VIEWING AN ARCHIVE GRADE ROSTER IN ONE.UF

As an instructor/grader, you may want to download a grade roster from ONE.UF for your records. Once you finalize your grades, an option to download this roster will appear.

1. Complete the **Finalization** step (see other Instruction Guides depending on your method of grading).

2. At the top of the page, next to the session description, you will see a **red carat**.

3. Right-click that carat and an **Actions Menu** will appear.
   Note: If you do not see anything appear, be sure that the section has been finalized.

4. You will see all of the grades for the students in this section.

Finalized Grades Print
UF_SR_GRADES_PRINT- Grades Printing for Finalized

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All   First 1-7 of 7 Last

	Course ID	Term	Session (Grading Period)	Subject	Catalog Nbr	Class Section	Class Nbr	Student UFID	Student Name	Roster Grade Entered	Transcript Grade	Grading Basis	WR Grade (if appl.)	Finalized?	Instructor
1		2201	Regular Academic Session							B		SUS		Y	
2		2201	Regular Academic Session							S		SUS		Y	
3		2201	Regular Academic Session							A		SUS		Y	
4		2201	Regular Academic Session							A		SUS		Y	
5		2201	Regular Academic Session							A		SUS		Y	
6		2201	Regular Academic Session							A		SUS		Y	
7		2201	Regular Academic Session							A		SUS		Y	

5. <u>Once the Grades Due Date has passed</u>, you may re-enter the page and view this archive roster again. This time, the Transcript Grade will be populated.
   a. Note: this grade will consist of the following scenarios:
      i. Any Grade Changes.
      ii. **S** or **U** grades converted from Letter Grades.
      iii. Punitive **I** or **NG** grades where the grade used to be **I*** or **N***, respectively and the 150-day window has passed.

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3		2201	Regular Academic Session							A	S	SUS		Y	
4		2201	Regular Academic Session							A	S	SUS		Y	
5		2201	Regular Academic Session							A	S	SUS		Y	
6		2201	Regular Academic Session							A	S	SUS		Y	
7		2201	Regular Academic Session							A	S	SUS		Y	

> **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	**Policies and Directives**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP	352-392-1374
helpdesk.ufl.edu	registrar.ufl.edu