


## How to Grade a Course in Faculty Self-Service

1. Open up a web browser and navigate to <https://sisfacprd.ohsu.edu/FacultySelfService/ssb/gradeEntry>
2. Log in with your OHSU network credentials (or your UID and Password if you don't have an OHSU email)



### Sign In

Use your OHSU network account. If you do not have an account then use your student account (U#####).

Continue


If you have trouble signing into the system then contact the OHSU Service Desk at 503-494-2222.

3. In the Faculty & Advisor Services menu, select Faculty Grade Entry

## Faculty & Advisor Services

Hello [Redacted]


Welcome to Faculty Self-Service

**Faculty**


- Faculty Grade Entry
- View Class Lists

**Faculty Forms**

- Removal of Incomplete Grade
- Change of Grade
- Remediation Form

**Advisors**

- Advisee List/Search
- DegreeWorks

**Personal Information & User Account**

- Complete Outstanding Action Items
- Change OHSU Network Account Password (on OHSU network only)
- Change Faculty ID Number Password

4. Select the course you would like to grade from the My Courses menu (note: ensure you are in the current term):

Faculty Grade Entry • Final Grades								
Faculty Grade Entry								
Final Grades								
My Courses								
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN	
Not Started	Not Started	ANST - Anesthesiology	709A	W2	Anesthesiology	201902 - Winter 2019	20004	
Not Started	Not Started	SBM - Skin, Bones & Musculature	710	0	Skin, Bones and Musculature	201902 - Winter 2019	20325	

5. Enter your grades in the final grade column of the roster. Each student will have a drop-down menu listing your grading options.

Not Started	Not Started	SBM - Skin, Bones & Musculature	710	0	Skin, Bones and Musculature	201902 - Winter 2019	20325
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Records Found: 2

Enter Grades

Full Name	ID	Credits	Final Grade	Rolled
		13		
		13		

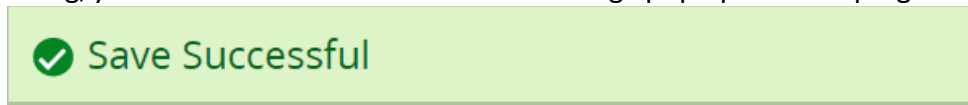
6. After you are done grading your course, select save at the bottom right of the page. Note: If you have a large class, you may have more than one page to grade!

Enter Grades

Full Name	ID	Credits	Final Grade	Rolled
		4	A	
		4	A-	

Save Reset

7. When saving, you should see a Save Successful message pop up in the top right of the screen:



8. If you need to grade more than one course, you can select a new course in the 'My Courses' section and repeat steps 5-7.

For more information about online grading, please contact the Registrar's Office  
503-494-7800 | [regohsu@ohsu.edu](mailto:regohsu@ohsu.edu) | [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar)