

Oncourse Gradebook Submission of Official Final Grade

Frequently Asked Questions

Can the Faculty of Record import grades from their Oncourse gradebook into the Official Final Grades Gradebook?

Yes. This is one of the most compelling reasons for instructors to use the Oncourse interface to submit final grades.

When will the Official Final Grades Gradebook be available to faculty?

The official final grades gradebook will be available to faculty on December 2, 2004.

Will the Oncourse timeout occur while a user is working in the gradebook?

The Oncourse timeout session is set to 60 minutes and will apply while working in the gradebook. Please refer to the following Knowledge Base article for additional information:

<http://kb.indiana.edu/data/ahsx.html>

Can the Faculty of Record submit final grades in redirected courses?

Yes. In Oncourse courses can be combined, and in the final gradebook submission area, the faculty of record or proxy will see a combined gradebook.

What will happen when a course is redirected with a combined roster in Oncourse?

In the event that one or more courses is redirected to a master course in Oncourse, the FoR will be able to edit all of the Official Final Grades for each section in the master course view. The user will see a combined gradebook for each secondary course and the master course in the Tools section of Oncourse in the master course.

When will grades submitted via Oncourse be reflected in SIS?

Grades will be available by 7 a.m. the following day if grades are submitted by 9 p.m., Sunday – Friday. Grades submitted by 9 p.m. on Saturday will be available at 7 a.m. on Monday.

Is there a way to upload final grades from an Excel spreadsheet?

Yes. Instructors can upload grades to their Oncourse gradebook and then import grades into the Official Final Grades gradebook. The following Knowledge Base document explains how to upload grades to an Oncourse gradebook from an Excel spreadsheet:

<http://kb.indiana.edu/data/aknc.html>

How will the gradebook handle withdrawn students?

If a student has a withdrawn status in SIS, the student will appear in the Oncourse gradebook with a grade of W and the field will not be editable to the user.

How will the gradebook handle Purdue Statewide Technology students?

If a course has students from the Purdue Statewide Technology program, they will load with a ZZ grade. The Office the Registrar will send our paper Purdue grade rosters to faculty.

Will the required date/time for submission of grades to SIS apply uniquely for each campus/department in Oncourse?

The Registrar posts the date and time that final grades must be submitted to ensure timely and efficient processing of the grades and subsequent workflow that follows. The Registrar will provide a single date/time when Oncourse will enforce the ability to submit final grades (TBD). **IU Southeast** faculty must submit grades by December 14th at noon. After the announced date, users will lose the ability to submit grades in Oncourse and must contact the Registrar directly to make changes.

Can the Faculty of Record submit partial grades for a course?

No. All grades must be filled in before submitting final grades.

If the Faculty of Record has not used the gradebook in Oncourse will s/he have to set one up to enter final grades?

No. An Official Final Grades gradebook will be set up for every faculty of record by default regardless of whether s/he has ever used Oncourse.

Will the Faculty of Record have the opportunity to edit grades in Oncourse once they have been submitted to SIS?

No. Once grades have been submitted to SIS in Oncourse, the faculty of record will need to contact the Registrar's office to make changes. Please refer to the following Knowledge Base document for Registrar contact information:

<http://kb.indiana.edu/data/ailv.html>

How will the gradebook sort the display of students?

Oncourse will sort the display of students alphabetically by Last Name consistent with how SIS sorts the display of students.

What values will the short description field in the Oncourse gradebook display?

Undergrad, Medicine, Law, Graduate, Dentistry, and Optometry

Will the short description field identify Purdue students?

No, there is no identifying field for Purdue students in the Oncourse gradebook view nor is there in SIS.