

Recommended Browsers: Google Chrome, Firefox
If using UMass clinical computers, do not use Internet Explorer

Click on the OASIS login page URL: <http://umassmed.oasisscheduling.com/>
Users with a umassmed.edu email address: Use your network (NT) credentials to log in

Entering grades in GradeBook via OASIS

1. Select **Gradebook** from the 'Link goes to:' drop-down list
2. Click on a course under the **My Courses** heading to be taken to that course's GradeBook

My Courses [Export](#)

Link goes to: GradeBook 1

Hide courses with no enrollment on 08/01/2019

[Refresh Course List](#)

- + **SCHED - Academic Schedule**
- + **ABTS - Advanced Biomedical and Translational Sciences**
- + **EXTAN - Anesthesiology & Perioperative Medicine (External)**
- + **AN - Anesthesiology & Perioperative Medicine**
- + **SDEAN - Anesthesiology & Perioperative Medicine (Student Designed)**
- **BBS - Basic and Biomedical Sciences**
 - [BBS-517 - Math Founda for Data Sci \(WPI\) @ UMASS, Worcester](#)
 - [BBS-555 - Comput Aided Drug Design \(WPI\) @ UMASS, Worcester](#)
 - [BBS-601 - Professionalism & Res. Conduct @ UMASS, Worcester](#) 2
 - [BBS-602 - Preparation Qualifying Exam @ UMASS, Worcester](#)
 - [BBS-603 - Resp.Conduct Res. Post Doc.Sch @ UMASS, Worcester](#)

3. Select the timetable you wish to display

GradeBook (change course) [Add Grade](#) | [Order Grades](#) | [Import](#) | [Import Files](#) | [Export](#)

2019-2020 : Basic and Biomedical Sciences : BBS-601 - Professionalism & Res. Conduct

- Click **Add Grade** and create the Grades to be used in this Course. Grades will display on the page. Select a Timetable. Click on a box by a student's name. Enter a Grade and press **Enter** to save *or* select a Grade and click **Save Grade**.
- To use the GradeBook Import, click the **Export** link above. An Excel spreadsheet will be emailed to you. Enter grades in the Excel spreadsheet and then use the **Import** link to upload it to the GradeBook.

[Show Grade Comments](#)

Select timetables to display: All students
09/03/2019 - 01/31/2020 @ UMASS, Worcester 3

Student	Final Course Grade
	View history

[Students Can View ->](#)

Office of Institutional Research, Evaluation, & Assessment
How to Submit Grades in OASIS

4. Final Course Grade ****this is the final grade that will feed over to PeopleSoft (PSCS)****
 Click on the cell in the row where you wish to enter a grade

Student	Final Course Grade View history
Students Can View ->	
Bolden, Nicholas Clay View History	4
Carbone, Christine Elizabeth View History	
Chao, Chun-Hao View History	
Chen, Zexiang View History	
Fan, Kaili View History	
Gao, Kevin Ming Jie View History	
Halim, Dilara Ozge View History	

In pop-up window, select grade radio button. (Passing grades are notated in **bold** font.)
 Leave **Allow duplicate grade** as 'No'
Comments can be left **blank** (*if any comments are included with the final grade, students will be able to view*)
 Click on 'Save'

Grade student [Close](#)

2019-2020 : Basic and Biomedical Sciences : BBS-601 - Professionalism & Res. Conduct

Bolden, Nicholas Clay

Grade	Reason Code	Comments	Entered By
No grade has been recorded.			
GSBS P/MP/F Grade		<input type="radio"/> P <input type="radio"/> MP <input type="radio"/> F	
Allow duplicate grade		No ▾ <small>Normally duplicate grades are not saved. If you would like to record a duplicate grade set this to Yes.</small>	
Comments Comments are displayed on the student's GradeBook			

If you have difficulty accessing OASIS, please visit IT's [OASIS Knowledge Base](#) for helpful documentation to guide you, or email OASIS@umassmed.edu.

If you have any questions or need assistance following this template, please email IREA@umassmed.edu.