Grade Workflow - Instructor

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

2. Choose Forms from the drop-down menu.

3. Click on Grade Workflow

4. Enter EmplId

5. Click Submit

5. 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.
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**.
12. Review the information and, if correct, 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