1. Submitting Final Grades via Self Service in OneStart

- Instructors enter data directly into the SIS pages from the Grade Roster link through Self Service. Instructors will use the Faculty Tools or Staff Tools tab in OneStart to enter Grade Rosters.
- Instructors will only see class rosters for those classes where they are listed as Primary, Secondary, Associate Instructor or Grade Proxy.
- Instructors will not see other Instructors’ rosters.
- **When doing grade entry, it is important to save your work often.** If instructors get distracted or step away from their computer while doing grade entry and get “timed out,” work will be lost back to the last Save of the page.
- Mechanics of logging on through OneStart:
  - Always open a new browser window to access rosters through OneStart.
  - SafeWord card access is **NOT** necessary to enter grades using the Faculty Tools or Staff Tools tabs.
  - The new SIS Instructor Info channel will be seen on one of two tabs in OneStart:
    - If you are primarily a faculty member, as defined by HR, the new channel will be a part of the Faculty Tools tab.
    - If you are not faculty but teach courses, as a non-faculty employee, you are defined as staff and will see the new channel on the Staff Tools tab.
    - If a person is both faculty and staff based on the appointment type, they get both roles in OneStart. Note: If an instructor is unable to find a grade roster via one of these tabs, they should contact their campus Registrar Scheduling area.

1. Instructors will log into OneStart: [www.onestart.iu.edu](http://www.onestart.iu.edu)
2. Click **login**.

**NOTE:** SafeWord card access is **NOT** necessary to enter grades using the **Faculty Tools** or **Staff Tools** tabs so that box should not be checked when logging in.
1. Enter **Username**.
2. Enter **Password**.
3. Click **login**.
4. Click on the **Faculty Tools** or the **Staff Tools** tab.

To access protected services, you will need to establish your IU authentication.

For security reasons, you will need to close your web browser when you finish using services that require authentication.

If you need assistance, view `login help`.

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NOTE: The channel on the Faculty Tools and Staff Tools pages which includes the link to Grade Rosters is on the left side labeled SIS Instructor Info and looks like this.

5. Click the Grade Rosters link.
6. Click the correct **Term** for which you wish to view a roster. You may see multiple terms.

7. Select the **Course Title** for which you would like to view the roster and enter grades. The **Grade Roster** page is displayed.

If an instructor navigates to a roster in Self Service before rosters are generated, he will see the text: **“Our records indicate that there is no Grade Roster for this class. Please contact the Registrar if you have questions.”**
8. Verify the Term.
9. Verify that the Roster Type is Final Grade.
10. Enter grades into the Grade Input fields (will accept either upper or lowercase).
    If the grade is FN, the date of last attendance must be entered into the Last Date Attend field. If instructors do not know the last date of attendance (associated w/an FN grade), they will have to guess. If the student never attended, the instructor should enter the date of the first day of classes. The system will not let you enter a date in this field that is not within the term begin and term end dates.

    If a student has dropped during the 100% refund period, he/she will not show on the grade roster.

    For students who are taking Indiana University classes through another university, a ZZ grade will appear. No grade is necessary for these students.

11. When the instructors have completed entering the grades for all students, it is critical that they select “Approved” in the Approval Status field. This signifies that the grading is complete and grades are ready to be posted.
NOTE: Grades are posted only from rosters designated with an “Approved” Status. If all grades are saved but the status is unchanged, grades will not post until the status is changed to “Approved”.

a. If a grade proxy enters grades, once they have completed entry, they need to select “Ready for Review”.

b. Click

c. Then the instructor for the class who does have “Approve” status must log into OneStart under his/her own network ID and navigate to the class roster. After review, the Approval Status must be changed to “Approved” to indicate that grading is complete. All students must have grades entered before changing the Approval Status to “Approved.”

12. Click

13. To enter grades for another class, click the Select a Different Class link at the bottom of the page.

NOTE: Grades rosters in “Approved” Status will be posted each night.

If your class has a Requirement Designation attached:

* A RD Grade designation of "Satisfied" indicates the student satisfied the requirement and the appropriate note will appear on the official transcript under the class and grade.

* A RD Grade designation of "No Satisfy" indicates the student did not satisfy the requirement. The class and grade will appear on the official transcript, as usual, but there will be no additional note concerning the Requirement Designation.

These grades must be added and approved along with the course grades in order to complete the roster.
2. Important Notes and Dates

- Rosters will be available to faculty the day after the last day of classes for the term.
- Instructors must SAVE their grade rosters if they don’t complete them in one session; grades not SAVED will be lost.
- Once entered and reviewed, the roster status must be changed to “Approved”. Simply entering all grades and saving will not be enough to submit the grades for posting.

3. Students are directed to review their grades via OneStart Self Service.