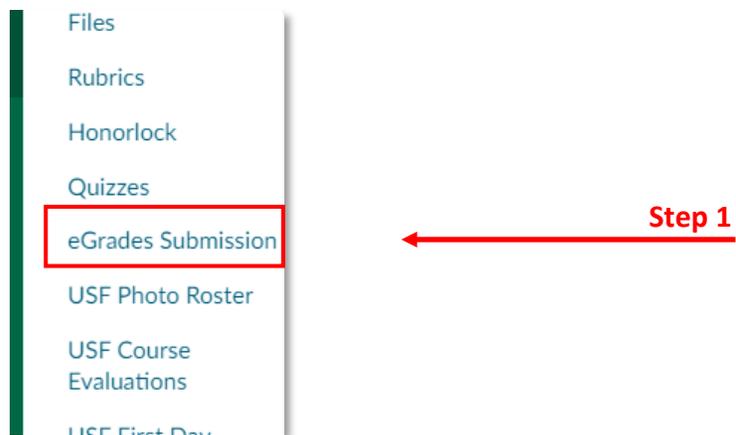


eGrades Modification

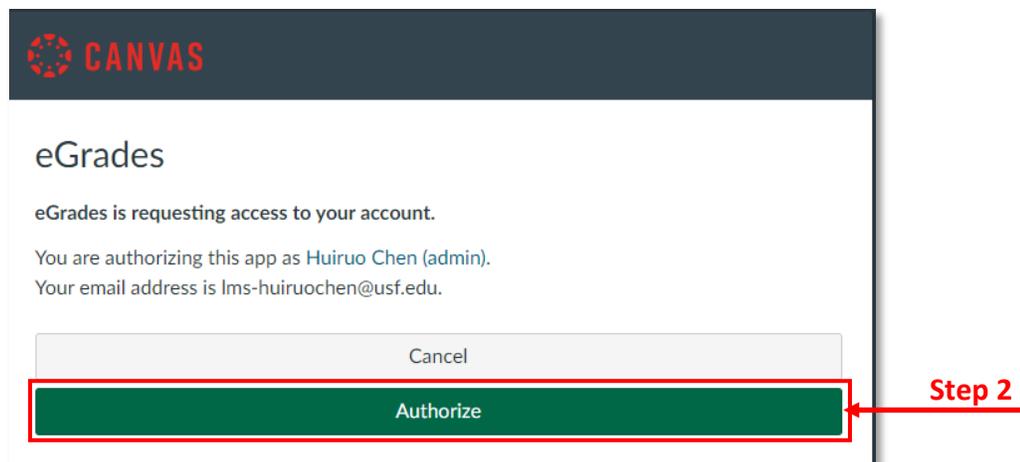
eGrades are only available at specific points during the semester, specifically, when grades are due. The window for midterm and final grade submission, and consequently eGrades tool availability is determined by the registrar's office.

NOTE: If you have questions about changing eGrades after the end of the semester dateline, please contact the Registrar's office at 813-974-2000.

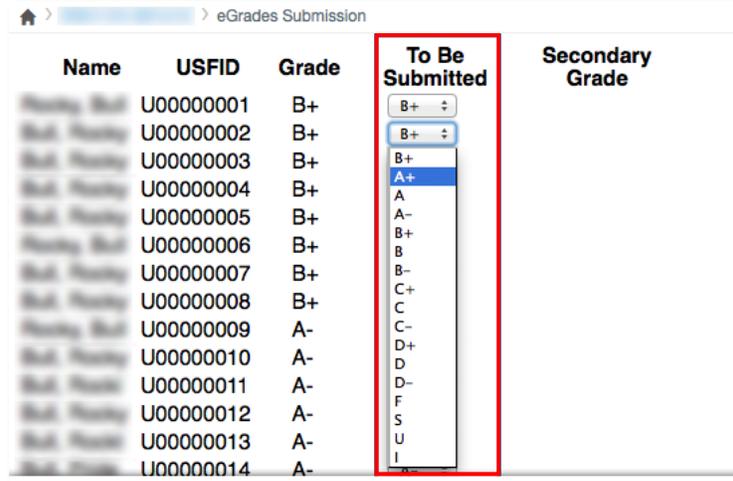
1. Click **eGrades Submission** at the left menu bar.



2. Click **Authorize**.



- Use the drop-down menu in **To Be Submitted** column to manually assign a grade for each student.

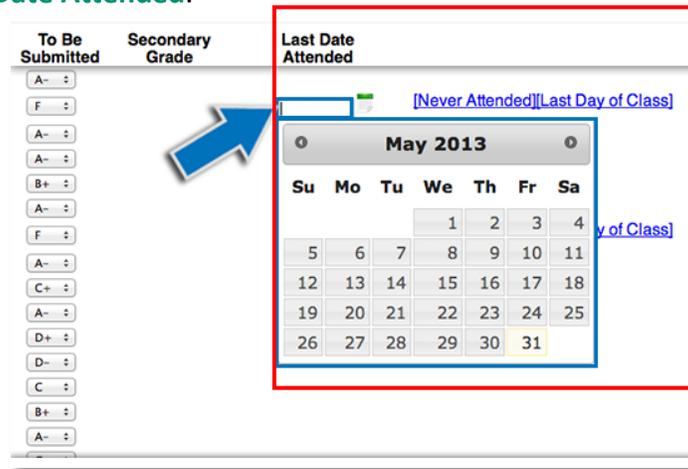


Name	USFID	Grade	To Be Submitted	Secondary Grade
	U00000001	B+	B+ ▾	
	U00000002	B+	B+ ▾	
	U00000003	B+	B+ ▾	
	U00000004	B+	A+ ▾	
	U00000005	B+	A ▾	
	U00000006	B+	A- ▾	
	U00000007	B+	B+ ▾	
	U00000008	B+	B ▾	
	U00000009	B+	B- ▾	
	U00000010	A-	C+ ▾	
	U00000011	A-	C ▾	
	U00000012	A-	C- ▾	
	U00000013	A-	D+ ▾	
	U00000014	A-	D ▾	
			D- ▾	
			F ▾	
			S ▾	
			U ▾	
			I ▾	

About F, U and I Grade

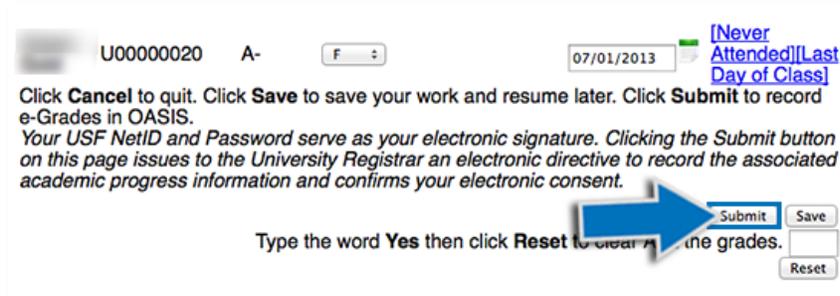
Submitting grades of F, I, or U requires a record of the student's last day of attendance.

- Clicking in the date field brings up the calendar, scroll through and select the proper date in **Last Date Attended**.



To Be Submitted	Secondary Grade	Last Date Attended
A- ▾		[Never Attended][Last Day of Class]
F ▾		
A- ▾		
B+ ▾		
A- ▾		
F ▾		
A- ▾		
C+ ▾		
A- ▾		
D+ ▾		
D- ▾		
C ▾		
B+ ▾		
A- ▾		

- Click **Submit** when you are sure the grades are correct.



U00000020 A- F ▾ 07/01/2013 [Never Attended][Last Day of Class]

Click **Cancel** to quit. Click **Save** to save your work and resume later. Click **Submit** to record e-Grades in OASIS.
Your USF NetID and Password serve as your electronic signature. Clicking the Submit button on this page issues to the University Registrar an electronic directive to record the associated academic progress information and confirms your electronic consent.

Type the word **Yes** then click **Reset** to clear the grades.

Submit Save Reset