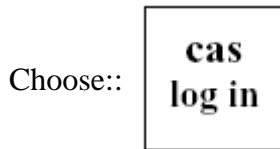


Quick Guide

Submitting Final Grades Via OnCourse

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



- On the Authentication Page enter your **USER NAME** and **PASSWORD**.
- Choose: **Log In**

Now you should be on My Oncourse Profile page. You will see a list of your courses by term/semester.

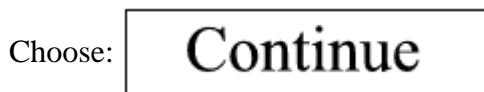
- Choose the **appropriate course** (from left-side of screen)
- Choose: **Click to Continue** (this page is for course announcements)
- Choose: **Tools tab** (top of page)
- Choose: **Online Gradebook(s)**
- Choose: **Official Final Grades**

Now you will see the Official Final Grade Roster for this particular class.

Importing Grades - If you wish to import grades from your OnCourse gradebook you may use the 2 drop-down menus and click: import. You still need to review these grades for accuracy. You still have the option of changing grades if need be **BEFORE** choosing the Submit button.

Entering Grades Manually - Enter appropriate letter grades (A, A-, B+, etc.). Upper or lower case-either will work. Save often! You can save and come back to this class to change or finish at a later time.

Once you have entered the correct grades and have reviewed them:



You must then click

- **Submit Final Grades to Registrar** to confirm
- **Cancel** to abort.

You're Done!!!

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 by clicking the Export button.

Once you submit your final grades, any changes must be processed with a Change of Grade form with the Office of the Registrar.

FN, FNN and F Grading

*In compliance with University Faculty Council Policy (FN Non-Attendance, March 1999), faculty members are required to differentiate students who fail a class **because they quit attending** from those who failed the class on merit.*

- **FN** - The grade of FN should be given to those students who attended your course and their lack of attendance is the basis for a failing grade. If you enter a grade of FN, a last date of attendance **must also** be entered into the Last Date Attend field. Give your best date for when the student either last attended or participated in the course. This may be the last quiz or assignment that was turned in or, if you take attendance, a more exact date. The system will not let you enter a date in this field that is not within the term begin and term end dates. The grade of FN will be treated on the transcript in the same way we handle the grade of F. The student will not see the FN.

Should you award an FN grade, please record the date you provided on the roster in your own records, such as your grade book. Use of the grade will provide documentation required by the auditors to comply with federal financial aid regulations.

- **FNN** - If the student never attended the class, enter a grade of FNN. It is not necessary to enter a Last Date of Attendance with the FNN grade. The grade of FNN will be treated on the transcript in the same way we handle the grade of F. The student will not see the FNN.
- **F** - You should, of course, still award an F to any student whom you have determined has "earned" it, whether as a result of poor academic performance or spotty attendance.

Notes:

- W— Pre-assigned to students who have withdrawn from the class. No action required on your part.
- ZZ—Grade assigned as a placeholder for Purdue or CLN students. You will complete a paper roster for Purdue students as in the past. The CLN grade collection also remains unchanged.
- NC – Pre-assigned to students who are taking the course as an auditor. No action required on your part.
- Removing an Incomplete – submit appropriate form to Registrar’s Office.

Support: Should you have any questions about submitting final grades via Oncourse, please contact the UITS Support Center at (317) 274-HELP (4357).