How to Enter Semester Grades

1. Go to Web for Faculty at http://prodfokm.okstate.edu/.
2. Select ‘Enter Faculty and Advisor Services.’

3. Enter your O-Key username and password when prompted to enter the site.
4. Select ‘Faculty’ in the navigation bar under the picture.

5. From the drop-down menu, select ‘Grade Courses.’
6. Select the correct semester from the drop-down menu under ‘Select Term,’ and click the ‘Submit’ button.
7. Select a course from the drop-down menu, and click on the ‘Submit’ button.

8. In the ‘Final Grade Entry /on Record’ column next to each student’s name, put a letter grade that represents the student’s final grade.

9. In the ‘Assessment P/F/N’ column, enter Pass, Fail, or N/A from the drop-down menu and then enter a numeric score in the ‘Assessment Score’ column.
10. Complete the ‘F Grade Attendance Status’ column if a student earned an ‘F’ in your course. Then indicate the ‘F Grade last Date of Known Attendance’ if the student stopped attending and that impacted his/her grade.

11. To enter data for another course, return to the drop-down menu at the top of the page and select another course, then click the ‘Select Another Course’ button.

Repeat these steps for each of your courses.