

Loading Midterm Grades to SIS using Oncourse CL & Oncourse Gradebook

1. Login to Oncourse with your username and password:
<https://oncourse.iu.edu/portal>



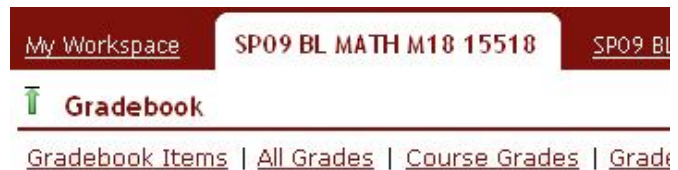
2. Click the desired course along the top row.



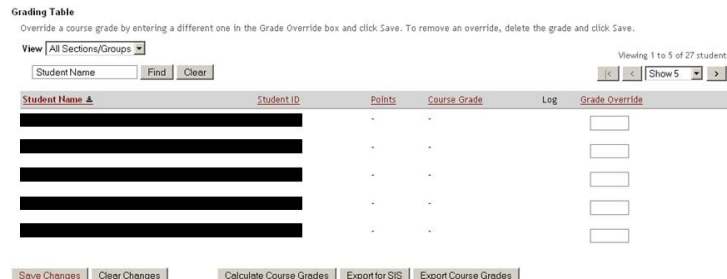
3. Click "Gradebook" on menu bar if you need to review or update your class grades before loading them. Otherwise, skip to point #6.



4. Click the "Course Grades" option.



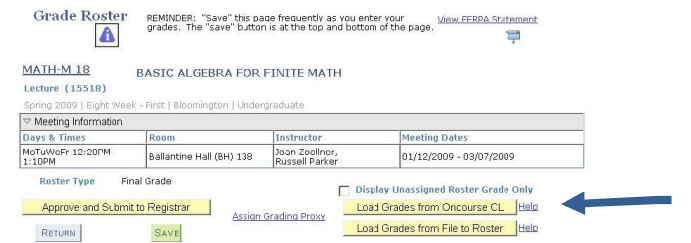
5. Review the course grades. If necessary, make grade changes in the Grade Override column, and save.



6. Click SIS Grade Roster on menu bar. This will open a new window with the SIS grade roster displayed.



7. Click "Load Grades from Oncourse CL" button. Verify the grades loaded and make additional changes as needed.



ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1	[Redacted]	<input type="checkbox"/>	Valid Grades			Freshman	University Div Pre-SPEA - Public Financial Mgmt BSFA
2	[Redacted]	<input type="checkbox"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Communication & Culture BA
3	[Redacted]	<input type="checkbox"/>	Valid Grades			Freshman	University Div Pre-Journalism - Journalism BA
4	[Redacted]	<input type="checkbox"/>	Valid Grades			Junior	Arts & Sciences Undergraduate - Telecommunications BA

8. Click "Save". If the grades are not saved, your changes will be lost.
9. When your editing is complete, click the "Approve and Submit to Registrar" button. You will receive a confirmation of your grades submission via e-mail the following day.
10. Students can check their midterm grades online through the View Grades link in the Student Center in OneStart.