



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.

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.

Select a Course

Midterm Grades Final Grades

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

Reset Save

Course Details Getting Started

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 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.

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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 application for grading. On the left, there's a 'Select a Course' section with a table of courses. The 'Final Grades' column is highlighted. An arrow points from the text above to the 'Final Grades' column header in the 'Enter Grades' table below. The 'Enter Grades' table has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The student 'Jasmine M.' is highlighted in the roster. On the right, there's a 'Course Details' sidebar for 'ENGL-English 1213, Section 004' showing course information and student details.

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
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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		
Jasmine M.		AW	D		
Anthony T.			F		
Duran S.					
Jason T.		D			
Cara F.					
Richard L.					

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.

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[Continued from the prior page](#)

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
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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.					
, Jasmine M.		AW			
Anthony T.					
, Duran S.					
, Jason T.					
Cara F.					
Richard L.					

Reset Save

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

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<input type="checkbox"/>	<input type="checkbox"/>	LAW-Law (LAW)	6100	600	Advanced Legal Research	Spring 2012 (201120)	26519
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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.					

Reset Save

Save Successful

[Continued on the next page](#)

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.

The screenshot displays the one.ou.edu grading system interface. At the top, there is a 'Save Successful' message with a green checkmark. Below it, a warning message states 'The Final Grade "S" is not valid.' The main area is divided into two sections: 'Midterm Grades' and 'Final Grades'. The 'Final Grades' section is active, showing a list of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and Credits. Below this is the 'Enter Grades' section, which has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. A student named 'Duran S.' is highlighted in red, indicating an invalid grade. Other students like 'Jason T.' and 'Cara F.' are highlighted in green, indicating valid grades. On the right side, there is a 'Student Details' section for 'Richard' showing registration status, credits, and an email link.

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.