

To: Faculty

From: Marvin Cohen
Registrar

Date: December 7, 2007

RE: Grades

Grades for the Fall semester can be entered on OASIS beginning on December 10. Grades can be entered using the Online Grade Entry feature. The following website can be accessed for instructions and further information: <http://www.colum.edu/oasis/>. Grades are entered on OASIS at: <http://oasis.colum.edu/>. You can also view an on-line video or podcast at: <http://www.colum.edu/oasis/tutorials.php>

Procedure to enter grades:

1. Open the OASIS Portal (<http://oasis.colum.edu/>)
2. Login in using your 5 or 6-digit Oasis ID and password. If you do not have this information, contact User Support at (312) 344-7001.
3. Click on the Faculty Tab.
4. In the CX-Faculty Main portlet, click on the Grade Entry link.
5. Set the catalog to UG07 (undergraduate) or GR07 (graduate) and the Current Option Settings to Fall 2007.
6. On the Grade Entry Screen, select the radio button next to the course. Click on the Select Course Marked Button. If you do not see your courses contact User Support at (312) 344-7001.
7. You will be asked if you are entering Final, Midterm or Attendance grades. Select Final and click the Continue button.
8. The actual grade screen will have all of your students listed. Each student will have a grade of IP (in progress). If a student withdrew, a grade of W will appear. Plus and minus grade options are available. Students who opted for the Pass/Fail Option will be indicated. Use the downward arrow to select a grade from the listing or type in the desired grade. If a dropdown menu does not appear, it may be a problem with your browser. Internet Explorer 6.0 or the latest version of Firefox is required.
9. If you are awarding a grade of "F", a drop down window will appear and you will be asked to indicate the last week the student attended the class. This is for financial aid compliance purposes. If the student attended the entire semester, and is failing due to poor performance, rather than non-attendance, please select 9+.
10. Please enter a grade for **every** student. When all grades are entered, click on the Submit Grades button.
11. The deadline for submission of grades is Tuesday, December 26. Grades submitted after midnight (CST) are considered to be late. **Please note that students will be able to see their grades immediately after you submit them.** The window to enter grades will close at midnight (CST), Saturday, January 5. You may go back and change individual grades until that date. Once a grade is submitted, it cannot be lowered
12. **NEW PROCEDURE.** After January 5, grades can be only changed using the new online Grade Change Form. This form must also be used to change grades from previous semesters. The form can be found on the OASIS faculty page at <http://oasis.colum.edu/ics/Faculty>. Note: you will be required to log in a second time to access the Feith workflow form.
13. A grade confirmation will be sent to your Columbia e-mail. Print this for your files.

The Center for Instructional Technology will be sponsoring a Grading Party on December 19th, from 1 - 3 pm in room 811, 600 S. Michigan. Assistance will be available to help you enter your grades online. Refreshments will be served!

Feel free to contact the Records Office at (312) 344-7224 if you have any questions. Call User Support at (312) 344-7001 for technical assistance.