

To Get Started:

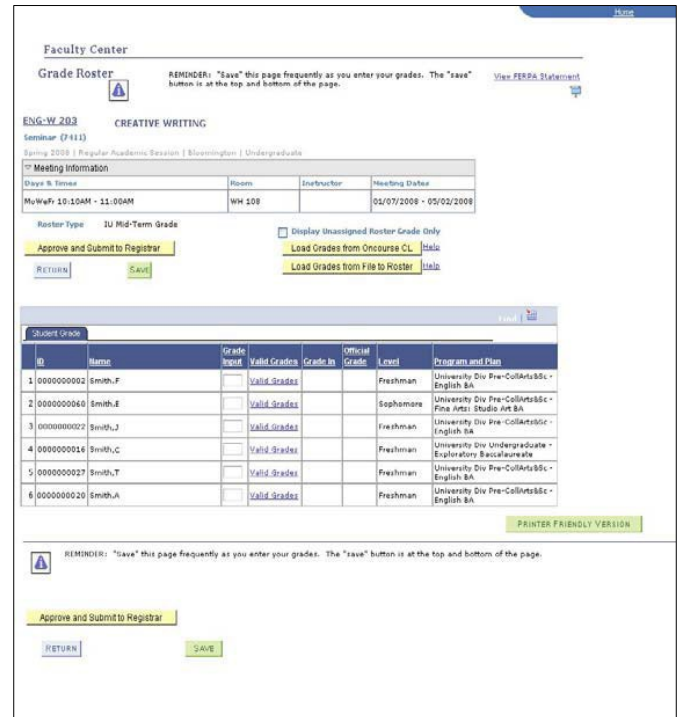
1. Open [OneStart](#) and click the login button
2. Log in with your Username and Password
3. Click the **Services** tab → click **Faculty Systems** on sidebar
4. Click the **Go to Faculty Center** link
5. The current term will display. To access a different term or campus, click the **change term or campus** button
6. Select the appropriate term or campus before clicking the **Continue** button
7. Determine the course for which you would like to enter grades, paying attention to the class number
8. 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
9. Verify the **Term**, and **Roster Type** (should be *Final Grade*)
10. 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
11. Click **SAVE**
12. Verify that all grades have been entered and are correct
13. Once you have verified and saved the grades, click **Approve and Submit to Registrar**
14. 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, navigate to the Grade Roster, verify the grades are correct, and click **Approve and Submit to Registrar**

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

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

ENGL W 202 CREATIVE WRITING
Seminar (711)

Meeting Information

Class #/Time	Room	Instructor	Meeting Dates
W/Wed 10:10AM - 11:00AM	WH 208		02/07/2008 - 05/02/2008

Roster Type: SU Mid-Term Grade

Approve and Submit to Registrar

Display Unassigned Roster Grade Only

Load Grades from Oncourse CL

Load Grades from File to Roster

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000000002	Smith,F		Valid Grades			Freshman	University Div Pre-ColArts&Soc - English BA
2 0000000040	Smith,A		Valid Grades			Sophomore	University Div Pre-ColArts&Soc - Fine Arts: Studio Art BA
3 0000000022	Smith,J		Valid Grades			Freshman	University Div Pre-ColArts&Soc - English BA
4 0000000016	Smith,C		Valid Grades			Freshman	University Div Undergraduate - Exploratory Baccalaureate
5 0000000027	Smith,T		Valid Grades			Freshman	University Div Pre-ColArts&Soc - English BA
6 0000000020	Smith,A		Valid Grades			Freshman	University Div Pre-ColArts&Soc - English BA

PRINTER FRIENDLY VERSION

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

Approve and Submit to Registrar

RETURN SAVE

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. Grade changes may be submitted electronically via the eGrade Change link in the OneStart Faculty Center.

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 by 7 am the following day (8 am on Sunday) if grades are submitted by 8 pm, Sunday - Friday. Grades submitted by 8 pm on Saturday will be available at 7 am on Monday.