Memorandum

TO: University Faculty

FROM: Rick Skeel, Director of Academic Records

DATE: February 19, 2010

SUBJECT: Early Progress/Mid-Semester Grade Instructions

The implementation of our oZONE system brought a number of changes, as I am sure you are all aware. One of the next major changes will be course grading, which includes the Early Progress grades and Spring 2010 final semester grades. This email provides an introduction to that process and some basic instructions for your participation. The deadline for loading Early Progress grades is March 1st.

Unlike our previous grading process, which has been a completely pen and paper process for the faculty, we will now be moving to a completely online grading process. I know this is something the faculty (and my office) has been looking forward to for some time.

Early Progress grades will be different in a couple of ways within oZONE. The most obvious will be that you will report grades online. In addition, the new system will accept any valid grade for your course rather than just grades of C, D and F. “AW” will also be available to indicate those students that have never attended class. We encourage you to assign grades to all of your students, not only those that are deficient. Another difference is there is not a place for you to indicate a reason or reasons why the student is receiving a deficient grade. You are simply being asked to provide a progress grade for each student for this early period in the semester. As in our previous system, these grades are not permanent and will not be reflected on the student’s transcript. But they are an indication of the students’ standing in their classes as the semester moves forward.

We have spent time testing the system and feel like this transition will be fairly smooth. Our colleagues at other institutions using this same system have told us that the grading process is so straightforward they have done little or no training, other than basic instructions. We certainly hope our transition to online grading will be as smooth, but I will also be available to provide some in person training or question/answer period on Thursday, Feb. 25th from 3:00 – 4:00, and on Friday, Feb. 26th from 9:00 to 10:00 in the Registration Office computer lab in Buchanan Hall, room 230.

Below are the basic instructions for the grading process in oZONE. Please read through these carefully and feel free to contact me directly with any questions you may have. I can be contacted best by email at rskeel@ou.edu. You can also call me at 325-6017 and leave a message if I am away. Thanks so much for your participation and help with what I believe is a real step forward for our faculty.

Rick Skeel
Director of Academic Records &
Ozone Student Team Lead
Early Progress/Mid-Semester Grade Process in Ozone

Logging in to Ozone

To log into Ozone to begin this process go to http://ozone.ou.edu
Enter your 4+4 and password, as you would in any other OU system.

Accessing Your Mid-Semester Grade Worksheet

There are two methods for accessing your grade roster on the web:

Primary Method:

Once you have logged in to Ozone, select the Faculty and Staff tab.
The last channel on the left column of that page will display the courses that are available to be graded.

Click on the grade submission icon by the course you want to grade -
This will open the Mid-Term Grade Worksheet for your course.

** Note – Do not click on the course title in the Faculty Grade Assignment channel. Doing this will bring you a list of courses from the catalog and will not allow you to load grades.

For step-by-step instructions, see Faculty Grade Assignment Channel at http://www.ou.edu/content/dam/portal/documents/oZONE%20Faculty%20Grade%20Assignment%20channel.pdf

Alternative Method:

Once you have logged in to Ozone, select the Faculty and Staff tab.
In the Faculty and Staff Academic Services channel, click on the link
• Look up students, view holds, remove advising flags.
This will take you to the Faculty and Advisors Menu.
Then, click on Mid-Term Grades, under My Courses.
Select desired term from the pull down menu.
Click on Submit.
Select desired class from the list of courses you are teaching
Click on Submit.
This will open the Mid-Term Grade Worksheet for your course.
Submitting Your Mid-Semester Grades

The Mid-Term Grade Worksheet will provide you a list of students still actively enrolled in your course. You may enter grades by using the drop down box or by typing in the grade for each student.

*IMPORTANT*

The online grading system will restrict the grades available from the drop down list to those listed as appropriate to the class, as defined by Faculty Senate and State Regents policies. If you think the grades available are not appropriate, please contact me or Laurie Tinsley in Academic Records, at 325-4147, before entering or submitting your grades.

While entering grades, save your work often by clicking on Submit button at the bottom of the class list. This not only ensures that your work is saved but keeps your web session active.

If you enter a grade or more than one grade and fail to click on submit grades, then the grade information will not be saved into the system.

You don’t have to enter all your grades in one session. As long as there is a NO in the column titled “rolled”, you can continue to enter or change grades online. Once a YES appears in that column, it means the grade has been posted to the student’s transcript and it cannot be changed except through the grade change process. When you think you are finished submitting all grades for your course, please verify there is a grade entered for each student in your class.