

# Entering Midterm Grades

1. Open a new browser window and navigate to the OneStart page: <http://onestart.iu.edu>.
2. Log in with your Username and Password.
3. Click the **Services** tab. Then, click **Faculty Systems** in the sidebar.
4. Locate the **Instructor Information** section and click **Go to Faculty Center**.



5. To view a grade roster, locate the correct class and click the **Grade Roster** link in the Grade Roster column. The presence of the link indicates that a grade roster is available. If you navigate to your teaching schedule in the Faculty Center *before* midterm grade rosters are generated, the grade roster link will not be available.

Class Roster	Grade Roster	Grade Proxy	Roster Status	Class	Class Title	Enrolled	Days & Times
<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Grade Proxy</a>	Not Submitted	HISP-S 150 (2704)	ELEMENTARY SPANISH II (Drill)	21	MoTuWeTh 10:10AM - 11:00AM

6. The Grade Roster will display.

Grade Roster

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

HISP-S 150 ELEMENTARY SPANISH II  
Drill (2704)

Spring 2009 Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeTh 10:10AM - 11:00AM	Ballantine Hall (BH) 241	Marvel, Rose	01/12/2009 - 05/08/2009

Roster Type: **Mid-Term Grade**  Display Unassigned Roster Grade Only

Approve and Submit to Registrar  Load Grades from Oncourse CL [Help](#)

[RETURN](#) [Assign Grading Proxy](#) [Load Grades from File to Roster](#) [Help](#)

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0001112233	Brisbane, Natalie	<input type="checkbox"/>	<a href="#">Valid Grades</a>			Sophomore	Arts & Sciences Undergraduate - Criminal Justice BA
2 0004445566	Milgrove, Michael	<input type="checkbox"/>	<a href="#">Valid Grades</a>			Senior	Arts & Sciences Undergraduate

7. Verify the Term, and Roster Type (should be **Mid-Term Grade**)
8. Enter all grades in the Grade Input fields. (Or click **Valid Grades** to display a list of grade values and select an appropriate grade.)
9. Verify that all grades have been entered and are correct.
10. Click **SAVE**
11. Click **Approve and Submit to Registrar**

**NOTE: ALL students must be assigned a grade before you click this button.**

## Grade Entry Tips

- Only Freshmen, University Division Sophomores, and High School students enrolled on campus for university credit are listed on midterm grade rosters.
- Because midterm grades are collected for freshmen, sophomores in University Division, and High School students only, the number of students on the midterm grade roster may be smaller than the total number of students in your class.
- If you click **SAVE** without also clicking **Approve and Submit to Registrar**, you have not submitted your grades.
- Students can view midterm grades through the Student Center in OneStart. Once the grading period is completed by the faculty, the University Division notifies students with midterm grades of the location and the date when midterm grade reports are available online.
- Once you have approved the grades, you can no longer edit roster. To make changes to grades after they have been submitted, contact the Office of the Registrar at 812/ 855-0121.
- You can tell whether grades have been successfully submitted by checking for a message at the top of the roster that says "Grades have been submitted to the Registrar".
- You will be sent an email message to your IU address confirming that your roster was received.

▶ **The deadline to submit Midterm Grade Rosters is October 26, 2009** ◀

Updated: 02/12/09