



one.ou.edu Faculty/Staff Faculty Grade Instructions

Instructors - Log in to one.ou.edu using your OU Net ID (4+4) as you would in any other OU system. Click on the **Resources** tab. Then search for the "Grade Entry" box.

Resources

Search: grade entry

1 results for 'grade entry'

All resources

Grade Entry
<https://sis.ou.edu/StudentFacultyGradeEntry>

Select the [Grade Entry](#) link to open the grading page.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	UCOL - UCOL-University College	1002	010	Gateway: Acad Success-Math	201910 - Fall 2019
Completed	Completed	H R - H R-Human Relations	3313	001	Ethical Issues-Intercol Athlet	202120 - Spring 2022
Completed	Completed	UCOL - UCOL-University College	1002	062	Gateway: Acad Success-Math	201910 - Fall 2019
Not Started	Not Started	H R - H R-Human Relations	4313	001	Intercollegiate Athletic Admin	202210 - Fall 2022

Records Found: 4

Page 1 of 1

All of your courses that are available to be graded will be displayed in the top section of the page.

To begin the grading process click on the course you would like to grade. That course will be highlighted and the course roster will display on the bottom half of the page.

The screenshot shows a web interface for entering grades. At the top, there are two red buttons labeled "Not Started". The page header includes "H R - H R-Human Relations", "4313", "001", "Intercollegiate Athletic Admin", "202210 - Fall 2022", and "33088". Below the header, it says "Records Found: 4". There are navigation buttons for "Page 1 of 1" and "Per Page 10". The main area is titled "Enter Grades" and has a search bar. Below that is a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The table contains six rows of student data:

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Mac E.		A			
Chase N.		A			
Anthony		C			
Sydney J.		A			
Marshall S.		A			
Kaden J.		A			

If you entered midterm grades, they will be displayed here as well.

The information in the course roster can be sorted by any of the columns by clicking on the arrows by each column heading. Please remember that your class roster may extend to multiple pages on the grading screen; to view the number of pages, look at the bottom right hand side of the screen.

The columns are:

- Full name
- ID
- Midterm Grade
- Final Grade
- **Rolled** (this indicates whether or not the grade has been rolled to the student's record and is now no longer available to be changed or updated on this page. *Once rolled, a grade change form MUST be submitted to Academic Records*)
- Last Attend Date (optional information, only necessary if the grade is F or AW). If a student never attended the class, assign the AW grade and enter the first day of the semester as the date.

To begin entering grades, click on the **Midterm or Final Grade** field on the line of the student you wish to grade.

The screenshot shows the 'Faculty Grade Entry' page for 'Final Grades'. It features a table with the following columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The table contains four rows of student data. A dropdown menu is open over the 'Final Grade' column for the first student, displaying a list of valid grades: A, B, C, D, I, N, F, and AW.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Mac F.		A			
Chase N.		A			
Anthony		C			
Sydney J.		A			

A drop down box will display the valid grades for this course, and you can select a grade from the list or simply type in the grade you wish to assign. Only the grade options for your course will be available to select from the drop down menu.

Once you have entered all of the grades you are prepared to enter at this time, or if you have a very large class and you want to save grades periodically as you go, press the **Save** button at the bottom of the page.

A message will appear in the Notifications area at the top to verify that you have saved these grades successfully.

The screenshot shows the 'Faculty Grade Entry' page with a green notification banner at the top that says 'Save Successful'. Below the notification is a table titled 'My Courses' with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table lists four courses. Below this is the 'Enter Grades' section, which has a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The table contains three rows of student data, with the 'Final Grade' column containing dropdown menus.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	UCOL - UCOL-University College	1002	010	Gateway: Acad Success-Math	201910 - Fall 2019	22333
Completed	Completed	H R - H R-Human Relations	3313	001	Ethical Issues-intercol Athlet	202120 - Spring 2022	28531
Completed	Completed	UCOL - UCOL-University College	1002	062	Gateway: Acad Success-Math	201910 - Fall 2019	28765
In Progress	Not Started	H R - H R-Human Relations	4313	001	Intercollegiate Athletic Admin	202210 - Fall 2022	33088

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Mac F.		A	A		
Chase N.		A	B		
Anthony		C	F		11/09/2022

Beginning in the Fall 2022 semester, when entering an "I" (Incomplete) grade, you will be prompted to enter the final grade in a separate drop down column. This grade should be predetermined with the student during the incomplete contract discussions and the student should receive this grade if they do not fulfill the terms of their incomplete contract. *Please remember to update the extension date as it will auto-populate to the last date of the current semester.

The image displays two screenshots of a web application interface for managing student grades. The top screenshot shows a student with an 'I' grade and an extension date of 12/16/2022. The bottom screenshot shows the same student with an 'I' grade and an extension date of 02/17/2023, with a dropdown menu for 'Incomplete Final Grade' open, showing options A, B, C, D, N, F, and AW.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[Redacted] Mac E	[Redacted]	I	[Redacted]		12/16/2022	

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[Redacted] Mac E	[Redacted]	I	[Redacted]		02/17/2023	

Exporting/Importing Grades in one.ou.edu

The grading process will allow faculty to export or import grades from/to the grading system. See

Exporting and Importing Grades in one.ou.edu for instructions.

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