
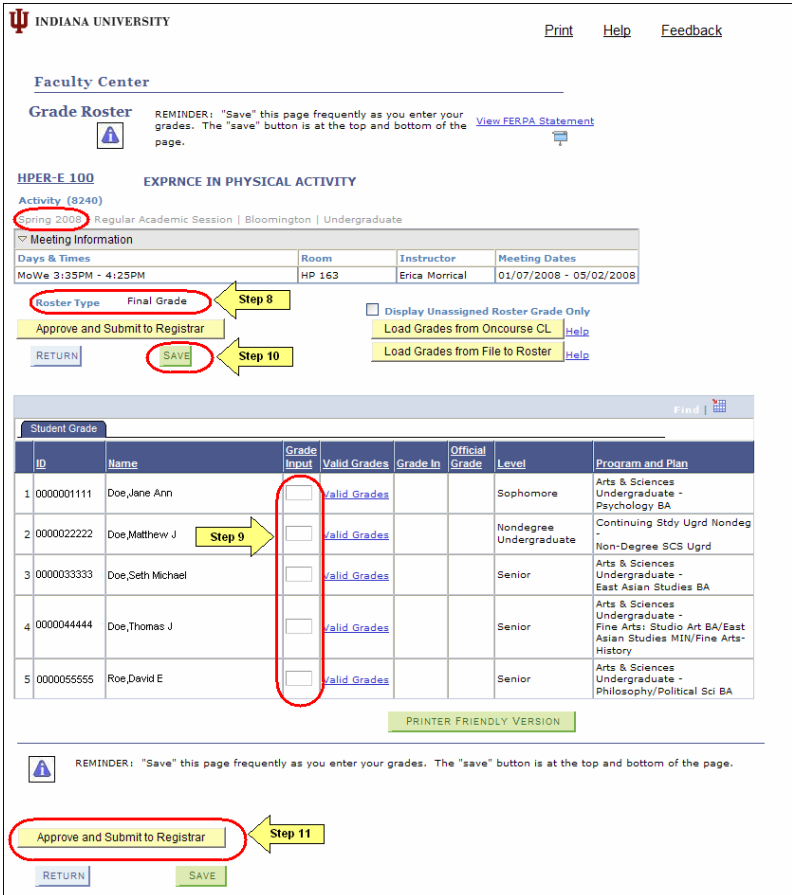


# Entering Final Grades in OneStart

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 Passphrase.
  3. Click the **Services** tab then click **Faculty Systems** in the left side menu.
  4. Locate the **Instructor Information** area.
  5. Click the **Go to Faculty Center** link.
  6. Information for the current **Term** will be displayed. If you would like to select a different term, click **change term** and select the **Term**.
  7. Locate the **Course Title** for the class (review **Class Nbr** for which you would like to enter grades. Click  in the **Grade Roster** column. If an instructor navigates to the Faculty Center in Self Service before grade rosters are generated, the **Grade Roster** column will not display.
  8. Verify the **Term**, and **Roster Type** (should be *Final Grade*).
  9. Enter all grades in the **Grade Input** 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 of Attendance** field will not appear until you click the **SAVE** button. A last date of attendance is still required if you enter an FN grade. 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 students who are taking Indiana University classes through another university. No grade is necessary for these students.
  10. Click **SAVE**. **Verify that all grades have been entered and are correct.**
  11. Once you have verified and saved the grades, click **Approve and Submit to Registrar**.
- 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 passphrase, navigate to the Grade Roster, verify the grades are correct, and click **Approve and Submit to Registrar**.



The screenshot shows the OneStart Faculty Center interface for entering grades. Key elements include:

- Faculty Center** header with navigation links (Print, Help, Feedback).
- Grade Roster** section with a reminder to save frequently.
- Activity (8240)** section showing **Spring 2009** and **EXPRNCE IN PHYSICAL ACTIVITY**.
- Meeting Information** table with columns for Days & Times, Room, Instructor, and Meeting Dates.
- Roster Type** dropdown menu set to **Final Grade** (Step 8).
- Approve and Submit to Registrar** button (Step 11).
- SAVE** button (Step 10).
- Student Grade** table with columns for ID, Name, Grade Input, Valid Grades, Grade In, Official Grade, Level, and Program and Plan.
- Grade Input** column with dropdown menus for each student (Step 9).
- PRINTER FRIENDLY VERSION** link.
- Bottom section with **Approve and Submit to Registrar** button (Step 11) and **SAVE** button.

## 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.