
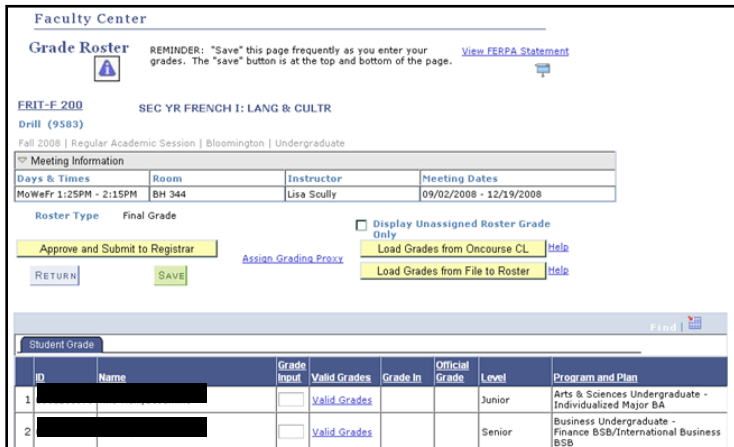


Entering Grades via **Oncourse CL**

STEP BY STEP INSTRUCTIONS

1. Open a new browser window and go to <https://oncourse.iu.edu>. (You also may need to click the  button in the upper right hand corner.)
2. Log in with your Username and Password.
3. Select the **Course Title** from the red bar across the top.
4. Click **SIS Grade Roster** on the menu bar on the left. This will open the grade roster.



ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1	[REDACTED]		Valid Grades			Junior	Arts & Sciences Undergraduate - Individualized Major BA
2	[REDACTED]		Valid Grades			Senior	Business Undergraduate - Finance BSB/International Business BSB

TO DESIGNATE A PROXY ([Help!](#))

<http://registrar.indiana.edu/pdfs/AddProxy.pdf>

Faculty members who are listed as the **primary course instructor** may now [assign a grade proxy](#), such as a graduate assistant, to their course. A grade proxy has access to the class and grade rosters, as well as the ability to enter final grades on behalf of the instructor. *No student should be assigned as a grade proxy for a course in which s/he is enrolled.*

Assigning a grade proxy does not automatically grant access to the Oncourse course site. Should you wish your proxy to access your Oncourse gradebook, or other parts of the Oncourse system, you must also assign him/her an instructor role in Oncourse.

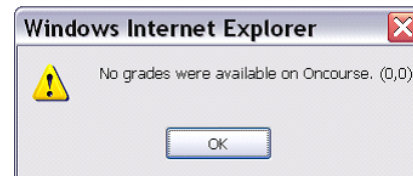
OPTIONS FOR ENTERING FINAL GRADES

1. **Type** the appropriate grades in the fields, **or**
2. Click on the **Valid Grades** link and select the appropriate grade, **or**
3. Load grades from an existing Oncourse Gradebook, **or**
4. Load grades from a spreadsheet (CSV file).

TO LOAD GRADES FROM AN EXISTING ONCOURSE GRADEBOOK

1. Click the **Load Grades from Oncourse CL** button. This will import grades from Oncourse Gradebook to the SIS roster. *If you would rather manually enter your grades into this page instead, you may do so.*
2. Once finished importing and reviewing grades from Oncourse CL, click the **Approve and Submit to Registrar** button. You are now finished with this process.

*Note: If you click the Load Grades button before there are grades in the Oncourse Gradebook, you will receive the following alert.



TO LOAD GRADES FROM A SPREADSHEET (CSV FILE)

1. Prior to using this feature, [create a CSV file](#).
2. Click the **Load Grades from File to Roster** button.
3. The screen will display a file upload text box, **Browse**, **Upload** and **Cancel** buttons.
4. **Browse** to select the appropriate CSV file, then click **Upload**.
5. If the import is successful, the grades entered in the CSV file will appear automatically for each student.
6. **Review and/or modify grades.**
7. Once all grades have been entered and verified, click **Approve and Submit to Registrar** button.

Grade Entry Tips

SAVE OFTEN!!! – If your session is inactive for more than 60 minutes, the Oncourse server will disconnect your session 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.

Submit Final Grades – Once all grades have been entered and saved, **they will not be submitted** until you click the **Approve and Submit to Registrar** button.

Submitted grades cannot be updated – Once final grades have been submitted, you can return to Oncourse and view the grades, but you can no longer edit them. You must contact the Office of the Registrar to make any grade changes.

Students can view their grades in OneStart – Grades will be available in OneStart by 7 a.m. the following day (8 a.m. on Sunday) if grades are submitted by 9 p.m., Sunday – Friday. Grades submitted by 9 p.m. on Saturday will be available at 7 a.m. on Monday.