**Frequently Asked Questions**

**Can the Faculty of Record or Proxy import grades from their Oncourse gradebook into the Official Final Grades Gradebook?**
Yes. This is one of the most compelling reasons for instructors to use the Oncourse interface to submit final grades.

**When will the Official Final Grades Gradebook be available to faculty?**
The official final grades gradebook will be available to faculty the Thursday before the date of submission for the first campus. For fall 2004, the gradebook will be available on December 2, 2004.

**If the Faculty of Record (FoR) is the only user that can see the gradebook, can s/he assign one or more proxy users in Oncourse?**
By default only the FoR has the ability to assign and submit grades via the Oncourse gradebook. In the event that one or more proxy users needs to be assigned, the FoR can grant them access in Oncourse. If the FoR is not available to assign a proxy, the department should contact the Registrar directly to determine an alternative.

**Note:** Although more than one instructor may have access to interact with the Oncourse gradebook, only one user can ultimately submit the gradebook to SIS. Once a gradebook is submitted via Oncourse, the faculty of record must contact the Registrar’s office to make modifications.

**How will the Faculty of Record assign a proxy?**
The FoR can assign a proxy status to any author in his/her course by editing the user’s privileges in the Class Roster. Only the FoR will have the ability to assign a proxy status.

**When will a user assigned a proxy status have access to enter/submit final grades?**
A user that is assigned a proxy status will have immediate access to enter/submit final grades.

**Will staff in the Registrar’s office easily be able to determine a user’s proxy status?**
Yes. Registrar staff who have been assigned administrative privileges in Oncourse will be able to access the class roster to determine if a user has been assigned a proxy status in a particular course.

To request administrative privileges in Oncourse, one should follow the procedures outlined in the following Knowledge Base document:

[http://kb.indiana.edu/data/ajem.html](http://kb.indiana.edu/data/ajem.html)
Will the Oncourse timeout occur while a user is working in the gradebook?  
The Oncourse timeout session is set to 60 minutes and will apply while working in the gradebook. Please refer to the following Knowledge Base article for additional information:

http://kb.indiana.edu/data/ahsx.html

Can the Faculty of Record or Proxy submit final grades in redirected courses?  
Yes. In Oncourse courses can be combined, and in the final gradebook submission area, the faculty of record or proxy will see a combined gradebook.

What will happen when a course is redirected with a combined roster in Oncourse?  
In the event that one or more courses is redirected to a master course in Oncourse, the FoR or assigned proxy user will be able to edit all of the Official Final Grades for each section in the master course view. The user will see a combined gradebook for each slave course and the master course in the Tools section of Oncourse in the master course.

When will grades submitted via Oncourse be reflected in SIS?  
Grades will be available by 7 a.m. the following day if grades are submitted by 9 p.m., Sunday – Friday. Grades submitted by 9 p.m. on Saturday will be available at 7 a.m. on Monday.

Is there a way to upload final grades from an Excel spreadsheet?  
Yes. Instructors can upload grades to their Oncourse gradebook and then import grades into the Official Final Grades gradebook. The following Knowledge Base document explains how to upload grades to an Oncourse gradebook from an Excel spreadsheet:

http://kb.indiana.edu/data/aknc.html

How will the gradebook handle withdrawn students?  
If a student has a withdrawn status in SIS, the student will appear in the Oncourse gradebook with a grade of W and the field will not be editable to the user.

Will the required date/time for submission of grades to SIS apply uniquely for each campus/department in Oncourse?  
The Registrar posts the date and time that final grades must be submitted to ensure timely and efficient processing of the grades and subsequent workflow that follows. The Registrar will provide a single date/time when Oncourse will enforce the ability to submit final grades (TBD). Users are strongly encouraged to adhere to the provided dates for their specific organization as they drive many subsequent workflow related items. After the announced date, users will lose the ability to submit grades in Oncourse and must contact the Registrar directly to make changes.

Can the Faculty of Record or Proxy submit partial grades for a course?  
No. All grades must be filled in before submitting final grades.
If the Faculty of Record has not used the gradebook in Oncourse will s/he have to set one up to enter final grades?
No. An Official Final Grades gradebook will be set up for every faculty of record by default regardless of whether s/he has ever used Oncourse.

Will the Faculty of Record have the opportunity to edit grades in Oncourse once they have been submitted to SIS?
No. Once grades have been submitted to SIS in Oncourse, the faculty of record will need to contact the Registrar's office to make changes. Please refer to the following Knowledge Base document for Registrar contact information:

http://kb.indiana.edu/data/ailv.html

How will the gradebook sort the display of students?
Oncourse will sort the display of students alphabetically by Last Name consistent with how SIS sorts the display of students.

What values will the short description field in the Oncourse gradebook display?
Undergrad, Medicine, Law, Graduate, Dentistry, and Optometry

Will the short description field identify Purdue students?
No, there is no identifying field for Purdue students in the Oncourse gradebook view nor is there in SIS.

Will the Faculty of Record be able to submit mid-term grades via the Oncourse gradebook?
Yes. This feature will be available in spring 2005.