

Quick Guide

Submitting Final Grades Via OnCourse CL

- Open Internet Explorer
- Go to: <http://oncourse.iu.edu>

Note: This information is valid only for Oncourse CL. If you are using original Oncourse, please see [Using the Oncourse final grades gradebook](#).

Note: To complete the procedures in this document, you need to be assigned a role that has the necessary permissions. To find out what your role is, follow the directions in [Participant roles](#). To see a list of what permissions are associated with a given role, see [Permissions, roles, and tools](#). For a basic understanding of roles and permissions, see [Permissions and Roles: Overview](#).

Beginning in fall 2005, you (as faculty of record or proxy) may submit final grades through [Oncourse CL](#). Below is the general procedure for doing this:

To find the final grades gradebook in Oncourse CL, in the menubar of your course site, click Official Final Grades.

If you have kept grades on paper or outside of Oncourse CL, you may simply want to enter them manually as letter grades into the "Grade Input" field. Otherwise, you may import grades from an Oncourse CL gradebook. To do so, follow the instructions below:

1. To import the course grade, select the radio button next to Yes, I used the Oncourse CL gradebook and I want to import the Course Grade. The course grade will be automatically imported from the associated gradebook for that site. For more information on how course grades are calculated, see [In Oncourse CL, how are course grades calculated?](#)
2. All grades to be submitted must be letter grades (e.g., A , A- , B+). If you give a grade of FN (Failing/Nonattendance), then you must type a date of last attendance into the designated field. Other valid letter grades are FNN (Failing/Nonattendance, never attended class), I (Incomplete), and R (Deferred). A grade of S (Satisfactory) may be used for courses with an S/F, S/F2 or non-credit grading basis, designated in the Schedule of Classes.

Grades of W (Withdrawn), NC (No Credit), and ZZ (Administrative Placeholder Grade) are entered automatically; you cannot edit them.

3. If there is an entry for a student in the "RD Option" field, then you must make a selection in the "Requirement Designation Grade" field for that student. The "Designation" field describes the basis of the requirement.

The possible "Short Description" field values are as follows: Undergrad , Graduate , Medicine , Law , Dentistry , and Optometry . There is no identifying field for Purdue students.

4. To save a final grades gradebook in process, at the bottom of the screen, click Save. When you are sure that you have given a letter grade to each student and are ready to submit your grades, click the Continue button. You must then click Submit Final Grades to Registrar to confirm, or Cancel to abort.

Note: After submitting your grades, you must contact the registrar directly to make any changes.

5. After confirming, you will see a confirmation number and date/time stamp at the top of the screen. You may also export a copy of the submitted grades as an Excel spreadsheet or a CSV document by clicking the respective Export for Excel or Export CSV button.