Memorandum

TO: University Faculty
FROM: Rick Skeel, Director of Academic Records
DATE: April 29th, 2010
SUBJECT: Final 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 for Spring 2010 final semester grades. This email provides an introduction to that process and some basic instructions for your participation. The deadline for submitting final grades for Spring is Tuesday, May 18th, at 5:00 pm.

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.

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 we have also set aside some times for in-person training or questions and answers. Those days and times are listed below. We have already completed the online grading process for December 2009 Intersession and it went extremely well.

Below are the basic instructions for your grading process in oZONE. Please read through these carefully and feel free to contact me, or Laurie Tinsley, with any questions or comments you may have. Our contact information is included below. Thanks so much for your participation and help with what I believe is a real step forward for our faculty.

Open training days and times (in the Registration Computer Lab):
Wednesday, May 12th, 2:00-3:00pm
Friday, May 14th, 2:00-3:00pm
Monday, May 17th, 9:00-10:00am

Rick Skeel
Director of Academic Records &
Ozone Student Team Lead

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Final Grade Process in Ozone

Logging in to Ozone

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

Accessing Your Final 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 Final 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.**

Once all of the grades have been entered for your course the icon will change to - ✅

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.
Click on Final Grades, under My Courses.
Select desired term from the pull down menu.
Click on Submit Term.
Select desired class from the list of courses you are teaching
Click on Submit Term.
This will open the Final Grade Worksheet for your course.

Submitting Your Final Grades
The Final 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 set up 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 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. Each time you submit grades just entered you will get a message on the screen that says “Your grades have been successfully submitted”.

We are now asking that you enter a date of last attendance when turning in a grade of F or an AW for a student who never attended or stopped attending. If the student never attended, you can put a 0 in the "Attend Hours" field, if you prefer, instead of a date of last attendance.

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. Every student must be assigned a grade.

You don’t have to enter all your grades in one session. In the column titled “rolled” as long as there is a NO in the column, 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.