e-Grades Submission

**LOCATING e-GRADeS**

1. Go to: my.usf.edu

2. Enter your netID and password

3. Rollover *Courses & Groups*

4. Select a course from the list (if you do not see your course listed click on ‘view all courses’ at the bottom of the list)
5. In the course menu select **eGrades Submission**
SUBMITTING E-GRADES

1. Click Log in

With eGrades, you can import grades directly from your Grade Center by selecting a column or enter grades manually.

2. Select the option next to the method you would like to use.
   - **Grade Center** allows you to pull grades automatically from a Grade Center column. *If using Grade Center column, go to Step 3.*
   - **Manual Entry** does not automatically pull information from the Grade Center. *If manually entering grades, go to Step 7 (B).*
3. After selecting Grade Center in the Grade Source section proceed with these steps. Select the ‘Total’ column from the Select Grade Center Item dropdown menu.

4. Click Next.

5. Adjust the grading scale
   a. Grades must be submitted as letters. The Modify Grade Scale page allows you to edit the grading scale and view the distribution of grades over the course. Skip this step and proceed to Step 7 if you DO NOT need to adjust the Grade Scale.

6. Click Next.

   **NOTE:**
   - All possible scores must be included in the Grade Scale thus the upper limit of one grade will be the lower limit of the grade above it.
   - You may ignore a grade, such as plus/minus, by clicking the box beside the grade.
7. **(A) Submit Grades**
   
a. **Grades that are pulled from the Grade Center column will show in the Grade column.** Grades to be submitted are in the **To Be Submitted** column and can be adjusted as needed. **Click the dropdown menu beside a student's name to adjust the grade.**

b. **Add Last Date Attended** for students receiving an F, I, or U. You may select a date manually by clicking on the , by entering directly into the text box or selecting one of the available options.

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7. **(B) Submit Grades**
   
a. **Manual Entry is the simplest of all grade submission methods because it mirrors the old method of grade submission.** After selecting **Manual Entry** (in **Step 2**), you will be taken to the following screen where you will be able to use the dropdown menu next to a student to select a grade to be submitted for that student.

b. **Add Last Date Attended** for students receiving an F, I, or U. You may select a date manually by clicking on the , by entering directly into the text box or selecting one of the available options.
8. Click **Submit**.
   a. *This will submit the grades to Oasis/Banner and show the processing screen.*
   b. *As submissions are queued, an estimate of the time for completing the process is shown. You may exit at this point, as you need not wait for the receipt; you will be notified via e-mail when all the grades have been recorded in OASIS/Banner.*

   *After completion, each time you select eGrades Submission on the Course Menu, a receipt page is displayed confirming the results recorded in OASIS/Banner.*

**NOTE:** Unlike Blackboard, grades can be submitted from the cross-listed (merged) course site. You will **NOT** need to submit grades separately for each course section. This is assuming that you have cross-listed other section(s) into another section. For example, cross-listing section 311 into section 310.