



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 the **Faculty and Staff** tab. Please note a tab becomes highlighted when it is activated.

Welcome to One!

To help transition to One, here is a set of tools commonly used in oZONE. You can also find these represented as links or features throughout One. Additionally, all of oZONE's underlying systems are still in place. You may access Banner, The Book, INB and other tools through One or directly through the URLs you've used in the past. For questions or to schedule a demo, email one@ou.edu.

Academic

- Grade Entry**
- The Book
- Faculty Activity System
- View Class List
- Textbook Adoptions
- Advising Flags
- Course Evaluations

Administrative

- Pay Bill
- INB
- EPrint
- Cognos
- The Book
- View Courses and Student Info
- View Holds

Select the Grade Entry link to open the grading page.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
		LAW-Law (LAW)	6100	600	Advanced Legal Research	Spring 2012 (201120)	26519
		SOC-Sociology (SOC)	5960	018	Directed Readings	Spring 2012 (201120)	11074
		CHEM-Chemistry (CHEM)	1415	001	General Chemistry (Continued)	Spring 2012 (201120)	14902
		ENGL-English (ENGL)	0113	001	Intro to College Writing	Spring 2012 (201120)	12326
		CHEM-Chemistry (CHEM)	6980	011	Research Doctoral Dissertation	Spring 2012 (201120)	15690
		SPAN-Spanish (SPAN)	1115	004	Beginning Spanish	Spring 2012 (201120)	15555
		ENGL-English (ENGL)	1213	004	Principles-English Composition	Spring 2012 (201120)	12427
		LAW-Law (LAW)	5143	600	Torts II	Spring 2012 (201120)	15796

Welcome to Banner 9.0 Student Faculty Grade Entry

Use this page to enter grades for the students in your courses.

- Only your courses which are open for grading are displayed.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.
- Export and Import grades using the Tools Menu.

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

Basic instructions for the term will be displayed on the right column, under the Getting Started tab.

[Continued on the next 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 displays a web interface for course management. On the left, under 'Select a Course', there are two tabs: 'Midterm Grades' and 'Final Grades'. Below them is a table of courses with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The 'ENGL-English (ENGL)' course with CRN 12427 is highlighted. Below this is the 'Enter Grades' section, which is a table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The student 'Jasmine M.' is highlighted, showing a Midterm Grade of 'AW' and a Final Grade of 'D'. On the right, the 'Course Details' tab is active, showing information for 'ENGL-English 1213, Section 004', including a warning for 14 grades remaining, eligible and registered student counts, graded final count, course dates, and primary instructor.

Midterm grades for this course will be displayed here.

The Course Details tab on the right column will also display when you select a course. This contains basic information about your course.

The information in the course roster can be sorted by any of the columns by clicking on the arrows by each column heading. 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)
- Last Attended 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.

Select a Course

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
<input type="checkbox"/>	<input type="checkbox"/>	LAW-Law (LAW)	6100	600	Advanced Legal Research	Spring 2012 (201120)	26519
<input type="checkbox"/>	<input type="checkbox"/>	SOC-Sociology (SOC)	5960	018	Directed Readings	Spring 2012 (201120)	11074
<input type="checkbox"/>	<input type="checkbox"/>	CHEM-Chemistry (CHEM)	1415	001	General Chemistry (Continued)	Spring 2012 (201120)	14902
<input type="checkbox"/>	<input type="checkbox"/>	ENGL-English (ENGL)	0113	001	Intro to College Writing	Spring 2012 (201120)	12326
<input type="checkbox"/>	<input type="checkbox"/>	CHEM-Chemistry (CHEM)	6980	011	Research Doctoral Dissertation	Spring 2012 (201120)	15690
<input type="checkbox"/>	<input type="checkbox"/>	SPAN-Spanish (SPAN)	1115	004	Beginning Spanish	Spring 2012 (201120)	15555
<input type="checkbox"/>	<input type="checkbox"/>	ENGL-English (ENGL)	1213	004	Principles-English Composition	Spring 2012 (201120)	12427
<input type="checkbox"/>	<input type="checkbox"/>	LAW-Law (LAW)	5143	600	Torts II	Spring 2012 (201120)	15796

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
, Carly R.					
, Jasmine M.		AW			
Anthony T.					
, Duran S.					
, Jason T.					
Cara F.					
Richard L.					

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

When you press Enter, the cursor will automatically take you to the Midterm Grade field for the next student. You do not have to tab through the other columns.

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.

Select a Course

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
<input type="checkbox"/>	<input type="checkbox"/>	LAW-Law (LAW)	6100	600	Advanced Legal Research	Spring 2012 (201120)	26519
<input type="checkbox"/>	<input type="checkbox"/>	SOC-Sociology (SOC)	5960	018	Directed Readings	Spring 2012 (201120)	11074
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<input type="checkbox"/>	<input type="checkbox"/>	LAW-Law (LAW)	5143	600	Torts II	Spring 2012 (201120)	15796

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
, Carly R.			C		
, Jasmine M.		AW	D		
Anthony T.			F		
, Duran S.					
, Jason T.		D			
Cara F.					
Richard L.					

If you have entered a grade that is not valid for this course, an error message will appear at the top of the page.

If you save grades with an invalid grade entered for a student, the invalid grade will not be saved, but any valid grades will be saved.

The saved grades will be noted with a check mark and the invalid grade will be noted with an exclamation point.

Grading Status	Rolled	Subject	Course	Section	Title	Term	Credits
		LAW-Law (LAW)	6100	600	Advanced Legal Research	Spring 2012 (201120)	26519
		SOC-Sociology (SOC)	5960	018	Directed Readings	Spring 2012 (201120)	11074
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		LAW-Law (LAW)	5143	600	Torts II	Spring 2012 (201120)	15796

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Carly R.			C		
Asmine M.		AW	D		
Anthony T.			F		
Duran S.			S		
Jason T.		D	A		
Cara F.			B		
Richard L.					
Austin					

In the left column you will also see information about the individual student that is currently highlighted/selected.

It will show the student's name, their credit hours in the course, and an email link to contact them if you need to email the student.

Exporting/Importing Grades in one.ou.edu

The new 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.