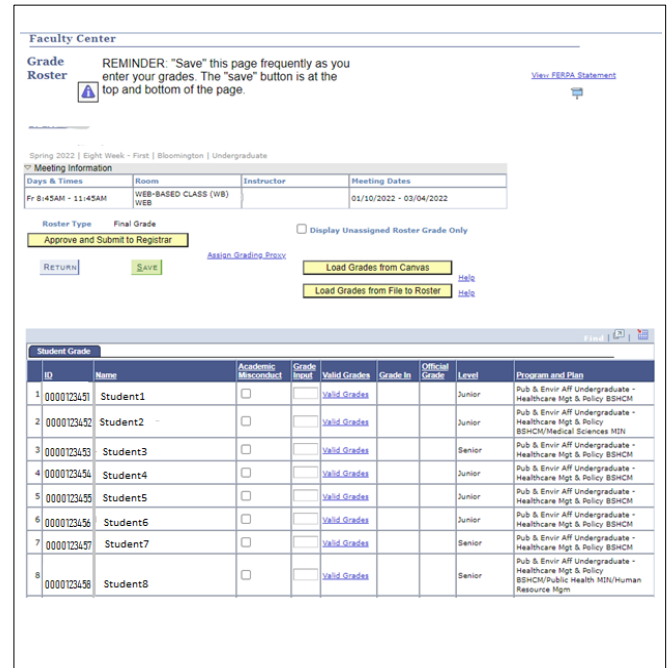**INDIANA UNIVERSITY BLOOMINGTON**

To Get Started:

1. Open One.IU and sign in at the link near the top, right of page
2. Beneath the sign-in, verify that the Faculty role has been checked; use pull-downs to change as needed
3. Enter **Faculty Center** in the search field and hit enter
4. Click the **Faculty Center** icon
5. The current term will display. To access a different term or campus, click the [**Change Term or Campus**] button
   - Select the appropriate term or campus before clicking **Continue**
6. Determine the course for which you would like to enter grades, paying attention to the class number
7. Click the grade roster icon for the appropriate class
   - If no grade roster column (left side) or icon appears for a specific class, the grade roster has not yet been generated
8. Verify the **Term**, and **Roster Type** (should be *Final Grade*)
9. Enter all grades in the **Roster Grade** 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.)
   a. You can load grades from Canvas by clicking [**Load Grades from Canvas**]. Grades unique to SIS (FN, FNN, I etc) may be entered afterward.
   - Note: The **Last Date Attended** field will be displayed on the roster if **FN** is entered. This should be the last documented date that the student attended class (last class attendance, last quiz or exam taken, last log on to Canvas, etc.) Enter **FNN** if the student never attended the class; no last date attended is needed.
   b. Students who dropped during the 100% refund period will not appear on the roster
10. Verify that the grades have been correctly entered. Then click [**Approve and Submit to Registrar**]
    - If you are a grade proxy without access to approve grades to the Registrar, notify the primary instructor that grade entry is complete. They will then need to log into One.IU and navigate to Grade Roster to approve the grades.
    - NOTE: Grades cannot be submitted unless **all** students have been assigned a grade.

Please refer to the **Office of the Registrar** website for additional weekend hours specifically for final grade issues/questions.

Final Grade Extras

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. Grade changes may be submitted electronically via eGrade Change in One.IU.

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.**" You should also receive an email the next day letting you know that the grades have been posted to the student records.

Students can view their grades in the One.IU Student Center Grades will be available the following day if grades are submitted by 8 pm the prior evening.