

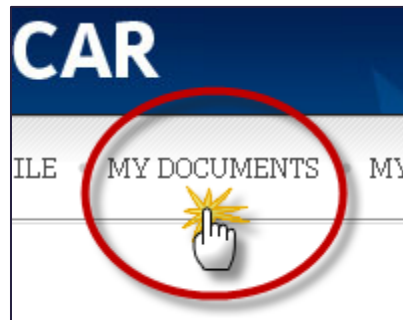


## Create an Applicant Grade Sheet

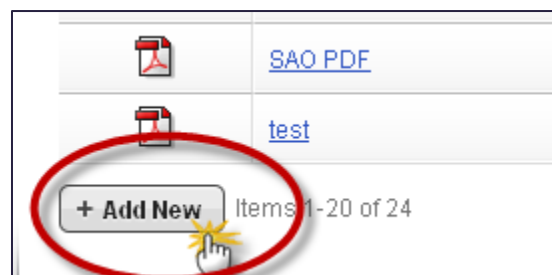
OSCAR does not accept scanned transcripts uploaded to an applicant's account. Applicants must type their grades into an online grade sheet form, which OSCAR then converts into a PDF document. There are three types of grade sheets you can create in OSCAR: Law School Grade Sheet, Undergraduate Grade Sheet, and Other Grade Sheet. An applicant can create up to two (2) Law School Grade Sheets, three (3) Undergraduate Grade Sheets, and three (3) Other Grade Sheets. Judges and staff attorney offices are aware that these grade sheets are not official transcripts, and you should be ready to present official copies of your transcripts at any time during the hiring process.

**Warning:** After 55 minutes, your OSCAR session will time out. When typing your grade sheet, you MUST periodically click on the **Save** button as well as the **Upload** button to save your grade sheet entries. The **Save** button only saves the information to the system and allows you to continue to work on the grade sheet form. This button does not convert the saved information into a PDF document. To generate a PDF document of your grade sheet form, you must click the **Upload** button.

1. Click **My Documents** in the main navigation.



2. To upload or create a document, click the **Add New** button at the bottom of *My Documents*.



3. OSCAR displays the form to upload or create new application documents.
4. Enter a name for your document in the *Document Label* field.

Document

Document Label\*: My Grade Sheet

Document Type\*: [dropdown]

5. Choose the **Document Type** from the drop-down menu.

Document

Document Label\*: My Grade Sheet

Document Type\*: [dropdown menu open]

- Resume
- Clerkship Cover Letter
- Staff Atty Cover Letter
- Writing Sample
- Law Grade Sheet
- Other Grade Sheet
- Undergrad Grade Sheet

6. OSCAR displays the grade sheet form. Begin by entering a number in the **Grade Sheet Ordering** field. If you are going to include multiple grade sheets of the same type in your application (e.g., two Law Grade Sheets), the **Grade Sheet Ordering** field allows you to control which grade sheet appears first in the application packet.

Grade Sheet Ordering\*: You must type a number in this field to indicate the order of your grade sheets (e.g., type "2" for your second grade sheet, etc.). Please limit this number to 10.

1

Gradesheet #1

7. Verify the **School Name**. By default, this field is already filled out. If you transferred schools, the **School Name** field can be edited:
  - o For a **Law Grade Sheet**, use the pull-down menu to select from the list of ABA accredited law schools. If your school is not on the list (e.g., a foreign law school), you must choose **Other**.

**Gradesheet #1**

**School Name\*:**  
Harvard Law School

**Grading System Description:**  
The grading system description entered h

- o For **Undergrad** and **Other** grade sheets, you can highlight the field and manually enter a different school name.

Undergrad Grade Sheet

You must type a number in this field to indicate the order of your Und sheet, type "2" for your second grade sheet, etc.). **Please limit this nu**

**Gradesheet #1**

**School Name\*:**  
Manually type in the school name

**Grading System Description:**  
The grading system description entered here will be shown on the

8. The **Grading System Description** text box is optional. You can use it to describe your school's grading system. This is especially useful for alternative grading methods.

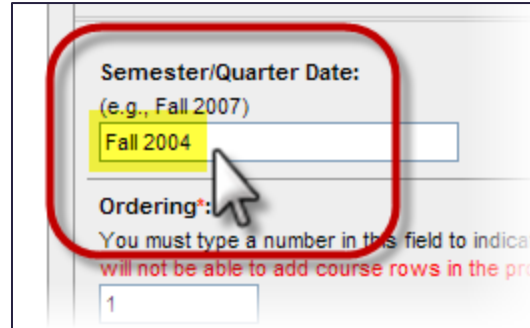
**Grading System Description:**  
The grading system description entered here will be shown on the last page of your grade sheet.

```
LAW SCHOOL as of 2004-2005
grade  quality points  description
A      4.0
B+     3.5
B      3.0
C+     2.5
C      2.0      professional competence
D+     1.5
```

9. Enter your cumulative GPA in the box provided (optional).

**Cumulative GPA:**  
3.85

10. Enter the **Semester/Quarter Date** for your first term.

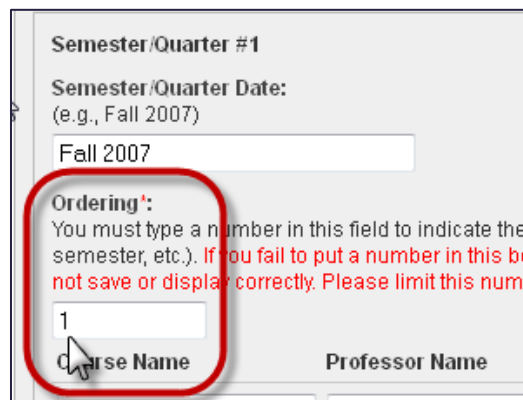


Semester/Quarter Date:  
(e.g., Fall 2007)  
Fall 2004

Ordering\*:  
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

1

11. Enter the **Ordering** number for the Semester/Quarter—a required field. OSCAR uses the ordering number to organize your grade sheet. If you don't enter an ordering number, OSCAR won't know the order the semesters should appear in or which course go with which semesters. The program does not use the date to establish a chronological order. So, for your first term, you should enter "1," for your second term "2," etc. Failure to do this will result in a disorganized grade sheet that shows your terms in a random order.



Semester/Quarter #1

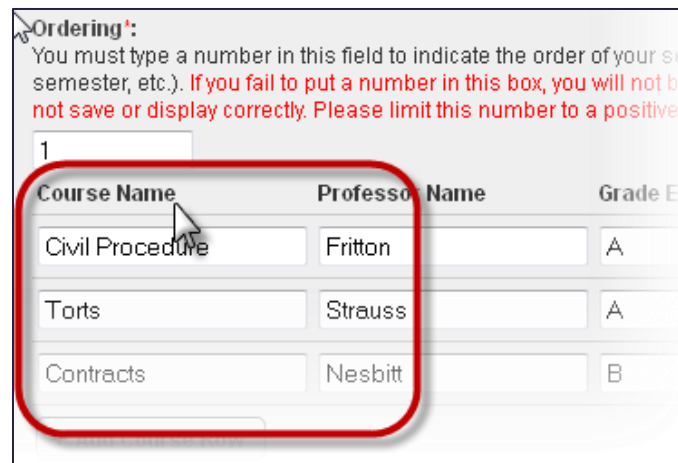
Semester/Quarter Date:  
(e.g., Fall 2007)  
Fall 2007

Ordering\*:  
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

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Course Name Professor Name

12. Start entering in your courses in the course rows. You are only required to enter a **Course Name**—all other fields are optional.

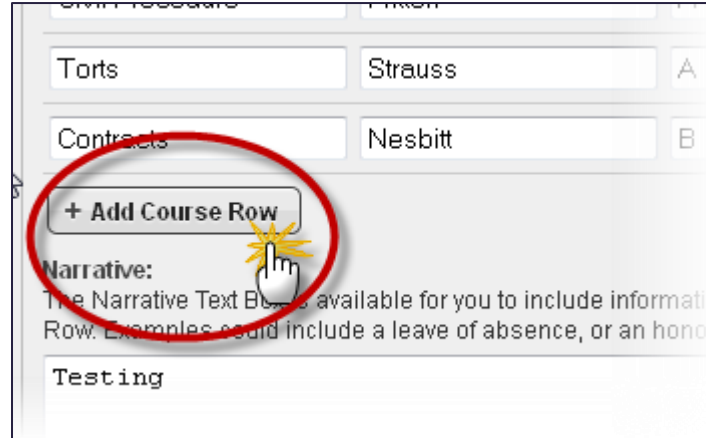


Ordering\*:  
You must type a number in this field to indicate the order of your semester, etc.). If you fail to put a number in this box, you will not be able to save or display correctly. Please limit this number to a positive integer.

1

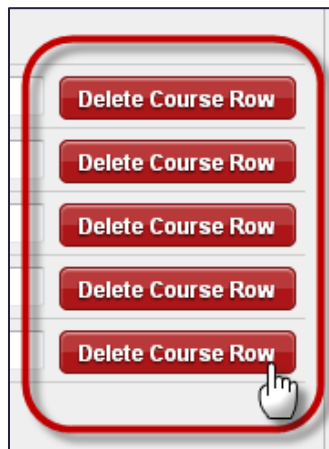
Course Name	Professor Name	Grade
Civil Procedure	Fritton	A
Torts	Strauss	A
Contracts	Nesbitt	B

13. Click the **Add Course Row** button to add a new row to that Semester/Quarter.



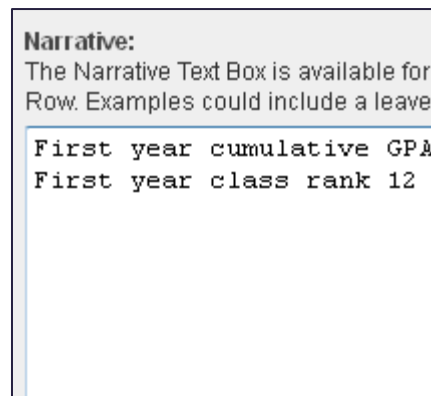
The screenshot shows a form with two rows of course information. The first row contains 'Torts' and 'Strauss' with a grade of 'A'. The second row contains 'Contracts' and 'Nesbitt' with a grade of 'B'. Below these rows is a button labeled '+ Add Course Row', which is circled in red. A mouse cursor is clicking on the button. Below the button is a 'Narrative:' section with a text box containing the text: 'The Narrative Text Box is available for you to include information that did not fit in the course row. Examples could include a leave of absence, or an honor award.' Below the narrative text box is a 'Testing' section with a text box.

14. If you have fewer courses in any given Semester/Quarter (or you added too many rows), use the **Delete Course Row** button to remove the blank rows.



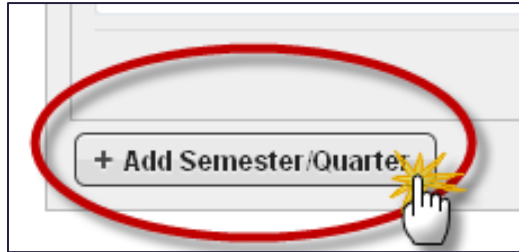
The screenshot shows a vertical stack of five red buttons, each labeled 'Delete Course Row'. The bottom button is circled in red, and a mouse cursor is clicking on it.

15. Enter additional information regarding that Semester/Quarter in the **Narrative** text box. This could include information that did not fit in the course rows (e.g., a leave of absence, semester honors or other academic awards, etc.)

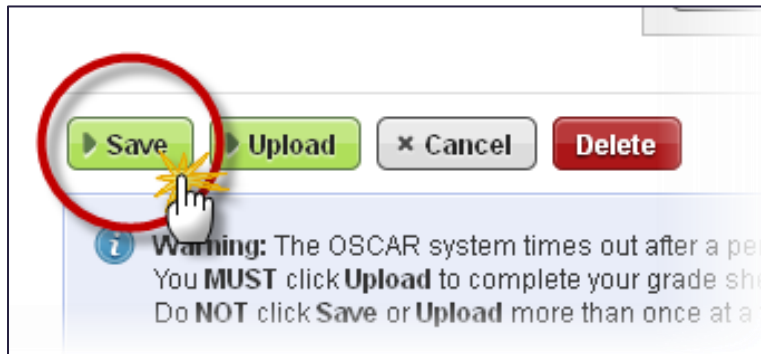


The screenshot shows a 'Narrative:' section with a text box. The text box contains the following text:  
First year cumulative GPA  
First year class rank 12

16. Click the **Add Semester/Quarter** button to add a new section.

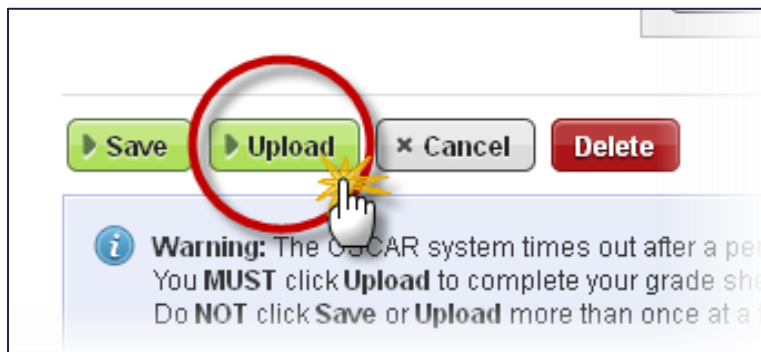


17. Click the **Save** button frequently to save your work to the OSCAR server.







18. The **Upload** button does three things:

- Saves your work to the OSCAR server,
- Returns you to the previous screen, the My Documents tab.
- Most importantly, the **Upload** button converts your grade sheet into a PDF document.







If you click **Upload** again before OSCAR completes saving and converting your grade sheet to PDF, you will cause a **Conflicting Update** error. Allow OSCAR to complete processing the initial request before proceeding.

19. Once you have clicked the **Upload** button, your grade sheet will be available in your list of documents on the *My Documents* tab. Click the PDF icon to the left of your grade sheet to preview your work.

	<a href="#">test cv upload</a>
	<a href="#">doc test 1</a>
	<a href="#">Grade shee3</a>
	<a href="#">218310 Test</a>

If you do not see your entire grade sheet displayed in the PDF file, but the information shows up on the grade sheet form, you probably did not click the **Upload** button. The **Upload** button triggers the system to add your additional entries to the OSCAR-generated PDF grade sheet. Try clicking the **Upload** button again on the grade sheet form to force the system to regenerate the PDF document.

20. To return to the grade sheet and continue editing or updating it, click the document's label on the *My Documents* tab.

	<a href="#">test cv upload</a>
	<a href="#">doc test 1</a>
	<a href="#">Grade shee3</a>
	<a href="#">218310 Test</a>



### Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday