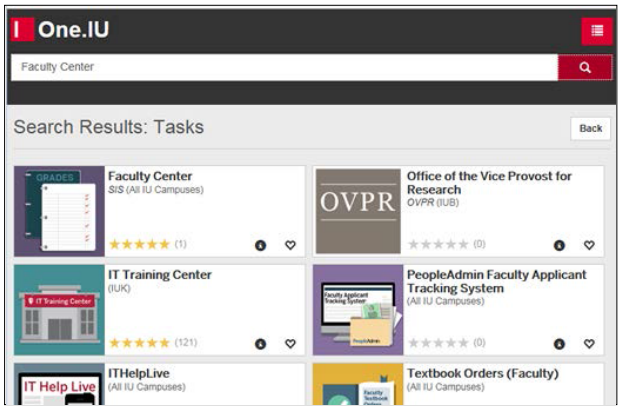
# Entering Early Evaluation Grades to SIS – One.IU

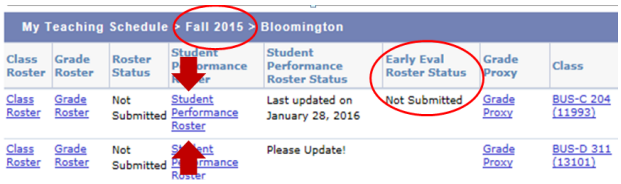
1. Log into One.IU with your username and passphrase.

2. Search for "Faculty Center" (or use direct link https://one.iu.edu/task/iu/faculty-center)

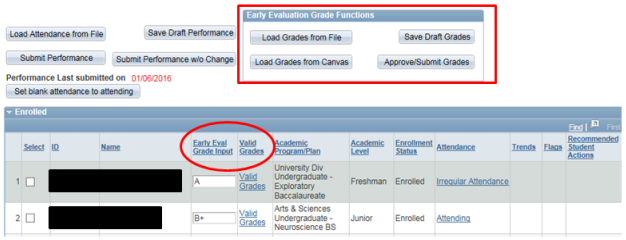
3. Click the Faculty Center icon to **Go to Faculty Center**.




4. From the **My Teaching Schedule** screen, verify the term and campus in the blue header. Under the **Student Performance Roster** column, click the **Student Performance Roster** link for your class.




5. Your roster will have a grade entry field available for each student who is a freshman or University Division sophomore (or for ALL students in a General Education Common Grounds class).

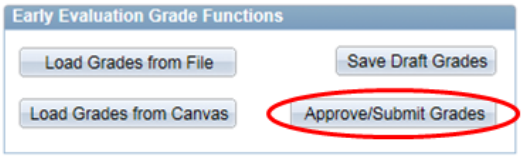



6. Enter all grades in the Grade Input fields. (Or click **Valid Grades** to display a list of grade values and select an appropriate grade.) **<u>SAVE FREQUENTLY, as rosters time-out after 10 minutes of inactivity.</u>**

**Important:** Verify the accuracy of grades loaded from Canvas. Gradebook calculations based on anything other than standard grading percentages (90-100=A, etc.) will be lost in transfer, causing the incorrect grades to load.

7. Click Save Draft Grades

8. Check to ensure that all students have been assigned a grade (required), then click "Approve/Submit Grades".




You will receive a confirmation of your grades submission via email the following day.

## Grade Entry Tips

- Early Evaluation grades are required for all students in General Education Common Ground courses. For other courses, grades are only required for freshmen or University Division sophomores.
- If you click the "Save Draft Grades" button without clicking the "Approve/Submit Grades" button, you have not submitted your grades.
- Students can view Early Evaluation grades through the Student Center via One.IU. At the conclusion of the grading period, University Division provides reports to advisors and notifies students of the location of their grades.
- Once you have approved the grades, you can no longer edit the roster. To make changes to grades after they have been submitted, contact the Office of the Registrar at (812) 855-6758.
- When you submit your grades, a message confirming that "Grades have been submitted to the Registrar" will be displayed on the roster page, and the Roster Status in the Faculty Center will change to "Submitted".

**<u>Early Evaluations are due the Sunday after the 6th week of the term.</u>**

**For assistance with Early Evaluation Grade Rosters, email the Office of the Registrar, <u>REGRROST@indiana.edu</u>, or call (812) 855-5680, Monday-Friday until 4:30 p.m.**