

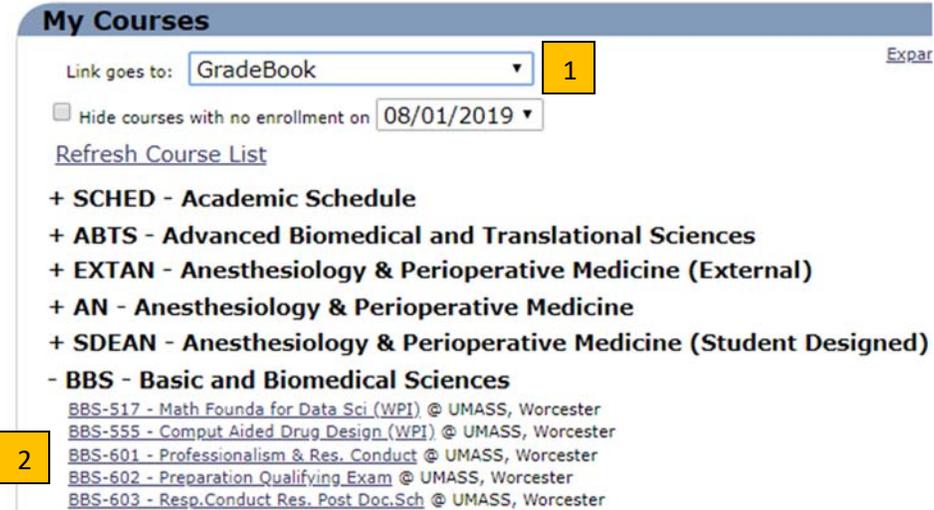
Recommended Browsers: Google Chrome, Firefox *If using UMass clinical computers, do not use Internet Explorer*

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

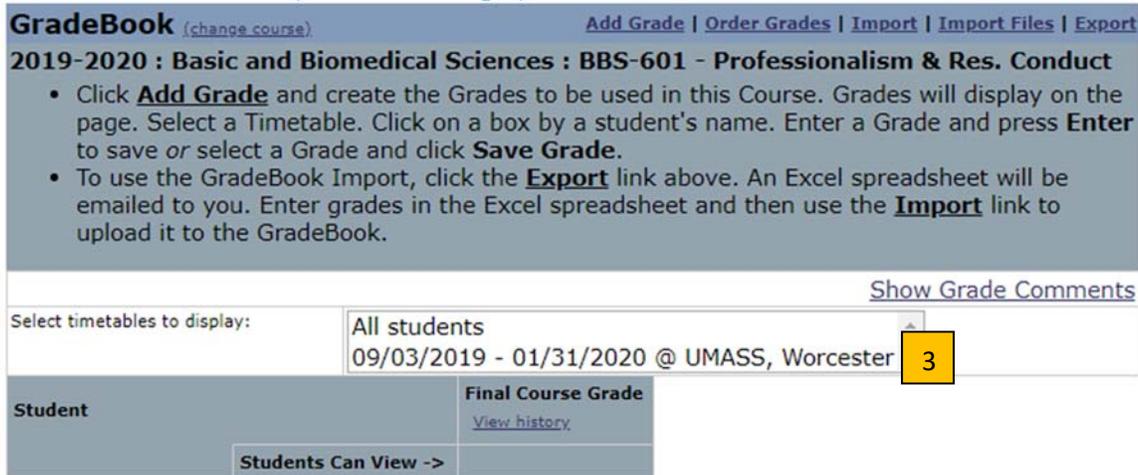
Link goes to: **GradeBook** 1 [Export](#)

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		<div style="border: 1px solid gray; padding: 2px;">No ▾</div> <small>Normally duplicate grades are not saved. If you would like to record a duplicate grade set this to Yes.</small>	
Comments <small>Comments are displayed on the student's GradeBook</small>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>		

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.