**Hello!** These options are available for entering final grades in ONE.UF. This document will walk you through getting started based on how you prefer to enter grades. To view all help references available for the Grades process, please visit the **Grades Toolkit**. 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** | **Grading Policies**

Questions can be directed to grades@registrar.ufl.edu

I WANT TO ENTER MY GRADES DIRECTLY (MANUALLY):

Direct Entry - Full Instruction Guide

- Go to **ONE.UF > FACULTY/STAFF > Grades** (card) **> ONE.UF** (link)
  - o Note: this is **NOT** your Class Roster
- Click **Enter Grades** on the section you wish to grade
- Enter your grades and remember to **Finalize**
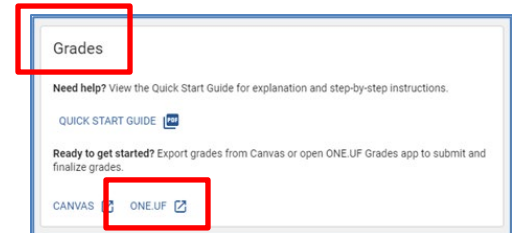
I USE CANVAS AND WANT TO SEND OR EXPORT MY GRADES FROM THERE:

Enable a Grading Scheme

- Go to **Canvas** (**https://ufl.instructure.com/login/saml/355**)
- Select **Settings** in the course menu (remember to save)
  - o Go to the **Course Details** tab
  - o Enable and Set the **UF Grading Scheme** (with the failing grade as 'E')
  - o Click **Update Course Details**
- **Select a method:**
  1. **I want to SEND directly (Full Documentation)**
     - o Select **Grades > Actions > Send to ONE.UF**
     - o Click **Send my grades directly to ONE.UF Grades** and follow the instructions from there
  2. **I want to EXPORT and UPLOAD (Full Documentation)**
     - o Select **Grades > Actions > Send to ONE.UF**
     - o Click **Download to a Spreadsheet and upload them to ONE.UF Grades**
     - o Click **DOWNLOAD CSV**
     - o Click **GO TO ONE.UF GRADES**
     - o In **My Classes**, click on **Upload Grade Roster** and follow the steps
     - o Return to **My Classes**, click **Enter Grades** on the appropriate section and **Finalize**

I WANT TO UPLOAD MY GRADES FROM A SPREADSHEET:

Roster Upload - Full Instruction Guide

- Go to **ONE.UF > FACULTY/STAFF > Grades** (card) **> ONE.UF** (link)
- Click **DOWNLOAD XXXXX** on the section you wish to grade
- Enter your grades on the spreadsheet
- Save as a **.CSV** File
- In **My Classes**, click on **Upload Grade Roster** and follow the steps
- Return to **My Classes**, click **Enter Grades** on the appropriate section and **Finalize**