

To Get Started:

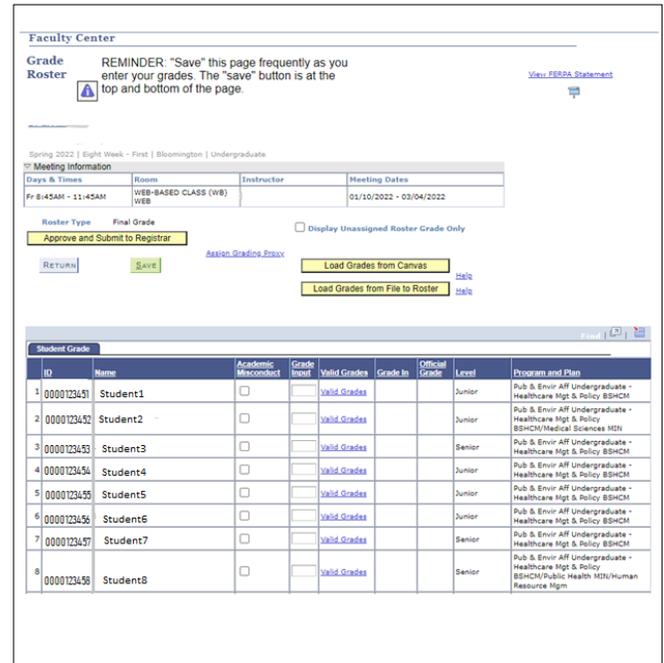
1. Open [One.IU](#) and sign in at the link near the top, right of page
2. Beneath the sign-in, verify that the Faculty role has been checked; use pull-downs to change as needed
3. Enter **Faculty Center** in the search field and hit enter
4. Click the **Faculty Center** icon
5. The current term will display. To access a different term or campus, click the **Change Term or Campus** button
 - Select the appropriate term or campus before clicking **Continue**
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. You can load grades from Canvas by clicking **Load Grades from Canvas**

Grades unique to SIS (Academic Misconduct, I, R, FN, FNN, etc.) may be entered afterward.

 - Note: If a student failed your course because of unexcused absences or because they never attended a class and did not withdraw, you should review the university policies for [FN/FNN for non-attendance](#). The **Last Date Attended** field will be displayed on the roster if **FN** is entered. This should be the last documented date that the student attended class (last class attendance, last quiz or exam taken, last log on to Canvas, etc.) Enter **FNN** if the student never attended the class; no last date attended is needed.
 - b. Students who dropped during the 100% refund period will not appear on the roster
10. Verify that the grades have been correctly entered.

Then click **Approve and Submit to Registrar**

- If you are a grade proxy without access to approve grades to the Registrar, notify the primary instructor that grade entry is complete. They will then need to log into One.IU and navigate to Grade Roster to approve the grades.
- NOTE: Grades cannot be submitted unless **all** students have been assigned a grade.



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.

Spring 2022 | Eight Week - First | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Fr 8:45AM - 11:45AM	WEB-BASED CLASS (WB) WEB		05/10/2022 - 05/04/2022

Roster Type: Final Grade Display Unassigned Roster Grade Only

Approve and Submit to Registrar **Load Grades from Canvas** **Load Grades from File to Roster**

Student Grade

ID	Name	Academic Misconduct	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000123451	Student1	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Junior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
2 0000123452	Student2	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Junior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM/Medical Sciences MHN
3 0000123453	Student3	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Senior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
4 0000123454	Student4	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Junior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
5 0000123455	Student5	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Junior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
6 0000123456	Student6	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Junior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
7 0000123457	Student7	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Senior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM
8 0000123458	Student8	<input type="checkbox"/>	<input type="text" value="Valid Grades"/>				Senior	Pub & Envir Aff Undergraduate - Healthcare Mgt & Policy BBSCHM/Public Health MHN/Human Resource Mgm

Final Grade Extras

Always open a new browser window before accessing One.IU to enter final grades.

SAVE OFTEN!! – Your session will time out after 30 minutes of inactivity. 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. Grade changes may be submitted electronically via [eGrade Change](#) in One.IU.

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.**" You should also receive an email the next day letting you know that the grades have been posted to the student records.

Students can view their grades in the One.IU Student Center Grades will be available the following day if grades are submitted by 8 pm the prior evening.