**ENTER GRADES DIRECTLY**

Graders are assigned each semester by their Department Coordinator.

**Note:** Direct Entry is recommended (but not required) for instructors with 50 or fewer students.

Once established and approved for the semester, and once the grading window opens for the class, Graders are able to submit grades for their classes.

**NAVIGATION**

Use the following navigation to navigate to ONE.UF in order to download the roster:

1. Navigate to [one.uf.edu](http://one.uf.edu) in your web browser
2. Click LOG IN
3. Click Log in with Gatorlink
4. Enter your Gatorlink Username and Password
5. Locate the Grades card and click the GO TO FALL 2018 GRADES link
**ENTER GRADES**

1. On the new page that opens, click the **My Classes** link on the left.
   a. **Note**: It is not necessary to search for the particular class section.

2. Click the Enter Grades button.

3. Enter the grades for the students.
   a. **Note**: You may use the magnifying glass to see which grades are available for entry (e.g., letter grade or pass/fail).

4. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.

5. Click the **Finalize Grade Roster** button. A message will appear confirming finalization and the Approved box will be checked for all students (except those with a W).

6. If you have more sections, return to **Step 1**.

7. If you have no other courses, you are now finished! Congratulations!
IMPORTANT!

- **E** and **U** grades require answers to additional questions. Click the ? icon to review and provide answers.
- If the class satisfies a writing requirement, the **Writing Requirement (S/N)** column will appear and a grade of **S** (Satisfied) or **N** (Not Satisfied) must be entered.
- If a grade is left blank, the system will automatically populate the **N* grade.
- If a student has dropped the class late or withdrawn from the university, the grade of **W** will pre-populate.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu