

# Entering Grades in OneStart

## REASONS TO CHOOSE ONESTART

- It's the most **up-to-date** version of the class information.
- You can open the Grade Roster and enter grades directly in the roster - you **don't need to import a gradebook**.
- Your **class size is less than 100 students**.

## BEFORE ENTERING GRADES

It is EXTREMELY IMPORTANT that all faculty (full-time & adjunct) verify their username and password, as well as their ability to successfully **login to OneStart** BEFORE attempting to enter final grades.

**Please note: Faculty WILL NOT need a Safeword card in order to enter/submit their grades electronically.**

- To verify your IU network account status, go to <http://itaccounts.iu.edu>.
- To verify/change your password, go to <https://password.iu.edu>.
- To verify that you can login to OneStart, go to <http://onestart.iu.edu>.

## WHERE TO GO FOR HELP

- To receive personal assistance with your IU network name and/or password, or for Oncourse questions, contact the **IUSB Help Desk at (574)520-5555** or send e-mail to [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu).

<http://onestart.indiana.edu>

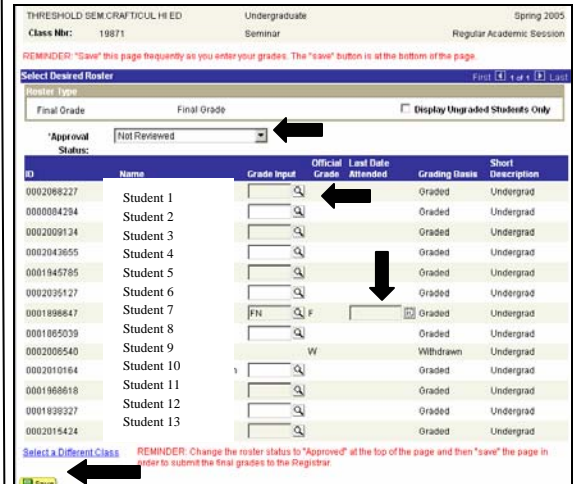
OneStart hours of availability:

Mon - Fri 7:00 am - 10:30 pm  
Sat 7:00 am - 10:30 pm  
Sun 10:30 am - 10:30 pm  
(All times Eastern Standard Time)



**Grades must be submitted by 10:30 p.m. to be available in OneStart at 7:00 a.m. the following day.**

## STEP BY STEP INSTRUCTIONS



- Open a new browser window and navigate to the OneStart page, [www.onestart.iu.edu](http://www.onestart.iu.edu); Click the **login** button.
- Log in with your Username and Password.
- Click either the **Faculty Tools** or **Staff Tools** tab.
- Locate the **SIS Instructor Info** section.
- Click **Grade Rosters**.
- Select the **Term** for which you would like to enter grades. (e.g. Fall Semester 2004 - 2005)
- Select the **Course Title** for the class (review **Class Nbr**) for which you would like to enter grades.



ID	Name	Grade Input	Official Grade	Last Date Attended	Grading Basis	Short Description
0002088227	Student 1				Graded	Undergrad
0000084284	Student 2				Graded	Undergrad
0002009124	Student 3				Graded	Undergrad
0002043855	Student 4				Graded	Undergrad
0001945785	Student 5				Graded	Undergrad
0002035127	Student 6				Graded	Undergrad
0001898847	Student 7	FN			Graded	Undergrad
0001865039	Student 8				Graded	Undergrad
0002006540	Student 9				Withdrawn	Undergrad
0002010164	Student 10				Graded	Undergrad
0001968618	Student 11				Graded	Undergrad
0001838327	Student 12				Graded	Undergrad
0002018424	Student 13				Graded	Undergrad

- Verify the **Term**, and **Roster Type** (should be *Final Grade*).
- Enter grades in the **Grade Input** fields. (Or click  to display a list of valid grade values and select an appropriate grade.)  
**SAVE OFTEN !!! (Save button is at the bottom of page)**
  - Last Date Attended** is required for a grade of **FN**. You must enter a date between the first & last day of classes (<http://www.iusb.edu/~regr/calendars.shtml>) If the student never attended, enter the value **FNN**, and no date.
  - Students who dropped during 100% refund period will not appear on roster.
  - There will be a "placeholder" grade of **ZZ** for students who are taking Indiana University classes through another university. No grade is necessary for these students.
- Verify that all grades have been entered and are correct.
- Change the **Approval Status** to **Approved**.  
NOTE: **ALL students** must be assigned a grade before changing the approval status to **Approved**.  
**If you click Save without changing the Approval Status to Approved, you have not submitted your grades.**
- Click .


If you are a grade proxy:


- Follow steps 1 - 10 above.
- Change the **Approval Status** to **Ready for Review** \*or **Approved** (if you are authorized to submit final grades).
- Click .
- \* Notify the primary instructor that grade entry is complete. The primary instructor must then log into OneStart using his/her username and password, navigate to the Grade Roster, verify the grades entered, change the **Approval Status** to **Approved**, and click .

## Grade Entry Tips

**Two options for entering grades** - Choose the option that meets your needs (either **OneStart** or Oncourse), and use **ONLY** that option for entering/submitted all grades.

**Open a new browser window** - Always open a new browser window before accessing OneStart to enter final grades.

**SAVE  SAVE !!!** - If your session is inactive for more than thirty 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.

**Change the Approval Status** - Once all grades have been entered and saved, **they will not be submitted** until you change the Approval Status to **Approved** and click the  button.

**Approved and Saved grades cannot be updated** - Once you have changed the Approval Status to **Approved** and saved the grade roster, the grades are submitted. You can no longer edit the grades, and you must contact the Office of the Registrar to make any grade changes.

**Approved rosters are posted overnight.**

**To verify that grades were successfully submitted** - View the grade roster the following day. If the Grade Input and Approval Status fields are disabled, the grades were submitted.

**Students can view their grades in OneStart** - Grades will be available in OneStart at 7:00 a.m. (10:30 a.m. on Sunday) the following day for grades submitted by 10:00 p.m.

**For roster questions or questions about final grade entry** - Contact the Office of the Registrar at (574)520-5537 or Craig De Myer at (574)520-4871.