

ENTER GRADES DIRECTLY (MANUALLY)

Graders are assigned each semester by their Department Coordinator.

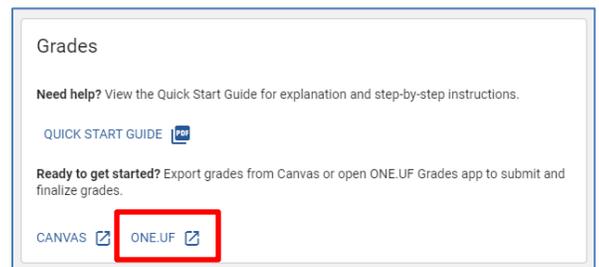
Once established and approved for the semester, and once the grading window opens for the class, Graders are able to submit grades for their classes.

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

NAVIGATION

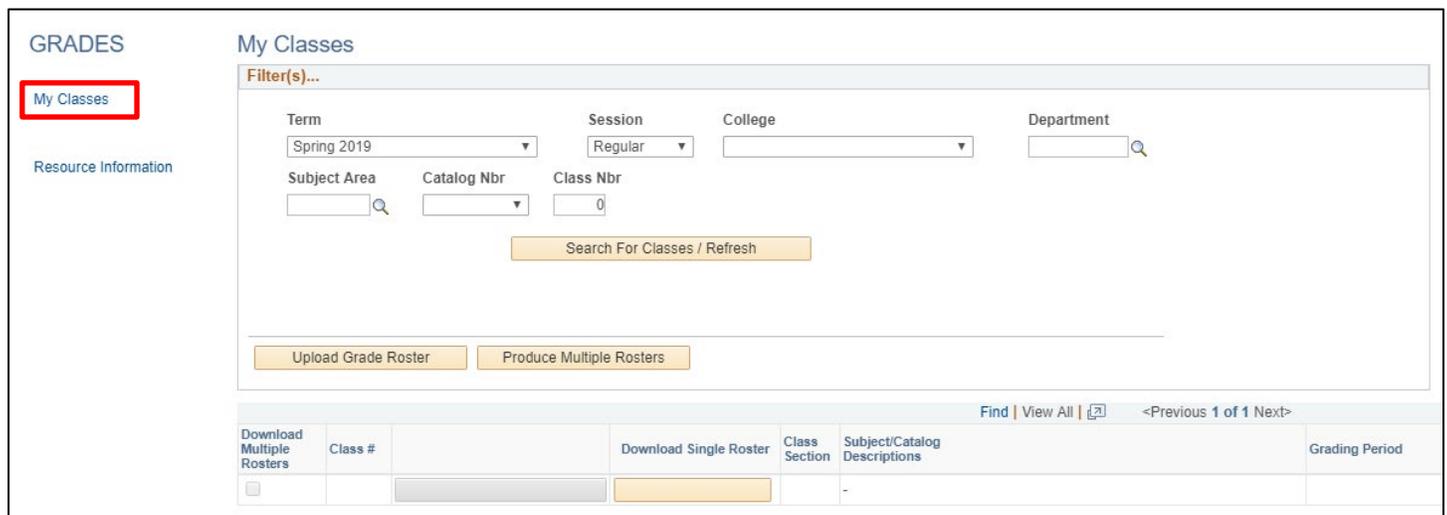
Use the following navigation to navigate to ONE.UF in order to download the roster:

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 **ONE.UF** link
 - a. **Note: this is NOT your CLASS 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.

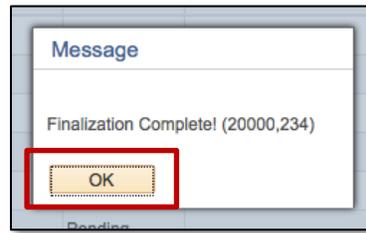


- Select your class and click the **Enter Grades** button.

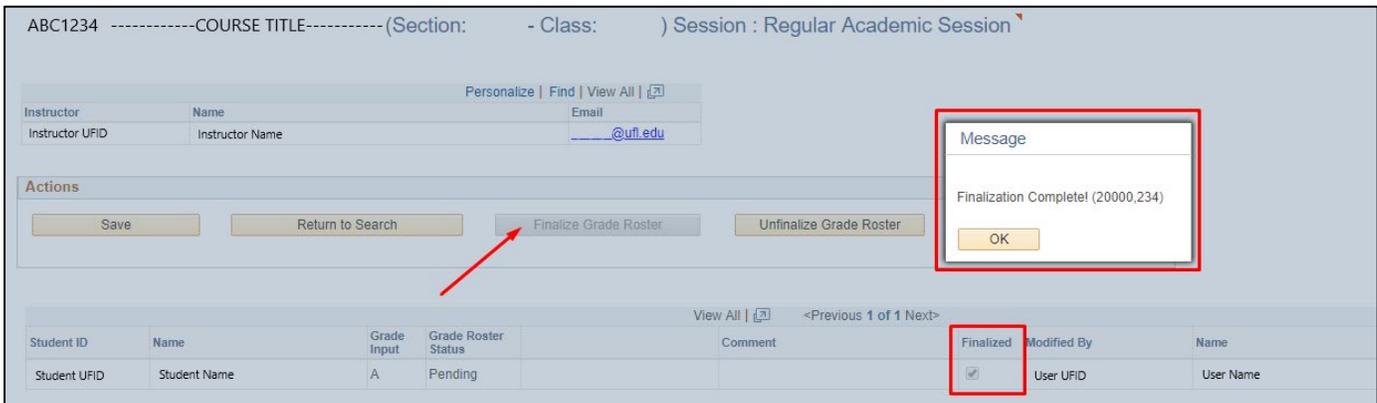
- Enter the grade(s) for the student(s).
 - Note:** You may use the magnifying glass to see which grades are available for entry (e.g., letter grade or pass/fail).
- Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.

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

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



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



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. [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

Policies and Directives

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