

Entering Grades in **Oncourse CL**

<http://oncourse.iu.edu>


Oncourse is available all hours except 5:00 - 6:00 a.m. daily.

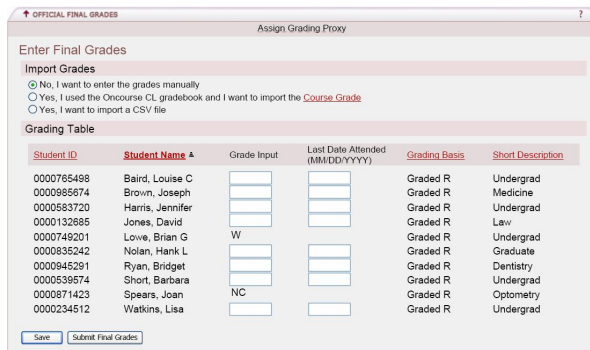
Grades must be submitted by 9:00 p.m. to be available to students in OneStart at 7:00 a.m. the following day.

If you are submitting your final Spring grades via **Oncourse**, the deadline to place final grades in a saved and "APPROVED" status is **9:00 p.m., on Tuesday, May 6, 2008.**

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

1. Open a new browser window and go to <http://oncourse.iu.edu>.
2. Click the  button.
3. Log in with your Username and Password.
4. Select the **Course Title** in the red tab across the top.



Student ID	Student Name	Grade Input	Last Date Attended (MM/DD/YYYY)	Grading Basis	Short Description
0000765498	Baird, Louise C			Graded R	Undergrad
0000985674	Brown, Joseph			Graded R	Medicine
0000583720	Harris, Jennifer			Graded R	Undergrad
0000132685	Jones, David			Graded R	Law
0000749201	Lowe, Brian G	W		Graded R	Undergrad
0000835242	Nolan, Hank L			Graded R	Graduate
0000945291	Ryan, Bridget			Graded R	Dentistry
0000539574	Short, Barbara			Graded R	Undergrad
0000871423	Spears, Joan	NC		Graded R	Optometry
0000234512	Watkins, Lisa			Graded R	Undergrad

TO DESIGNATE A PROXY:

1. Click **Official Final Grades** at the Menubar 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 will need to add a participant or change an existing participant's role to Assistant or Instructor. Go to <http://kb.iu.edu/data/atam.html> for detailed instructions.

TO ENTER FINAL GRADES:

1. Click **Official Final Grades** on the Menubar on the left.
2. If grades will not be imported from an existing gradebook, enter all grades in the **Grade Input** fields.
3. Once all grades have been entered and verified, **click Save. SAVE OFTEN!!**

NOTE: **Last Date Attended** is required for a grade of **FN**. The system will 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 **FNN**.

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 will be displayed. Click **Cancel** to modify the grades, or click **Submit Final Grades to Registrar** to submit the grades. **NOTE: Once final grades have been submitted they cannot be edited.**
3. A confirmation screen will display with a **submission date/timestamp** as well as a **Confirmation Number** for tracking purposes. Write down the confirmation number or print the confirmation screen for your records.

TO IMPORT FINAL GRADES FROM AN EXISTING ONCOURSE GRADEBOOK


1. Click **Official Final Grades** on the Menubar 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 will be automatically imported from the associated gradebook for that site.
4. **Review and/or modify** grades.
5. Once all grades have been 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.

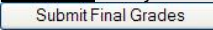
TO IMPORT GRADES FROM A SPREADSHEET (CSV FILE):

1. Click **Official Final Grades** on the Menubar on the left.
2. Select **"Yes, I want to import a CSV file"** in the import Grades section. A template message will appear along with a file upload text box, Browse, and Import buttons.
3. Click **FinalGrades.csv** to generate a CSV file. The CSV file will include **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.

Grade Entry

Tips

SAVE  **SAVE!!!** - 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  button.

Submitted grades cannot be updated - Once you have submitted 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 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.