
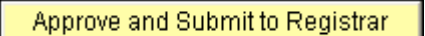


# Entering Final Grades in OneStart

1. Open a new browser window and navigate to the OneStart page, [www.onestart.iu.edu](http://www.onestart.iu.edu); click the login button.
2. Log in with your Username and Password.
3. Click either the **Faculty Tools** or **Tools** tab.
4. Locate the **SIS Instructor Info** section.
5. Click **Grade Rosters**.
6. Select the **Term** for which you would like to enter grades.
7. Select the **Course Title** for the class (review Class Nbr) for which you would like to enter grades. If an instructor navigates to a roster in Self Service before rosters are generated, the link to the roster will not be active.
8. Verify the **Term**, and **Roster Type** (should be *Final Grade*).
9. Enter all grades in the **Roster Grade** fields or click [Valid Grades](#) to display a list of valid grade values and select an appropriate grade. It is important to **SAVE OFTEN!** (The **Save** button is at the top and bottom of the page.)
  - a. If you enter a grade of **FN**, the **Last Date Attend** field will be displayed on the roster and a last date of attendance must also be entered. The system will not let you enter a date in this field that is not within the Term begin and Term end dates. This should be the last date you can document that the student attended class (last class attendance, last quiz or exam taken, last log on to Oncourse, etc.) If the student never attended the class, enter a grade of **FNN**. It is not necessary to enter a Last Date of Attendance.
  - b. Students who dropped during 100% refund period will not appear on the roster.
  - c. There will be a "placeholder" grade of **ZZ** for Purdue Statewide Tech students who are taking IUS classes. No grade is necessary for these students.
10. Click . **Verify that all grades have been entered and are correct.**
11. Once you have verified and saved the grades, click .

NOTE: ALL students must be assigned a grade before clicking this button.


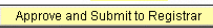
**Self Service** Print | Help

**Grade Roster** 01/09/2006

 REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the bottom of the page.

ENG-L 105 Section: 0100 IUPUI  
 APPRECIATION OF LITERATURE Undergraduate **Step 8:** Spring 2006  
 Class Nbr: 8076 Lecture Regular Academic Session

Roster Type:  **Step 8**  Display Unassigned Roster Grades Only

  [Select a Different Class](#)

ID	Name	Roster Grade	Valid Grades	Official Grade	Grading Basis	Final Roster Status	Career
0000099911	Doe, Jane M	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099922	Doe, Jack L	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099933	Doe, John E	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099944	Doe, Lisa M	<b>Step 9</b>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099955	Doe, Mary B	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099966	Doe, Phil S	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099977	Roe, David E	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099988	Roe, Grace K	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099999	Roe, Hannah L	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad
0000099800	Roe, Seth M			W	Withdrawn	Graded	Undergrad
0000099122	Roe, Zachary R	<input type="text"/>	<a href="#">Valid Grades</a>		Graded	Pending	Undergrad

  [Select a Different Class](#)

## Grade Entry Tips

Always open a new browser window before accessing OneStart to enter final grades.

**SAVE OFTEN!!** – If your session is inactive for more than 30 minutes it will timeout, 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.

Once all grades have been entered and saved, click the **Approve and Submit to Registrar** button. The grades will not be submitted until you click this button. Submitted rosters are posted overnight.

Once you have submitted the grades to the Registrar, you can no longer edit the grades. You must contact the Office of the Registrar to make any grade changes.

Once the grades are successfully submitted, a message will appear at the top of the roster that says, "**Grades have been submitted to the Registrar**".

Students can view their grades in OneStart – Grades will be available in OneStart at 7:00 a.m. (10:30 a.m. on Sunday) the following day for grades submitted by 10:00 p.m.