

Entering Grades in **Oncourse**

<http://oncourse.iu.edu>

Oncourse is available all hours except 5:00 - 6:00 a.m. daily. **Grades must be submitted by 9:00 p.m. to be available in OneStart at 7:00 a.m. the following day.**

REASONS TO CHOOSE ONCOURSE

You can **designate a grade proxy** as someone who can enter grades for you.

You can **import a gradebook** (either Excel or Oncourse) and enter final grades using your gradebook.

Your **class size is larger than 100 students**.

You've **used Oncourse**, you will be familiar with the screens and navigation.

There may be **performance benefits**, especially if using a dial-up connection.

BEFORE ENTERING GRADES

It is EXTREMELY IMPORTANT that all faculty (full-time & adjunct) verify their username and password, as well as their ability to successfully **login to Oncourse** BEFORE attempting to enter final grades.


- To verify your IU network account status, go to <http://itaccounts.iu.edu>.
- To verify/change your password, go to <https://password.iu.edu>.
- To verify that you can login to Oncourse, go to <http://oncourse.iu.edu>.

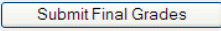
WHERE TO GO FOR HELP

- To receive personal assistance with your IU network name and/or password, or for Oncourse questions, contact the **IUS Help Desk at (812)941-2447** or send e-mail to helpdesk@iu.edu.

Grade Entry **Tips**

Two options for entering grades - Choose the option that meets your needs (either OneStart or **Oncourse**), and use **ONLY** that option for entering/submitted all grades.

SAVE  **SAVE !!!** - If your session is inactive for more than 60 minutes, the Oncourse server will disconnect your session and **any grades entered but not saved will be lost**. If you only have time to enter some, but not all of your grades, you can save the partial roster and return to it later.

Submit Final Grades - Once all grades have been entered and saved, **they will not be submitted** until you click the  button.

Submitted grades cannot be updated - Once you have submitted final grades, you can return to Oncourse and view the grades, but you can no longer edit them. You must contact the Office of the Registrar to make any grade changes.

Submitted grades are posted overnight.

To verify that grades were successfully submitted - After you submit final grades, a Date Submitted and Confirmation Number will be displayed at the top of the Official Final Grade page.


Students can view their grades in OneStart - Grades will be available in OneStart by 7 a.m. the following day if grades are submitted by 9 p.m., Sunday - Friday. Grades submitted by 9 p.m. on Saturday will be available at 7 a.m. on Monday.

For roster questions or questions about final grade entry - Contact the Office of the Registrar at (812)941-2535.

STEP BY STEP INSTRUCTIONS

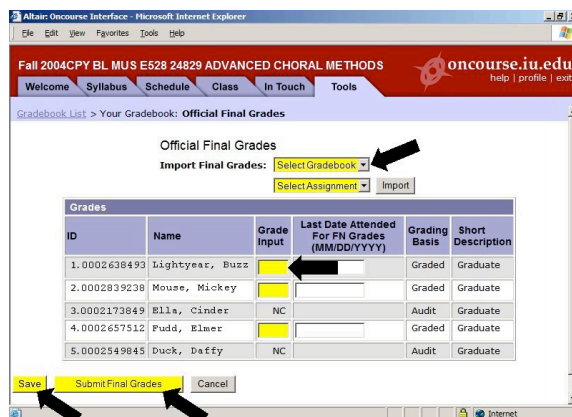
- Open a new browser window and go to <http://oncourse.iu.edu>.
- Click the  button.
- Log in with your Username and Password.
- Under My Courses select the **Course Title**.
- Click the **Click to Continue** link.

To designate a proxy:

- Select the **Class Tab** at the top.
- Select **Create/Edit Roster**.
- Select **New Roster Item** to add a new proxy, or click  to designate an existing user on the roster as a proxy.
- Enter the **Username**, change the Role to **Author**, enter the **First and Last Name**, select Author **Yes**, select Grading Proxy **Yes**, and click **OK**.

To enter final grades:

- Select the **Tools Tab** at the top, and then select **Online Gradebook(s)**.
- Select **Official Final Grades**.



- If grades will not be imported from an existing gradebook, enter all grades in the **Grade Input** fields, and **click Save**. **SAVE OFTEN !!**
- Go to **step 5** below to submit the final grades.

To import final grades from an existing Oncourse gradebook:

- Select the **Gradebook** in the Import Final Grades list, and then select the **Assignment**.
- Click the **Import** button.
- After grades are imported, **review and/or modify** grades.
- Once all grades have been entered and verified. **Click Save**.
- Last Date Attended** is required for a grade of **FN**. You must enter a date between the first & last day of classes. If the student never attended, enter the value **FNN**, and no date.
- Click **Submit Final Grades**. NOTE: **ALL students** must be assigned a grade before submitting final grades. **If you click Save without also clicking Submit Final Grades, you have not submitted your grades.**
- A warning message will be displayed. Click **Cancel** to modify the grades, or click **Continue** to submit the grades. NOTE: Once final grades have been submitted **they cannot be edited**.
- A confirmation screen will display with a **submission date/time stamp** as well as a **Confirmation Number** for tracking purposes. Write down the confirmation number or print the confirmation screen for your records.