



ONE.OU.EDU Exporting and Importing Grades

Exporting/Importing Grades in one.ou.edu

Instructors - Log in to one.ou.edu using your OU Net ID (4+4) as you would in any other OU system.

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.

The export and import processes are in the **Tools** drop down at the top of the 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

Enter Grades

Course Details: CHEM-Chemistry (CHEM) - Section 001
General Chemistry (Continued)
Course Reference Number: 14902
269 Grades Remaining
Eligible: 269
Registered: 269
Graded Final: 0
Course Dates: 01/17/2012 - 05/07/2012
Primary Instructor: Michael
Secondary Instructor(s): Richard, Laura

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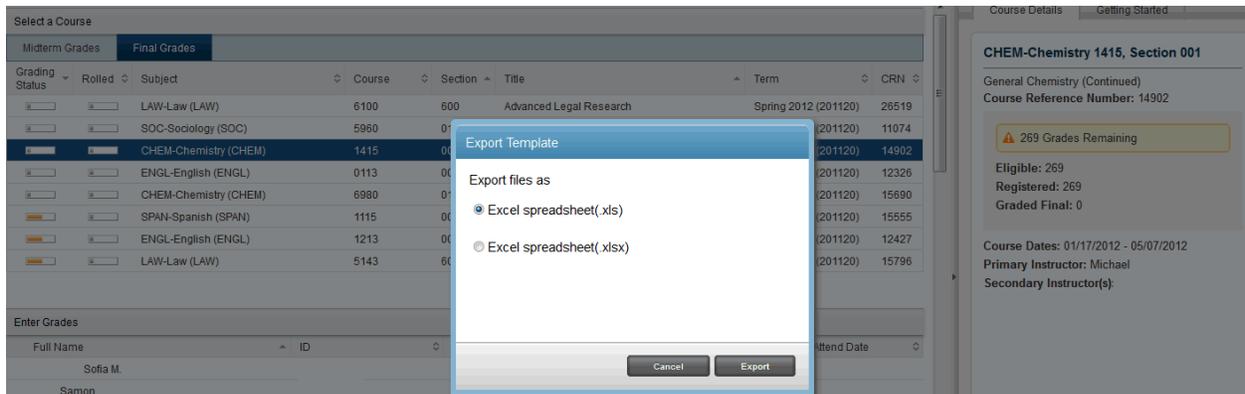
Export Grades Template

Exporting the grading template can be useful/helpful in two ways.

First, at the beginning of the term, if you would like to have a template of your course in which to maintain grades, you can export the standard template from this page to use throughout the semester. This is not required, even if you wish to upload grades from an Excel file, it is just one of the options.

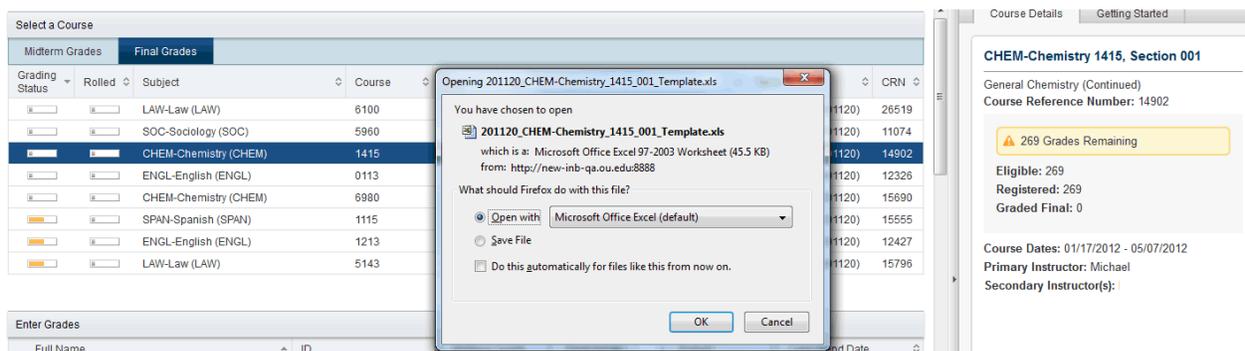
Second, at the end of term, this export is a quick and easy way to save a copy of the grades you entered for that course. There is not a print option available, so this functionality provides a way to save a copy of what you entered.

To export the template (with or without existing grades) click on the **Export Grades Template**. You will see the following pop up box:



Select the format you would like to use to save the template (either one can be imported/uploaded with grades).

You will get the following pop up box once you have selected a format. Click on the OK button.

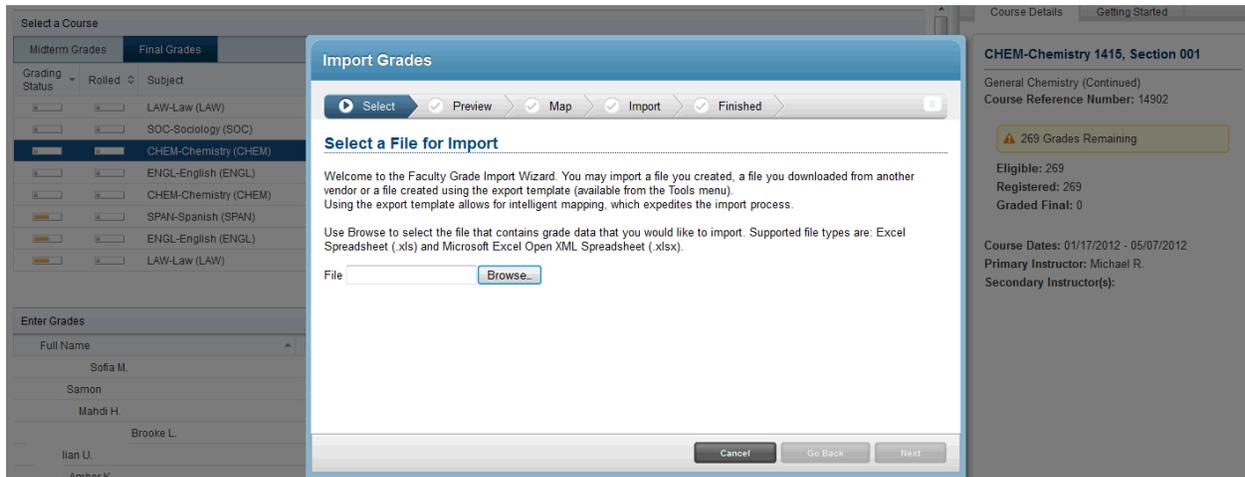


An Excel file will open with all of the students in the course, with columns designated for final grades and last date of attendance. Any grades previously entered for this course (Midterm or Final) will be exported with the template. This file can be used to maintain your grades throughout the semester if desired, or can simply be used as a copy of the final (or midterm) grades entered.

Importing Grades from an Exported one.ou.edu template

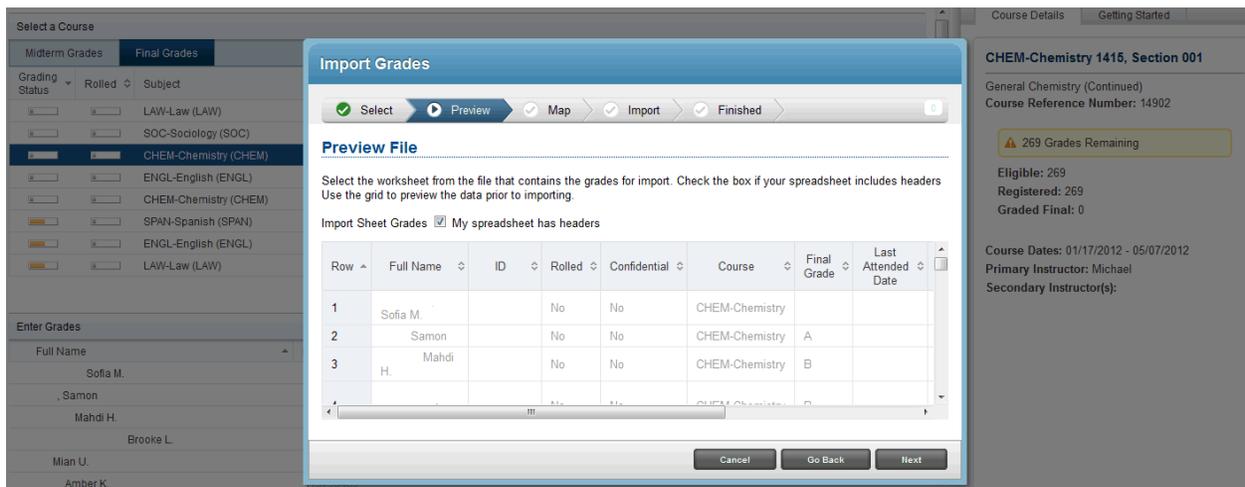
If you exported a course template from the one.ou.edu grading page and want to import your grades from that spreadsheet, click on the Tools drop down box, then select **Import**.

The Import Grades dialog box will appear for you to select a file to import. Click on the Browse button to find the file on your computer.

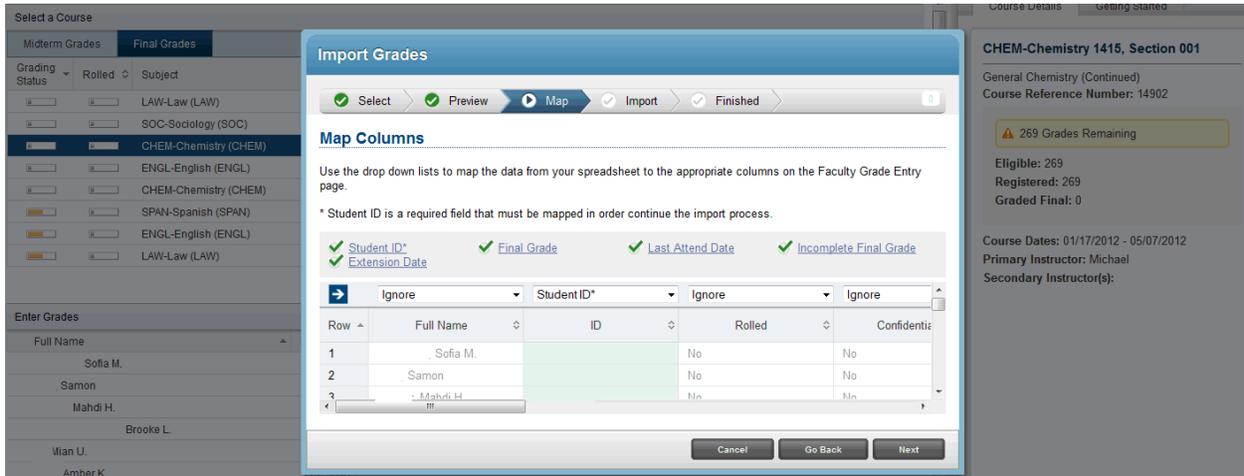


Once you have found the correct file and selected it, click the Next button on the Import Grades page.

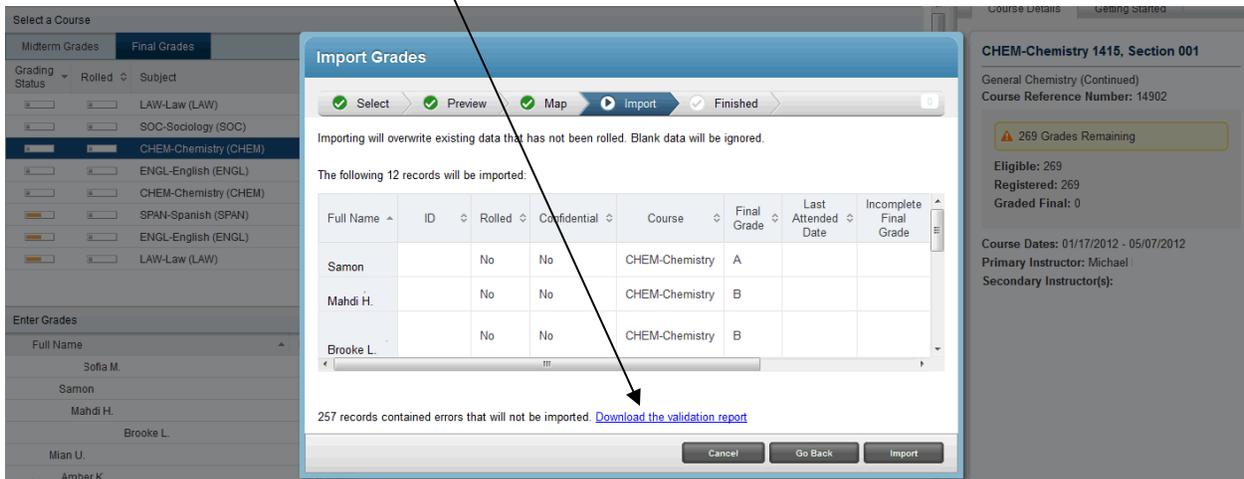
You will then get the following page, showing you the outline of your imported spreadsheet. Click **Next**.



You will get a page that maps the columns to be imported. **The only columns that need to be defined are the Student ID, the Final Grade, and the Last Date of Attendance columns.** You can scroll through the spreadsheet to see what is going to be imported. If the column designations are correct, click **Next**.



You will get the following notice, which includes how many grades were imported and if there were any errors. You can click on the [Download the validation report](#) to see any messages from the import.



The validation report will open up in another Excel file, and will have an additional column for errors. Grades/dates will not be imported if there was an error. Once you have verified/corrected the data to be imported, click the **Import** button. You will get a notification of exactly what was imported successfully and what was not.

[Continued from the prior page](#)

Import Grades

✓ Select → ✓ Preview → ✓ Map → ✓ Import → **Finished** 2

Import Complete

The import wizard is complete.

Records without error have been imported and saved

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Press Finished to continue.

✓ 12 records imported and saved successfully.

⚠ 257 records contained errors that will not be imported.

Cancel Go Back **Finished**

Click on **Finished**, and it will take you back to the grading page, where you can verify exactly what was imported. Click **Save** to save the imported grades.

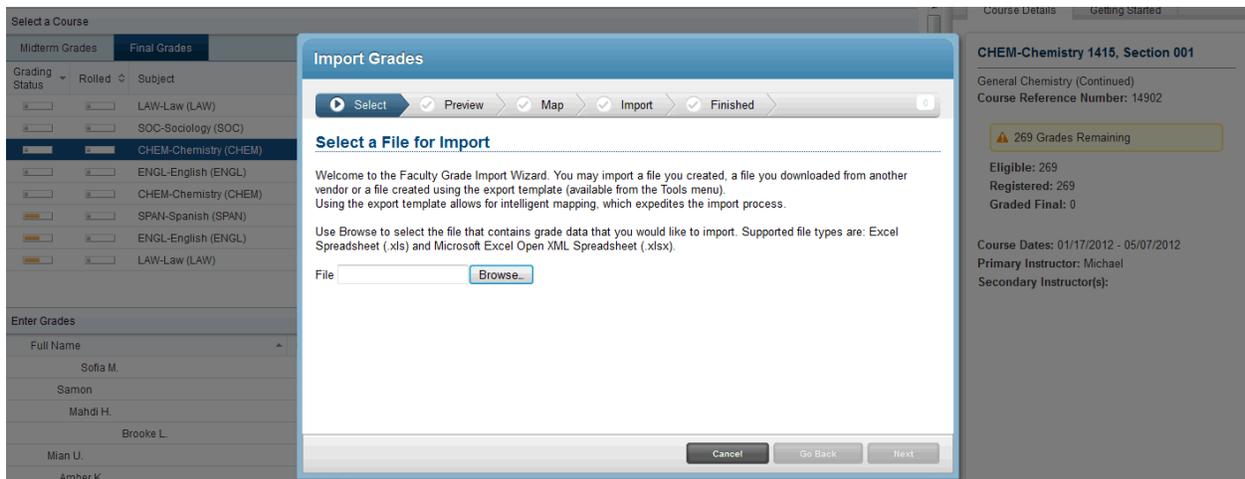
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Importing Grades from a Spreadsheet

If you have your grades in Canvas, you can export them to a spreadsheet and then import them to one.ou.edu grading. If you created your own spreadsheet to maintain your grades, you can use that spreadsheet to import your grades to one.ou.edu as long as you have a column with the students' ID numbers, a column for the final grade, and a column for the last date of attendance if you want to import that information.

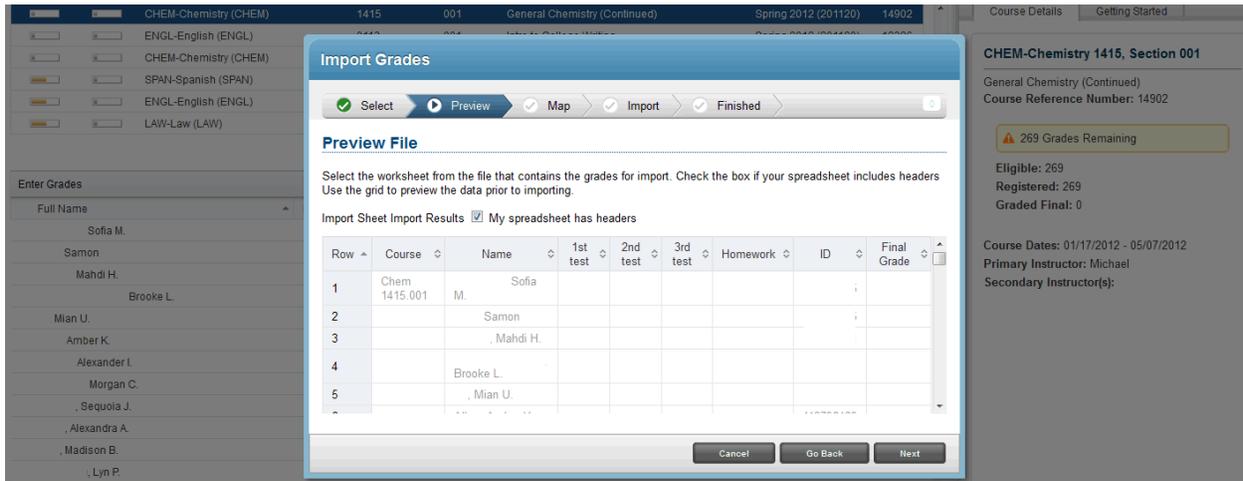
As with the previous import process, click on the **Tools** drop down at the top of the page, then click on **Import**.

You will get the following page asking you to find/select the file you wish to import. Click on the Browse button to find the file on your computer.



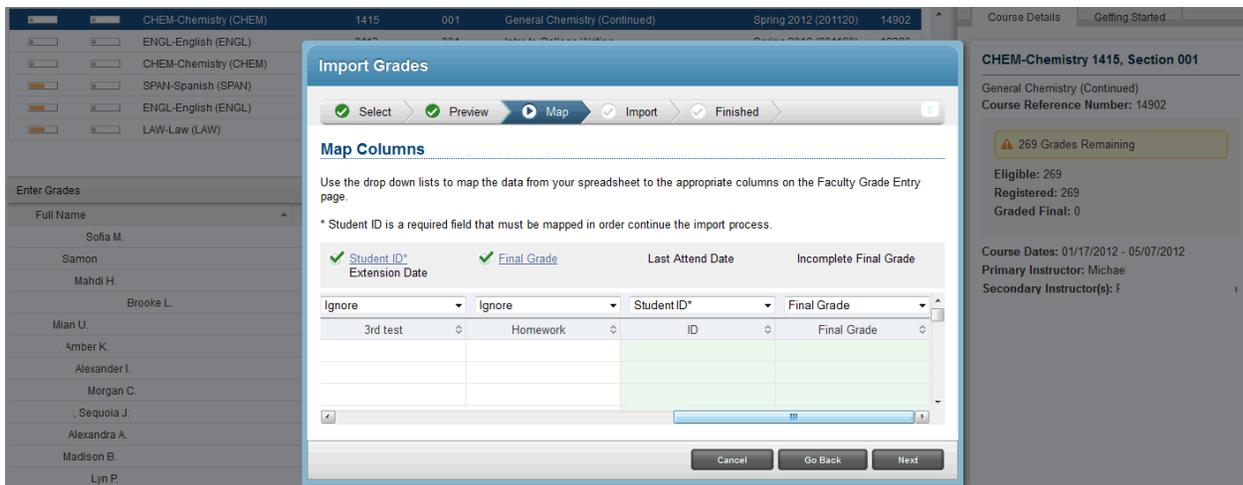
Once you have found the correct file and selected it, click **Next** on the Import Grades page.

You will then get the following page, showing you the outline of your imported spreadsheet. Note that my columns are different than the previous file.

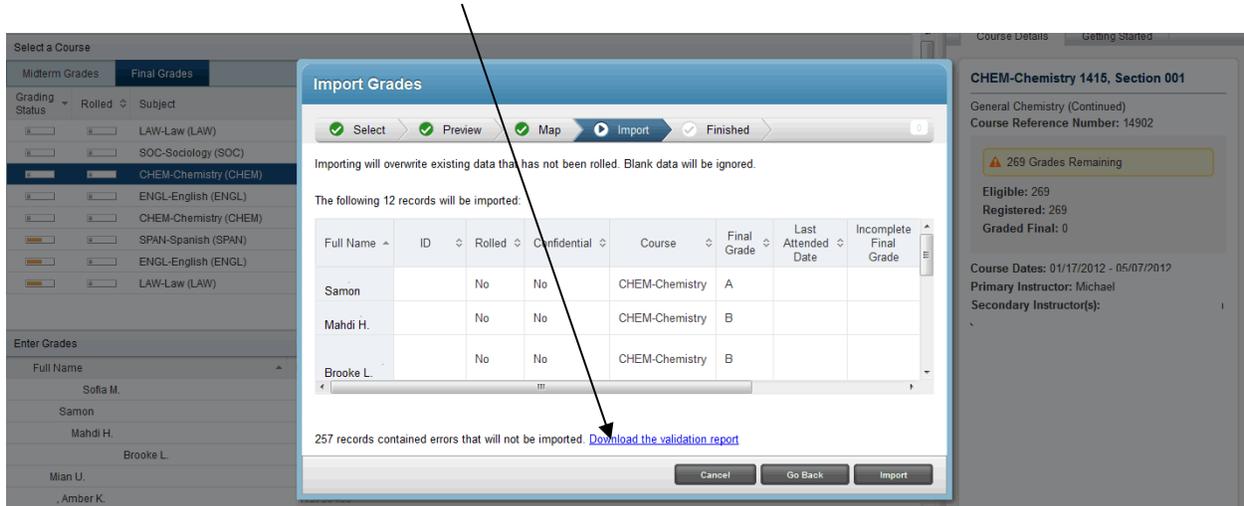


Click **Next**.

You will get a page that maps the columns to be imported. **The only columns that need to be defined are the Student ID, the Final Grade, and the Last Date of Attendance columns.** You can scroll through the spreadsheet to see what is going to be imported. This page will ask you to define the columns and keep the ones not used for the import as "Ignore". The wizard will do its best to determine the appropriate columns for import, but if it can't tell which column is correct you can designate them individually. Once you have verified the correct columns for import, click Next.

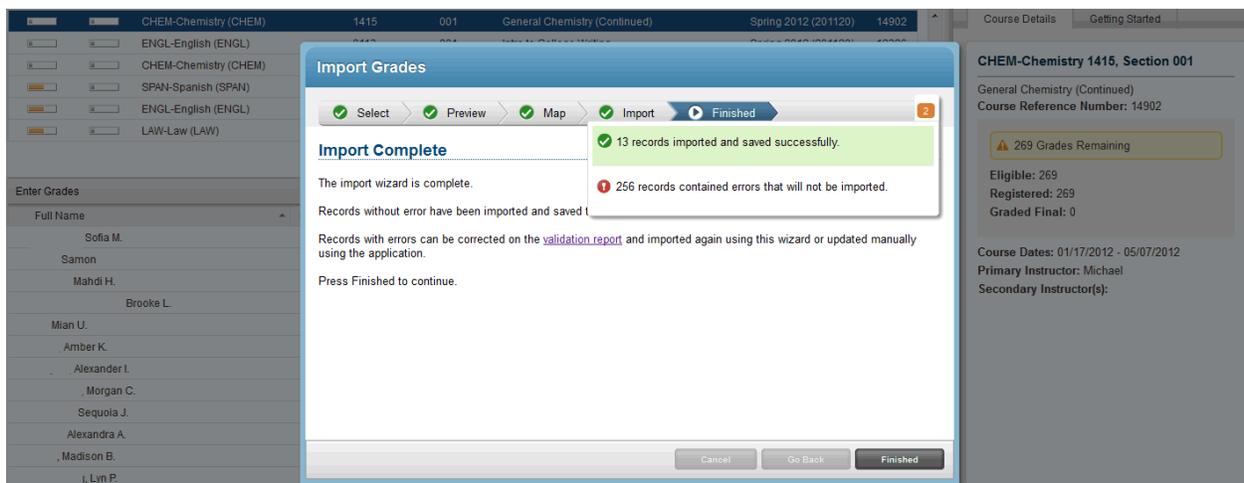


You will get the following notice, which includes how many grades were imported and if there were any errors. You can click on the [Download the validation report](#) to see any messages from the import.



The validation report will open up in another Excel file, and will have an additional column for errors. Grades/dates will not be imported if there was an error.

Once you have verified/corrected the data to be imported, click **Import**. You will get a notification of exactly what was imported successfully and what was not.



Click **Finished**, and it will take you back to the grading page, where you can verify exactly what was imported. Click **Save** to save the imported grades.