Publishing Final Grades to one.ou.edu

Please note that you MUST enter last date of attendance for F/AW directly to one.ou.edu after submitting your grades. Also, you MUST be listed as the Instructor of Record for the grades to be accepted by one.ou.edu.

First, let’s set the course grading scheme:
1. Go to the course Settings in the side navigation.
   a.
2. On the Course Details tab, scroll down to find the checkbox next to Grading Scheme.
   a.
3. Check the box to Enable course grading scheme.
4. Click set grading scheme.
   a.
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.
      ii.
   c. Click Save.
   d. Click Done.
Now, we’re ready to submit your grades:

7. Go to the course’s Grades.
8. Click the gear icon (⚙).
9. Click Publish Grades to SIS.
10. Click the Publish Grades to SIS button.

It’s vital that you review your grades in one.ou.edu. You MUST enter last date of attendance for F/AW directly to one.ou.edu after submitting your grades.

11. Login to https://one.ou.edu.
12. Go to the Faculty/Staff tab.
13. Click Grade Entry
14. Select the appropriate course.
15. Enter last date of attendance for any F/AW in your course.
16. Review other grades for accuracy.