

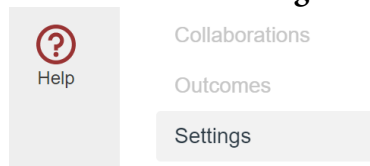
Publishing Final Grades to one.ou.edu



Please note that you **MUST** enter last date of attendance for F/AW directly in ONE (one.ou.edu) when submitting your grades. Also, you **MUST** be listed as the Instructor of Record for the course to submit grades in ONE.

First, let's set the course grading scheme:

1. Go to the course **Settings** in the side navigation.



2. On the *Course Details* tab, scroll down to find the checkbox next to **Grading Scheme**.

Grading Scheme: ☐ Enable course grading scheme

3. Check the box to **Enable course grading scheme**.

4. Click **set grading scheme**.

Grading Scheme: ☒ Enable course grading scheme

[set grading scheme](#)

5. Using standard grading scheme? (A = 90 & up, B = 80 & up, etc.). *If not, skip to step 6.*

- a. Click **Select Another Scheme**.
- b. Choose the **Letter Grade** or **Pass/Fail** scheme that applies to the course.
- c. Click **Use This Grading Standard**.
- d. Click **Done**.
- e. Skip to Step 7, on page 2.

6. Using non-standard grading scheme?

- a. Click the **pencil icon** (✎).
- b. Edit the **ranges** and **name (letter grade)**. *You can also delete unnecessary rows.*
 - i. The name must be the letter grades one.ou.edu will accept for your course.

View/Edit Grading Scheme

Scheme Name: <input type="text" value="Default Grading Scheme"/>					
Name:	Range:				
<input type="text" value="A"/>	100%	to	<input type="text" value="88"/>	%	<input type="button" value="✕"/>
<input type="text" value="B"/>	< 88%	to	<input type="text" value="76"/>	%	<input type="button" value="✕"/>
<input type="text" value="C"/>	< 76%	to	<input type="text" value="64"/>	%	<input type="button" value="✕"/>
<input type="text" value="D"/>	< 64%	to	<input type="text" value="52"/>	%	<input type="button" value="✕"/>
insert here					
<input type="text" value="F"/>	< 52%	to	<input type="text" value="0"/>	%	<input type="button" value="✕"/>

- c. Click **Save**.
- d. Click **Done**.

Now, we're ready to submit your grades:

- 7. Go to **one.ou.edu**, and select the course you are submitting grades for.
- 8. Select **Grades**.

← Back to Active Courses

Canvas Test Course ▾

UNIV 1000-727

Launch Canvas

Email Class

Overview

Enrollment

Grades

16

CREDIT HOURS

Fall 2018

FULL TERM

Lecture

SCHEDULE TYPE

Traditional course

DELIVERY METHOD

DETAILS

August 20 - December 7

MWF 6:00am - 7:00am

Buchanan Hall, 0230

View Course Materials

INSTRUCTORS

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OFFICIAL CATALOG DESCRIPTION

Prerequisite: variable, generally at freshman level. May be repeated without restriction with change of subject matter. An interdisciplinary course, with subject matter, credit and format variable, and usually of an ad hoc and/or experimental nature. (F, Sp, Su)

SYLLABUS

You can upload a .PDF syllabus to your Canvas course content for your student's record.

Upload Syllabus

- 9. Click **Import from Canvas**.

← Back to Active Courses

Canvas Test Course ▾

UNIV 1000-727

Launch Canvas

Email Class

Overview

Enrollment

Grades

Edit in Banner

Import from Canvas

Showing 1-1 of 1

Search students by name or Sooner ID

Name	Sooner ID	Midterm	Final	Transcript	Last Attend Date
Student I, Test	112132859				

Rows per page: 20 ▾ < >

10. ONE will import your Canvas grades. It will display the “Canvas current grade” as well as the “Canvas calculated final grade”. If there are errors, they will display here. The most common causes of grading errors are 1) ungraded assignments, 2) muted assignments and 3) not having a grading scheme enabled.

← Back to Canvas Test Course Grades

Import grades from Canvas for UNIV 1000-727

Warning -- 1 students with grade discrepancies
Please review the student's grade(s) in Canvas and verify that ALL assignments have been graded and/or excused. Instructions for excusing an assignment can be found here: <http://askit.ou.edu/customer/portal/articles/2926297>
[Resolve in Canvas](#)

[Refresh grades](#) [View in Canvas](#) [Submit final grades to Banner](#)

Showing 1-1 of 1 ☐ Show only discrepancies

Name	Sooner ID	Canvas current grade ⓘ	Canvas calculated final grade ⓘ
Student Test	112132859	B	F

Rows per page: 20 < >

Note that “Show only discrepancies” will filter to show only students with missing grades or inconsistent grades.

← Back to Canvas Test Course Grades

Import grades from Canvas for UNIV 1000-727

Warning -- 1 students with grade discrepancies
Please review the student's grade(s) in Canvas and verify that ALL assignments have been graded and/or excused. Instructions for excusing an assignment can be found here: <http://askit.ou.edu/customer/portal/articles/2926297>
[Resolve in Canvas](#)

[Refresh grades](#) [View in Canvas](#) [Submit final grades to Banner](#)

Showing 1-1 of 1 ☒ Show only discrepancies

Name	Sooner ID	Canvas current grade ⓘ	Canvas calculated final grade ⓘ
Student Test	112132859	B	F

Rows per page: 20 < >

11. If any errors do appear, select **Resolve in Canvas** to correct errors received.

12. Once Canvas grades are updated, navigate back to ONE. Click **Refresh Grades** to update and reflect corrections. Select **Submit final grades to Banner** when ready to submit.

← Back to Canvas Test Course Grades

Import grades from Canvas for UNIV 1000-727

[Refresh grades](#) [View in Canvas](#) [Submit final grades to Banner](#)

Showing 1-1 of 1 ☐ Show only discrepancies

Name	Sooner ID	Canvas current grade ⓘ	Canvas calculated final grade ⓘ
Student Test	112132859	B	B

Rows per page: 20 < >

13. Once grades have been received without error, you will receive confirmation the grades were successfully submitted. **NOTE:** Grades of F/AW must be entered directly in Banner; please click **Edit in Banner** to enter last date of attendance and to submit those grades.

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Canvas Test Course ▾

UNIV 1000-727

[Launch Canvas](#) [Email Class](#)

Overview Enrollment Grades

Grades have been submitted via Canvas with no errors

Successfully submitted on November 29, 2018 at 11:20am.

Please verify that the appropriate grade scheme has been enabled for the class. NOTE: OU uses the standard Letter Grade (A,B,C,D,F) scheme, except for certain courses. For grades of F or W, please enter the Last attend date.

[Edit in Banner](#) [Import from Canvas](#)

Showing 1-1 of 1

Name	Sooner ID	Midterm	Final	Transcript	Last Attend Date
Student I. Test	112132859		B		

Rows per page: 20 < >

14. Review grades for accuracy.