

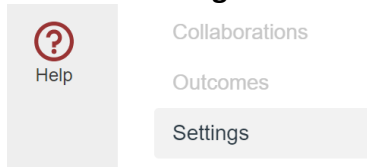
Publishing Final Grades to one.ou.edu



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**.

Grading Scheme: Enable course grading scheme

- a.
3. Check the box to **Enable course grading scheme**.
4. Click **set grading scheme**.

Grading Scheme: Enable course 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.

View/Edit Grading Scheme

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

- 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.