Entering Grades in Oncourse CL

http://oncourse.iu.edu
Oncourse is available all hours except 5 - 6 a.m. daily.

Grades must be submitted by 9 p.m. to be available to students in OneStart at 7 a.m. the following day.

If you are submitting your final fall grades via Oncourse, the deadline to place final grades in a saved and "APPROVED" status is 9 p.m. on Tuesday, Dec. 18, 2007.

For Oncourse roster questions or questions related to entering your final grades via Oncourse - contact the Teaching and Learning Center at (765) 973-8382 or 8623.

STEP BY STEP INSTRUCTIONS

2. Click the [SS] button.
3. Log in with your Username and Passphrase.
4. Select the Course Title in the red tab across the top.

TO IMPORT FINAL GRADES FROM AN EXISTING ONCOURSE GRADEBOOK

1. Click Official Final Grades on the Menu bar on the left.
2. Select "Yes, I used the Oncourse CL gradebook and I want to import the course Grade" in the Import Grades section.
3. The course grades are automatically imported from the associated gradebook for that site.
4. Review and/or modify grades.
5. Once all grades are entered and verified, click Save.
6. Click Continue. If you click Save without also clicking Continue, you have not submitted your grades.
7. Click Cancel to modify the grades, or click Submit Final Grades to Registrar to submit the grades.

TO IMPORT GRADES FROM A SPREADSHEET (CSV FILE)

1. Click Official Final Grades on the Menu bar on the left.
2. Select "Yes, I want to import a CSV file" in the Import Grades section. A template message appears, along with a file upload text box, Browse, and Import buttons.
3. Click Final Grades.csv to generate a CSV file. The CSV file includes Username, Name, and Final Grade.
4. Open the CSV file in your spreadsheet application; enter grades, then save the file. Note: Blank grades are acceptable.
5. To upload the finished CSV file, click Browse to search for and select the file, then click Open.
6. Click the Import button. If the import is successful, the grades entered in the CSV file will appear automatically for each username.
7. Review and/or modify the grades.
8. Once all grades have been entered and verified, click Save.
9. Click Continue. If you click Save without also clicking Continue, you have not submitted your grades.
10. Click Cancel to modify the grades or click Submit Final Grades to Registrar to submit the grades.

TO DESIGNATE A PROXY:

1. Click Official Final Grades at the Menu bar on the left.
2. Click Assign Grading Proxy at the top.
3. Check the box next to the user you wish to designate as your proxy.
4. Click Save.

NOTE: If you do not see a name on the Assign Grading Proxy page, you must add a participant or change an existing participant's role to Assistant or Instructor. Go to http://bit.iu/edu/data/iam.html for detailed instructions.

TO ENTER FINAL GRADES:

1. Click Official Final Grades on the Menu bar on the left.
2. If you are not importing grades from an existing gradebook, enter all grades in the Grade Input fields.
3. Once all grades are entered and verified, click Save. SAVE OFTEN!!

NOTE: Last Date Attended is required for a grade of FN. The system does not allow you to enter a date in this field that is not within the term begin and term end dates. If the student never attended, enter the value of FINN.

TO SUBMIT FINAL GRADES:

1. Click Continue. NOTE: ALL students must be assigned a grade before submitting final grades if you click Save without also clicking Continue, you have not submitted your grades.
2. A warning message is displayed. Click Cancel to modify the grades, or click Submit Final Grades to Registrar to submit the grades. NOTE: Once final grades are submitted they cannot be edited.
3. A confirmation screen displays with a submission date, timestamp as well as a Confirmation Number for tracking purposes. Write down the confirmation number.

Grade Entry

Tips

SAVE [ ] SAVE III - If your session is inactive for more than 60 minutes, the Oncourse server disconnects your session and any grades entered but not saved are 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 are entered and saved, they are not submitted until you click the Submit Final Grades button.

Submitted grades cannot be updated - Once you submit final grades, 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 are 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 are available at 7 a.m. on Monday.

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