1. Log into **OneStart** with your username and passphrase.

2. Click the **Services** tab, and then click **Faculty Systems** in the sidebar.

3. Locate the **Instructor Information** section and click **Go to Faculty Center**.

4. To view an early evaluation roster, locate the correct class and click the **Grade Roster** link in the Grade Roster column. The presence of the link indicates that a grade roster is available. If you navigate to your teaching schedule in the Faculty Center before early evaluation rosters are generated, the grade roster link will not be available.

5. Click the desired roster link and the Grade Roster will display.

6. Verify the Term, and Roster Type (will be Early Evaluation).

7. Enter all grades in the Grade Input fields. (Or click **Valid Grades** to display a list of grade values and select an appropriate grade.)

8. Verify that all grades have been entered and are correct.

9. Click **SAVE**

10. Click **Approve and Submit to Registrar**

**NOTE:** ALL students must be assigned a grade before you click this button.

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**Grade Entry Tips**

- Early Evaluation rosters include all students in General Education Common Ground courses. For other courses, these rosters contain only freshman or University Division sophomores. Therefore, a roster may not exist or may list only a portion of the entire class.

- If you click the “SAVE” button without clicking the **Approve and Submit to Registrar** button, you have not submitted your grades.

- Students can view Early Evaluation grades through the Student Center in OneStart. 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 on the Faculty Center in OneStart will change to “Submitted”.

- You will receive an email message to your IU address confirming that your roster was received.

**Early Evaluations are due Monday of the 6th week of the term**

For assistance with Early Evaluation Grade Rosters, email the Office of the Registrar, **REGRROST@indiana.edu**, or call (812) 855-6758 between 8:00 a.m. and 5:00 p.m., Monday-Friday.