ENTER GRADES DIRECTLY (MANUALLY)

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 VIEW/ENTER GRADES link
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. Click the Enter Grades button on the section you would like to grade.

3. Enter the grade(s) 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.

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

5. If you have more sections, return to Step 1.
6. If you have no other courses, you are now finished! Congratulations!
IMPORTANT!

- For up-to-date information, click Resource Information for other documentation.
- 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- If a student has dropped the class late or withdrawn from the university, the grade of W will pre-populate.
- 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 that time must be made via the grade change process.

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