

OSS Instructions to Enter Grades

The 'My.devry.edu' screen had a makeover. Login as usual with your DSI# and password.

1. Click the '**DVU OSS Faculty Self link**' on my.devry.edu Home page.
2. Click the '**HOME**' link to OSS Home page.
3. Click on the '**Enter Unit Grades**' link on the OSS Home Page to access the Grading page.
4. Select '**Term Calendar**' from the drop down.

If you do not see the term calendar **Spring 05**.

- Click '**More**' to query for additional term calendars. A new screen will appear type in **Spring 05** and click '**GO**'. **Spring 05** will appear as a choice click on the 'Quick Select icon' for **Spring 05 to take you back to the previous screen.**
 - Once **Spring 05** is listed click '**GO**'.
5. You will see a list of your assigned units/courses for the term calendar. You must be within the valid grading period to grade units/courses.
 6. Select the unit you wish to grade by clicking on the radio button.
 7. Click the '**Grade Unit**' button.
 8. On the Select Unit Grading Options page, '**Final**' is now the default.
 9. Click the '**Enter Grade**' button.
 10. Select a grade from the drop-down for each student.
 - **Note: The list is not alphabetical.**
 11. Once you have finished entering and reviewing grades for all students click the '**Submit Section**' button. If you have more than twenty-five students, you will need to go to the next page and repeat steps 10 and 11.
 - **NOTE: If you have not selected grades for all of the students, click the 'Save for Later' button and return to complete at a later time.**

12. You must submit grades to finalize grades. Click the **'Submit Grade'** button.

- The confirmation message will appear. **'Grade details for course name have been submitted for finalization.'**

13. Click the **'OK'** button to complete the finalization of grades.

- **The unit section for grading page will display with a final confirmation message. 'Grade details for course name have been submitted'.**
- **It will also show the Unit Grading Status on the unit/course as COMPLETE.**

WARNING: ONCE YOUR GRADES ARE COMPLETE THE FINAL STEP IS TO RELEASE THE GRADES.

14. To release grades, select the unit/course you want to release grades for and click the **'Grade Unit'** button.

15. Click the **'Enter Grade'** button.

16. Click the **'Select All'** link.

- **NOTE:** If your student list is more than one page, you need to click on the **'Next'** link and **'Select All'** for that page also.

17. Click the **'Release Grades'** button.

18. Using the calendar icon, **select the release date for each student's grade.**

19. Once all students have a release date and time, click the **'Apply'** button.

- You will receive a confirmation message, when complete, click **'Unit Section for Grading'** link to return to list of units to grade.