

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 <u>Grades</u> card and click the ONE.UF link
 - a. Note: this is NOT your CLASS ROSTER

Grades								
Need help? View the Quick Start Guide for explanation and step-by-step instructions.								
Ready to get started? Export grades from Canvas or open ONE.UF Grades app to submit and finalize grades.								
CANVAS 🖸 ONE.UF 🖸								

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.

	Filter(s)									
My Classes Resource Information	Term Spri Subj	ng 2019 ect Area	Catalog Nbr	Se Re Class N	ssion (egular v (br	College	¥	Department	Q	
				Search	h For Classes / Ref	afresh				
	Uplo	oad Grade Ro	ster Pro	Search duce Multiple	n For Classes / Ref	fresh		Find View All [고	<previous 1="" nex<="" of="" td=""><td>Þ</td></previous>	Þ
	Upic Download Multiple Rosters	nad Grade Ro Class #	ster Pro	Search	n For Classes / Ref	e Roster Class Section	Subject/Catalog Descriptions	Find View All (고)	<previous 1="" nex<="" of="" td=""><td>t> Grading Perio</td></previous>	t> Grading Perio



UF myUFL

Student Information System

2. Select your class and click the Enter Grades button.

	Filter(s)												
y Classes esource Information	Term Spr Subj	ing 2019 ject Area	▼ Catalog Nbr	Session Regular Class Nbr 0	•	College			•	Departmen	Q		
				Search For (Classes / Re	efresh							
	Uple	oad Grade Ros	ster Produ	Search For (Pris	efresh		F	ind Vie	w 100 🔊	<previou:< td=""><td>1-50 of 121 Nex</td><td>4</td></previou:<>	1-50 of 121 Nex	4
	Uple Download Multiple Rosters	class #	ster Produ	Search For (uce Multiple Roste	vnload Sing	gle Roster C S	Class	F Subject/Catalog Descriptions	ind Vie	w 100 17	<previou:< td=""><td>1-50 of 121 Nex</td><td>t> Grading Period</td></previou:<>	1-50 of 121 Nex	t> Grading Period

- 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.

ABC1234	COURSE TITLE	(Se	ction: - Cla	ss:) Session : Regular	Academic Sessio	n	
			Personalize Find	View All [쾨			
Instructor	Name		1	Email			
Instructor UFID	Instructor Name			@ufl.edu	Mess	age	
Save	Retu	n to Search	Finaliz	e Grade Roster Unfinalize Gra	de Roster	K	
		Grada	Crade Doeter	100/10165			
Student ID	Name	Input	Status	Comment	Finaliz	ed Modified By	Name
Student UFID	Student Name	A	Pending		a	User UFID	User Name

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

Sa	/e	Finalize Gr	ade Roste	r	
Student ID	Last Name	First Name	Grac	le t	Grade Roster Status
			A	Q	Pending
			A	Q	Pending

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



	Message	
	Finalization Complete! (20000,234)	
	ок	
_	Ponding	_

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

Personalize Find View All [2] Instructor Name Email Instructor UFID Instructor Name @ufl.edu Actions Message Finalization Completel (20000,234) Save Return to Search Finalize Grade Roster OK View All [2] <previous 1="" next="" of=""></previous>	ABC1234	COURSE TITLE	(Sec	ction: - (Class:) Se	ssion : Regular A	cademic	Session	te.		
Instructor VEID Instructor Name Email Instructor VEID Instructor Name @ufl.edu Actions Save Return to Search Finalize Grade Roster Unfinalize Grade Roster OK View All 🖉 <previous 1="" next="" of=""></previous>				Personalize	Find View All 2						
Instructor UFID Instructor Name Outlinedu Actions Finalize Grade Roster Finalize Grade Roster Save Return to Search Finalize Grade Roster View All Image: Save View 1 of 1 Next>	Instructor	Name			Email		ſ			-1	
Actions Save Return to Search Finalize Grade Roster Unfinalize Grade Roster View All View All	Instructor UFID	Instructor Name			@ufl.edu			Message	e		
View All	Actions Save	Ret	urn to Search		nalize Grade Roster	Unfinalize Grade	Roster	Finalization	n Complete! (20000,234)		
Contra Contra Dentra					V	iew All	s 1 of 1 Next>				
Student ID Name Grade Grade Koster Comment Finalized Modified By Name	Student ID	Name	Grade Input	Grade Roster Status		Comment		Finalized	Modified By	Name	
Student UFID Student Name A Pending 🐼 User UFID User Name	Student UFID	Student Name	A	Pending					User UFID	User Name	

- 8. 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.
 - a. Correct the error, and then click Finalize Grade Roster again.
- 9. If you have more sections, return to **Step 1** in this section (Finalize Grades).
- 10. If you have no other courses, you are now finished! Congratulations!
- 11. After grades post, the Transcript Grade will appear on the roster and will be viewable on a downloadable Archive Roster as well. <u>HR Toolkit for Archive Rosters</u>

UF Human Resources UNIVERSITY of FLORIDA

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