

## How To: Submit Final Grades via Oncourse

The following information pertains only to submitting final grades via Oncourse. You must be able to login (via your IU username and password) to Oncourse in order to submit grades. If you do not remember your username or password, you must go to the HelpDesk (CV 038) or one of the staffed computer labs (KV 207, CV 112 or LB registration area) with a photo ID.

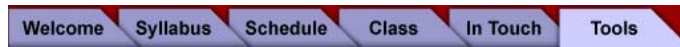
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Login to Oncourse by clicking on the link on the IUS Homepage or by going directly to <http://oncourse.iu.edu>

Click on the link for the class you wish to enter

Click on the "Click to Continue" link

Click on the TOOLS tab



Under the Authoring Tools heading, click on "Online Gradebook(s)"

Click on the gradebook called "Official Final Grades"

Type in letter grades for students or import final grades from another Oncourse gradebook

**Note:** **I** grades require that you still fill out an *Assignment of Incomplete* form

**FN** grades require the last date attended (mm/dd/yyyy)

**S** grades have replaced P grades (S/F rather than P/F)

**ZZ** grades are automatically assigned for Purdue students

Save as needed/desired

When finished, click on the submit link

Review the confirmation screen and click on continue to complete the process.

You may export your grade roster to an Excel (.csv) file now if you wish. You will have access, via Oncourse, to this confirmation information for the next two years.