SIS Course Training Guide

Student Records
Processing Final Grades (Key University Officials)
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1. Entering Final Grades

- Concepts:
  - There are two ways to submit final grades:
    1. Instructors enter grades via Self Service in Onestart
    2. Instructors enter grades in Oncourse
  - The first method consists of instructors (or in some cases, their grade proxies) using OneStart to enter data directly into the SIS pages using the Grade Roster component. Once entered and reviewed, the instructor sets the roster status to “Approved” which submits the grades to the Registrar for official posting.
  - Instructors can enter grades in Oncourse. Once the instructor uploads the grades from Oncourse, no further action is required. The Oncourse upload transfers grades from Oncourse directly to the Grade Input fields on the Grade Roster page in SIS and sets the status to “Approved”.

Instructors Enter Final Grades via Self Service in Onestart

- Concepts:
  - 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 a person is primarily a faculty member, as defined by HR, the new channel will be a part of the Faculty Tools tab.
      - If a person is not faculty but teaches courses, as a non-faculty employee, he is 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, he will have both roles in OneStart. Note: If an instructor is unable to find a grade roster via one of these tabs, he should contact the campus Registrar Scheduling area.
1. Instructors will log into OneStart:  [www.onestart.iu.edu](http://www.onestart.iu.edu)

2. Click

**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**.
NOTE: The channel on the Faculty Tools and Staff Tools pages which includes the link to Grade Rosters is labeled SIS Instructor Info and looks like this.
5. In the SIS Instructor Info channel, 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.”** This is simply a reminder that rosters have not yet been generated for this class; the faculty member should review the dates provided by their campus registrar as to when final grade rosters will be generated.

**NOTE:** It is possible that faculty will not be able to see their grade rosters because they teach courses that were originally enrolled as block enrollments. The Block Enrollment courses display as the first course(s) on the search results, and are displayed as **SUBJ-BE followed by all courses differentiated with slashes.** When the instructor clicks that link, there is no grade roster. The instructors must click the individual links, presumably listed below the **SUBJ-BE** listing, to get the individual grade rosters for the individually-graded courses.
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 exact date of last attendance is known, enter the grade of **FN** in the **Grade Input** field. If you enter a grade of **FN**, a last date of attendance must also be entered into the **Last Date Attend** field. The system will not let you enter a date in this field that is not within the term begin and term end dates. This should be the last date you can document that the student attended class (last class attendance, last quiz or exam taken, last log on to Oncourse, etc.)

   - If the student never attended the class, enter the grade of **FNN** into the **Grade Input** field. It is not necessary to enter the last attendance.

   - A grade notation of **FN** or **FNN** will be displayed as an “F” on all official University documents.

For the campuses that use Requirement Designations, an **RD Grade** field will appear. Select a Requirement Designation grade (Satisfied/Not Satisfied) if the student is taking class for an Intensive Writing requirement.
NOTE: If you enter an invalid grade for a specific grading basis into the Grade Input field, you will receive the following error message:

If you click and click , you will need to delete any value in the Grade Input field on the Lookup Grade Input page. If you do not delete the value in the Grade Input field on this page and you click , you will get the message, “No matching values were found”.

NOTE: There will not be a roster “placeholder” grade of WX. Instead, if a student has dropped during the 100% refund period, he/she will not show on the grade roster. There will be a “placeholder” grade of ZZ for students who are taking Indiana University classes through another university. No grade is necessary for these students. If you have Purdue/State-Wide Tech students in your classes, you will receive a “paper” Purdue Grade Roster. You will submit your Purdue grades, just as you always have, to the Purdue Program Office.

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” if they do not have “Approved” as a value in the Approval Status field.

b. Click.

c. Then the instructor for the class who does have the “Approved” 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.
Instructors Enter Final Grades in Oncourse

- Concepts:
  - Rosters in Oncourse are refreshed every night.
  - Instructors will enter grades for students and indicate that the roster is complete.
  - The Oncourse upload modification will update the Grade Input fields in the Grade Roster table and change the grade Approval Status field to “Approved”.
  - If the Approval Status field is set to “Approved”, the grades in the roster will be posted.
  - If the Approval Status field is set to anything but “Approved”, the roster will remain available to the instructor for completion.

2. Important Notes

- Concepts:
  - On a nightly basis, rosters will be regenerated.
  - The purpose for regenerating rosters is to ADD any additional students to the rosters, providing instructors and administrators with the most accurate roster possible.
    - It is important to note that in roster regeneration new students will be added, but drops will not be removed from the roster. These students must be handled as exception cases at the end of roster processing; instructors should assign a grade.
    - 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 to the students’ records.
  - Registrar offices will print reports from the IUIE for any rosters that are not “Approved”. The Registrar’s offices will follow up with the appropriate offices.

3. Student and School Notifications

- Concepts:
  - The end of the grade collection period is based on campus dates and communicated to instructors. After the published ending date, there will be no changes to the rosters.
  - Grade notifications will be mailed the day after each campus’ Fully Graded Date (used to be called Transcript Effective Date in legacy terms).
  - Student Notifications will be sent to the Student Home (ADHM) address.