

# Moving Final Grades from Oncourse CL to SIS

1. Open a new browser window and go to: <http://oncourse.iu.edu/portal>
2. Select the desired class from the top row of tabs. *Make sure your grades in the Oncourse gradebook are complete and ready to submit.*

ONCOURSE  
collaboration  
and Learning

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INDIANA UNIVERSITY  
Faculty Center  
Grade Roster  
MUS A 480 INTERNSHIP IN AUDIO  
Lecture (2055)  
Spring 2008 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information  
Days & Times: Mo/Tu 3:35PM - 4:25PM  
Room: HP 163  
Instructor: Erica Morical  
Meeting Dates: 01/07/2008 - 03/02/2008

Roster Type: Final Grade

Buttons: **Load Grades from Oncourse CL**, Load Grades from File to Roster, Display Unassigned Roster Grade Only

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000001111	Doc, Jane Ann		Valid Grades			Sophomore	Arts & Sciences Undergraduate - Psychology BA
2 0000022222	Doc, Matthew J		Valid Grades			Nondegree Undergraduate	Continuing Study Ugrad Nondeg Non-Degree SCS Ugrad
3 0000033333	Doc, Seth Michael		Valid Grades			Senior	Arts & Sciences Undergraduate - East Asian Studies BA
4 0000044444	Doc, Thomas J		Valid Grades			Senior	Arts & Sciences Undergraduate - Fine Arts: Studio Art BA/East Asian Studies MFA/Free Arts-History
5 0000055555	Roe, David E		Valid Grades			Senior	Arts & Sciences Undergraduate - Philosophy/Political Sci BA

Buttons: Approve and Submit to Registrar, RETURN, SAVE

3. From the left menu bar, select **SIS Grade Roster**. This will open the Faculty Center *Welcome* page in a new window.
4. The SIS page will display the Faculty Center.

Faculty Center

Summer 2008 | Bloomington

Select display option:  Show All Classes  Show Enrolled Classes Only

Class Roster	Grade Roster	Grade Proxy	Roster Status	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Grade Proxy</a>	Not Submitted	MUS-A 480	INTERNSHIP IN AUDIO (Lecture)	5	TBA	TBA	Jun 13, 2008-Aug 9, 2008
<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Grade Proxy</a>	Not Submitted	MUS-M 402	HISTORY & LIT OF MUSIC II (Lecture)	31	MoTuWeThFr 9:30AM - 10:20AM	General Classrooms/Univ. Space	Jun 13, 2008-Aug 9, 2008
<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>	<a href="#">Grade Proxy</a>	Not Submitted	MUS-M 510	TOPICS IN MUSIC LITERATURE (Lecture)	11	MoTuWeTh 9:15AM - 10:20AM	Music Library	Jun 13, 2008-Aug 9, 2008

5. Select the desired **Grade Roster**.

6. Click **Load Grades from Oncourse CL**. This will import grades from the Oncourse Gradebook to the SIS roster. *If you would rather manually enter your grades into this page instead, you may do so.*

**Note:** If you click this button before there are grades in the Oncourse Gradebook, this box will appear:

7. When you are finished importing and reviewing grades from Oncourse CL, click **Approve and Submit to Registrar**. You are now finished with this process.  
**NOTE:** ALL students must be assigned a grade before clicking this button.