

Grade Posting Options in the Student Information System (SIS)

Grade posting in the Student Information System (SIS) can be completed in multiple ways:

- Use the Faculty Center.

Instructors teaching classes will have access to their grade roster(s) via their Faculty Center. See Navigating the Faculty Center for details (<https://assist-erp.osu.edu/sis/WebHelp/facultycenter/>).

- Post directly in the SIS using the Grade Roster page.

Authorized administrative grade posters can enter grades directly into the Grade Roster page. This functionality is most often used by those assisting on commencement weekend to ensure all grades are posted for certification of graduating students and by those assisting instructors with grade posting for a class/department. (Navigation: Curriculum Management, Grading, Grade Roster)

- Upload from a .csv (comma separated value) file.

Instructors maintaining their grades in a spreadsheet format can save this to the approved .csv format and then upload their grades into the SIS. Instruction on using this process and formatting the file are available when clicking on the Upload Grades Roster link in the Faculty Center.

- Export from Carmen and post in the SIS.

TELR has a mechanism in place to export grades from Carmen to the SIS. Grades must then be validated and Posted in the SIS Faculty Center.

Grades entered using the Faculty Center, the Grade Roster page or Carmen must be posted for them to become an official part of the permanent academic record. Saving grades without posting will mean that grades will not be preserved when grade rosters are finalized by the Office of the University Registrar. Be sure to Post!