

# Entering Final Grades via One.IU

1. Open a new browser window, navigate to one.iu.edu; and click the **Sign In** button.
2. Log in with your **Username** and **Passphrase**.
3. Click in the **Search** box, type, "**Faculty Center**" and press **ENTER**.
4. Click the **Faculty Center (SIS)** task icon.
5. Information for the current term will be displayed. To access a different term or campus, click the **Change Term or Campus** button.
  - Select the appropriate term or campus and click **Continue**.
6. Locate the **Course Title** for the class (review **Class Nbr**) for which you would like to enter grades.
7. Click **Grade Roster** in the **Grade Roster** column.
  - If an instructor navigates to the Faculty Center before grade rosters are generated, the **Grade Roster** column will not display.
8. Enter all grades in the **Grade Input** fields or click [Valid Grades](#) to display a list of valid grade values and select an appropriate grade. It is important to **SAVE OFTEN!** (The **Save** button is at the top and bottom of the page.)
  - If you enter a grade of **FN**, the **Last Date of Attendance** field will not appear until you click the **SAVE** button. A last date of attendance is still required if you enter an **FN** grade. 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, etc.) If the student never attended the class, enter a grade of **FNN**. It is not necessary to enter a **Last Date of Attendance**.
  - Students who dropped during 100% refund period will not appear on the 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.
9. Click **SAVE**.
10. **Verify that the grades have been correctly entered.**
11. Click the **Approve and Submit to Registrar** button.

**NOTE:** ALL students must be assigned a grade before clicking this button.

## If you are a grade proxy:

1. Follow steps 1 – 9.
2. Notify the primary instructor that grade entry is complete.
3. The primary instructor must then log into One.IU using their username and passphrase, navigate to the Grade Roster, verify the grades are correct, and click the **Approve and Submit to Registrar** button.

## Grade Entry Tips

Always open a new browser window before accessing One.IU to enter final grades.

**SAVE OFTEN!!** – Your session will time out after 30 minutes of inactivity. Any grades entered but not saved will be lost. If you only have time to enter some but not all of your grades, you can save the partial roster and return to it later.

Once all grades have been entered and saved, click the **Approve and Submit to Registrar** button. The grades will not be submitted until you click this button. Submitted rosters are posted overnight.

Once you have submitted the grades to the Registrar, you can no longer edit the grades. If incorrect grades were entered and posted, submit an eGradeChange request beginning the next day.

Once the grades are successfully submitted, a message will appear at the top of the roster that says, "**Grades have been submitted to the Registrar.**"

Students can view their grades in One.IU. Grades will be available the following day at 7 am (8 am on Sunday) if grades are submitted by 8 pm the prior evening.