

## ENTER GRADES DIRECTLY (MANUALLY)

Graders are assigned each semester by their Department Coordinator.

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.

Note: **Direct Entry** is **recommended** (but not required) for instructors with 30 or fewer students.

### NAVIGATION

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

1. Navigate to **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 **VIEW/ENTER GRADES** link

**GRADES**

My Classes

Resource Information

**My Classes**

**Filter(s)...**

Term Spring 2019	Session Regular	College	Department
Subject Area	Catalog Nbr	Class Nbr	

Search For Classes / Refresh

Upload Grade Roster
Produce Multiple Rosters

	Class #	Download Single Roster	Class Section	Subject/Catalog Descriptions	Grading Period
Download Multiple Rosters		Download Single Roster		-	

ENTER GRADES

1. On the new page that opens, click the **My Classes** link on the left.
  - a. **Note:** For graders who are not Grades Coordinators, it is not necessary to search for the class section.
2. Select your class and click the **Enter Grades** button.

The screenshot shows the 'My Classes' search interface. At the top, there are search filters for Term (Spring 2019), Session (Regular), College, and Department. Below these are filters for Subject Area, Catalog Nbr, and Class Nbr. A 'Search For Classes / Refresh' button is present. Below the filters are 'Upload Grade Roster' and 'Produce Multiple Rosters' buttons. At the bottom, a table lists class sections with columns for 'Download Multiple Rosters', 'Class #', 'Download Single Roster', 'Class Section', 'Subject/Catalog Descriptions', and 'Grading Period'. The 'Enter Grades' button in the 'Class #' column is highlighted with a red box.

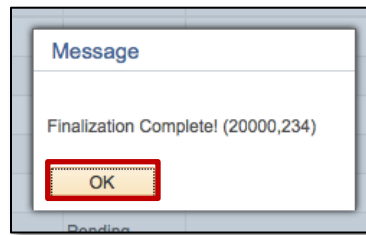
3. Enter the grade(s) for the student(s).
  - a. **Note:** You may use the magnifying glass to see which grades are available for entry (e.g., letter grade or pass/fail).
4. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.

The screenshot shows the grade entry interface for a specific class section. At the top, it displays the course title and session information. Below this are fields for Instructor Name and Email. The 'Actions' section contains buttons for 'Save', 'Return to Search', 'Finalize Grade Roster', and 'Unfinalize Grade Roster'. The 'Finalize Grade Roster' button is highlighted with a red box and a red arrow. A confirmation message box is also highlighted with a red box, displaying the message: 'Finalization Completel (20000,234)'. Below the actions is a table with columns for Student ID, Name, Grade Input, Grade Roster Status, Comment, and a 'Finalized' checkbox. The 'Finalized' checkbox is highlighted with a red box.

5. Click the **Finalize Grade Roster** button.
  - o **Note:** Once finalized, your **Grade Roster Status** will say **Pending** until the Registrar's Office posts the grades.

This is a close-up screenshot of the 'Finalize Grade Roster' button, which is highlighted with a red box. Below the button is a table with columns for Student ID, Last Name, First Name, Grade Input, and Grade Roster Status. The table shows three rows of data, each with a grade input of 'A' and a status of 'Pending'.

- Click **OK** to acknowledge the confirmation message.



- The **Finalized** checkboxes will appear on each grade line to indicate that the roster has been finalized.

ABC1234 -----COURSE TITLE----- (Section:      - Class:      ) Session : Regular Academic Session

Personalize | Find | View All |

Instructor	Name	Email
Instructor UFID	Instructor Name	____@ufl.edu

**Actions**

Save      Return to Search      **Finalize Grade Roster**      Unfinalize Grade Roster

View All |      <Previous 1 of 1 Next>

Student ID	Name	Grade Input	Grade Roster Status	Comment	Finalized	Modified By	Name
Student UFID	Student Name	A	Pending		<input checked="" type="checkbox"/>	User UFID	User Name

- If a grade was entered in error, and the grading period had not ended, you may click the **Unfinalize Grade Roster** button to make the roster editable again.
  - Correct the error, and then click **Finalize Grade Roster** again.
- If you have more sections, return to **Step 1** in this section (Finalize Grades).
- If you have no other courses, you are now finished! **Congratulations!**
- After grades post, the Transcript Grade will appear on the roster and will be viewable on a downloadable Archive Roster as well. [HR Toolkit for Archive Rosters](#)

**IMPORTANT!**

- For up-to-date information, click **Resource Information** for other documentation
- E and U grades require answers to additional questions. Click the **E/U Questions Needed** button 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 or withdrawn from the university, the grade of **W** will pre-populate
- When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via the grade change process.

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)