

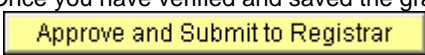
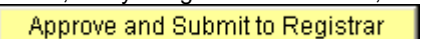


Entering Grades in OneStart

1. Open a new browser window and navigate to the OneStart page, www.onestart.iu.edu; click the login button.
 2. Log in with your Username and Password.
 3. Click the **Services** tab, then click **Faculty Systems** in the sidebar.
 4. Click the **Go to Faculty Center** link.
 5. The current term will display. To access a different term, click the **Change Term** button. Select the appropriate term before clicking on the **Continue** button.
 6. Determine the course for which you would like to enter grades, paying attention to the class number.
 7. Click the grade roster icon  for the appropriate class.
 - If no grade roster column (left side) or icon appears for a specific class, the grade roster has not yet been generated.
 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.
 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.

If you are a grade proxy:

1. Follow steps 1 – 10.
2. Notify the primary instructor that grade entry is complete. The primary instructor must then log into OneStart using his/her username and password, navigate to the Grade Roster, verify the grades are correct, and click .

Please refer to the **Office of the Registrar** website <http://registrar.indiana.edu/index.shtml> for additional weekend hours specifically for final grade issues/questions.



Faculty Center

Grade Roster

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

ENG-W 203 CREATIVE WRITING


Seminar (7411)

Spring 2009 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MuWeFr 10:10AM - 11:00AM	WH 108		01/07/2009 - 05/02/2009

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

ID	Name	Grade Input	Valid Grades	Grades In	Official Grade	Level	Program and Plan
1 0000000002	Smith,F		Valid Grades			Freshman	University Div Pre-ColArts&E - English BA
2 0000000060	Smith,E		Valid Grades			Sophomore	University Div Pre-ColArts&E - Fine Arts: Studio Art BA
3 0000000022	Smith,J		Valid Grades			Freshman	University Div Pre-ColArts&E - English BA
4 0000000016	Smith,C		Valid Grades			Freshman	University Div Undergraduate - Exploratory: Bachelorate
5 0000000027	Smith,T		Valid Grades			Freshman	University Div Pre-ColArts&E - English BA
6 0000000020	Smith,A		Valid Grades			Freshman	University Div Pre-ColArts&E - English BA

PRINTER FRIENDLY VERSION

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

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. (8:00 a.m. on Sunday) the following day for grades submitted by 8:00 p.m.