

## 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.

The screenshot shows the top of the grading interface. At the top, there are two 'Not Started' buttons. Below them, course information is displayed: 'SBM - Skin, Bones & Musculature', '710 0', 'Skin, Bones and Musculature', '201902 - Winter 2019', and '20325'. A navigation bar shows 'Records Found: 2' and 'Page 1 of 1'. Below this is a search bar and a table with columns: 'Full Name', 'ID', 'Credits', 'Final Grade', and 'Rolled'. Two rows of student data are visible, each with a dropdown menu in the 'Final Grade' column.

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!

This screenshot shows the same grading interface as the previous one, but with the second student's grade set to 'A-'. A red arrow points from the 'Final Grade' dropdown of the second student to the 'Save' button at the bottom right of the page. The 'Save' button is green and labeled 'Save', and the 'Reset' button is also green and labeled '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)