How to Submit Your Grades

Submit your grades through Online Services.

From OSU home page, select Faculty & Staff (from black menu bar at top of page)

choose Online Services Login

log in (need OSU ID # and GAP)

choose Faculty & Advisors

choose Final Grades Menu (or Spring Term Preliminary Grades Menu)

choose Final Grades - Keyed Entry

select term (it doesn't usually default to the correct term)

your course(s) should be listed; select the one you want

then use the pull-down menu to assign each grade; click the Submit button periodically so you don't lose your information (grades for large classes -- over 100 students or so -- are most efficiently submitted by uploading a grade roster)