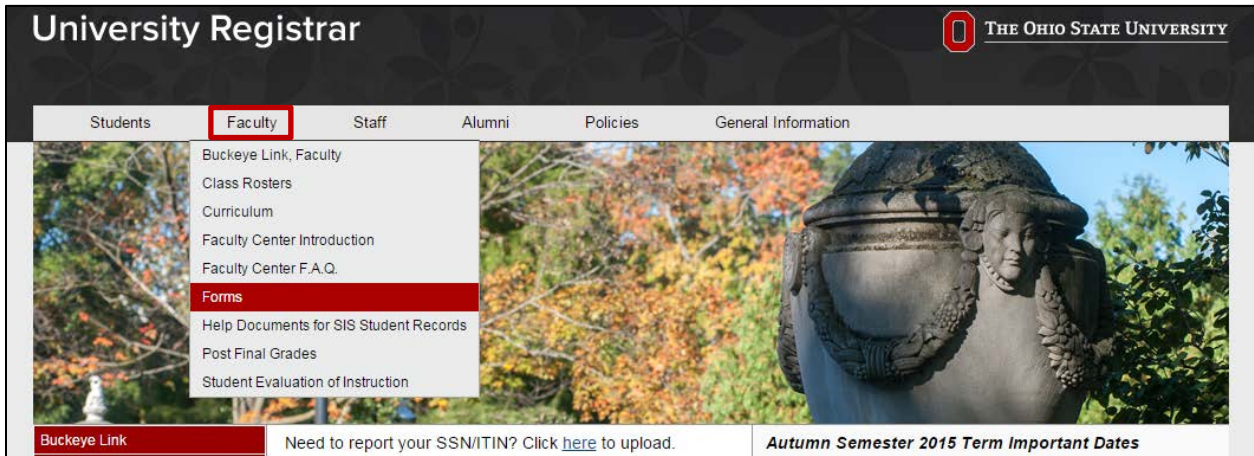
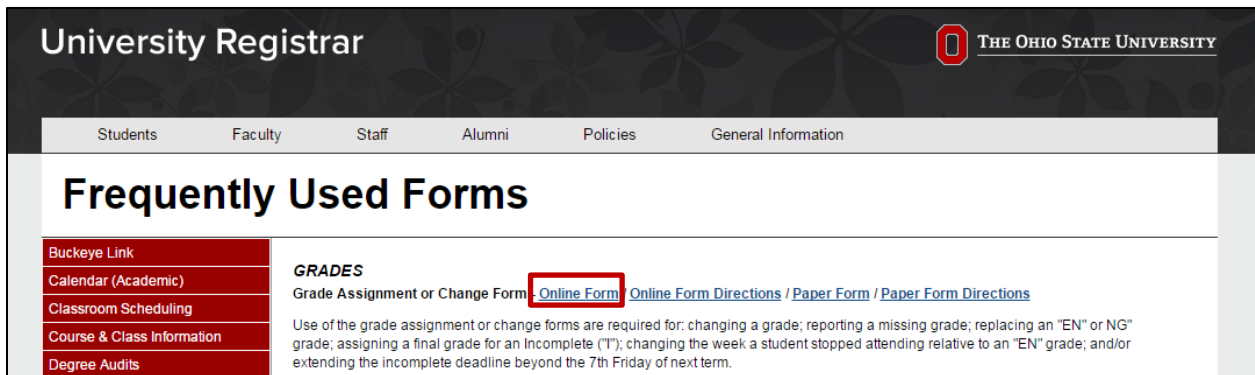


Submitting a Grade Assignment or Change Form Online

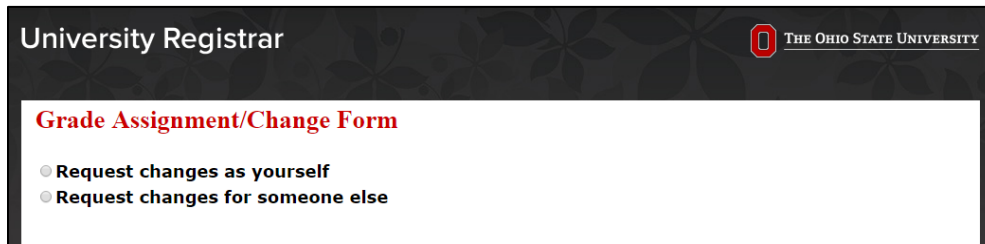
1. Navigate to the **Grade Assignment or Change Form**
Registrar.osu.edu > Faculty or Staff
2. Choose **Forms** from the drop-down menu
3. Sign in using your Ohio State ID (lastname.#) and password



4. Select *Online Form*

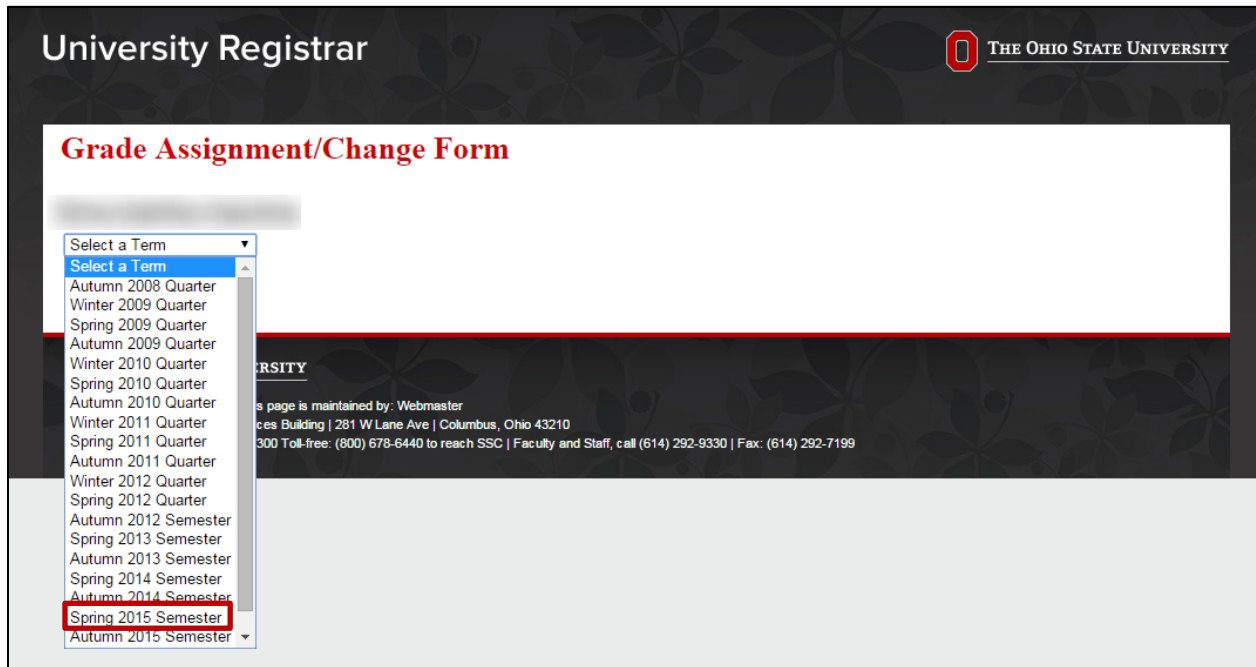


Note: If you have access as both an instructor and as an authorized submitter, you will be prompted to select whether you are requesting changes as yourself or requesting changes for someone else.

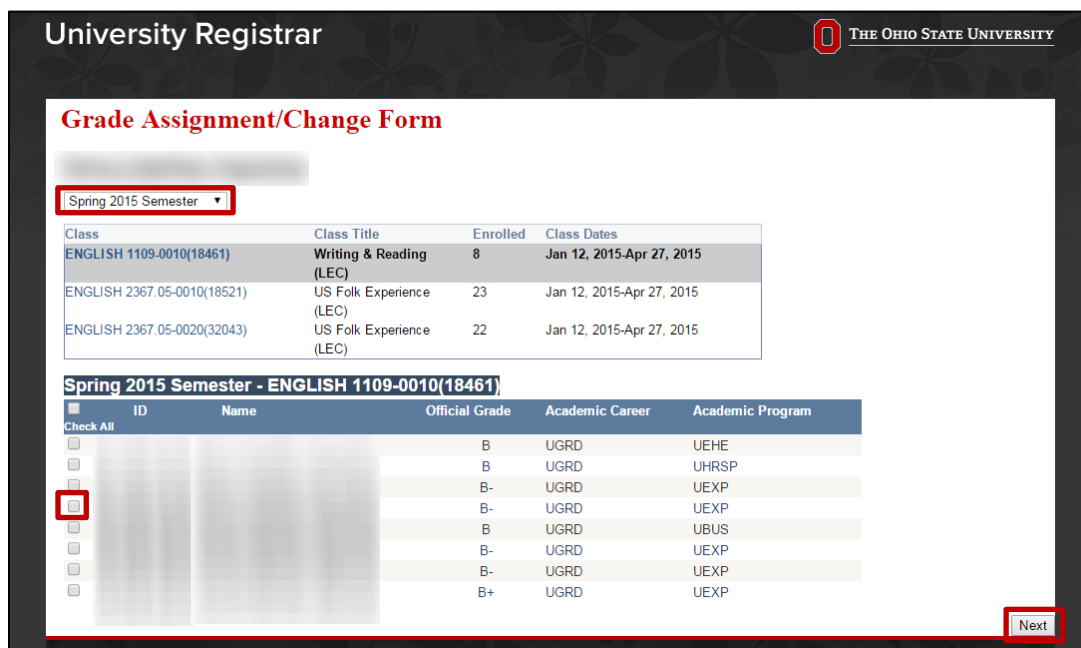


- Select the appropriate **Term** from the drop-down menu

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



- Click on the appropriate **Class**
- Check the box next to the student(s) for which you wish to change or assign a final grade
- 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*

The screenshot shows the 'Grade Assignment/Change Form' for the Spring 2015 Semester - ENGLISH 1109-0010(18461). The form contains a table with columns: ID, Name, Official Grade, Academic Career, Academic Program, Purpose, New Grade, and Comment. A dropdown menu is open for the 'Purpose' field, listing options: Select Purpose, Report a Missing Grade, Replace "NG" or "EN" Grade, Assign Final Grade for an Incomplete "I" Grade, Extend Incomplete Deadline Beyond the 7th Friday of Next Term, Change of Grade, and Change Week Student Stopped Attending for EN Grade. The 'Change of Grade' option is highlighted. The 'New Grade' dropdown is set to 'A', and the 'Next' button is visible.

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.

The screenshot shows the 'Grade Assignment/Change Form' for the Spring 2015 Semester - ENGLISH 1109-0010(18461). The table now shows the 'Purpose' as 'Change of Grade' and the 'New Grade' as 'A'. The 'Finish' button is highlighted in red.

13. Optional: Click *Enter more grade changes*

The screenshot shows the 'Grade Assignment/Change Form' for the Spring 2015 Semester - ENGLISH 1109-0010(18461). A message states 'Grade changes have been submitted'. Below the message is a button labeled 'Enter more grade changes'. The table below shows the 'Purpose' as 'Change of Grade' and the 'New Grade' as 'A'.