Entering Midterm Grades

1. Open a new browser window and navigate to the OneStart page: [http://onestart.iu.edu](http://onestart.iu.edu).
2. Log in with your Username and Password.
3. Click the Services tab. Then, click Faculty Systems in the sidebar.
4. Locate the Instructor Information section and click Go to Faculty Center.

To view a grade 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 midterm grade rosters are generated, the grade roster link will not be available.

5. The Grade Roster will display.

7. Verify the Term, and Roster Type (should be Mid-Term Grade)
8. Enter all grades in the Grade Input fields. (Or click Valid Grades to display a list of grade values and select an appropriate grade.)
9. Verify that all grades have been entered and are correct.
10. Click Save

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

Grade Entry Tips

- Only Freshmen, University Division Sophomores, and High School students enrolled on campus for university credit are listed on midterm grade rosters.

- Because midterm grades are collected for freshmen, sophomores in University Division, and High School students only, the number of students on the midterm grade roster may be smaller than the total number of students in your class.

- If you click Save without also clicking Approve and Submit to Registrar, you have not submitted your grades.

- Students can view midterm grades through the Student Center in OneStart. Once the grading period is completed by the faculty, the University Division notifies students with midterm grades of the location and the date when midterm grade reports are available online.

- Once you have approved the grades, you can no longer edit roster. To make changes to grades after they have been submitted, contact the Office of the Registrar at 812/855-0121.

- You can tell whether grades have been successfully submitted by checking for a message at the top of the roster that says "Grades have been submitted to the Registrar".

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

The deadline to submit Midterm Grade Rosters is March 8, 2010.