Instructors - Log in to ozone.ou.edu using your OU Net ID (4+4) as you would in any other OU system. Click the Faculty and Staff tab. Please note a tab becomes highlighted when it is activated.

Select the Use New Grade Assignment Now link in the Faculty Grade Assignment channel to open the grading page.

All of your courses that are available to be graded will be displayed in the top section of the page. Basic instructions for the term will be displayed on the right column, under the Getting Started tab.
To begin the grading process click on the course you would like to grade. That course will be highlighted and the course roster will display on the bottom half of the page.

You will note that if you had entered midterm grades for this course they will display here, but cannot be updated on the Final Grades page.

The Course Details tab on the right column will also display when you select a course. This contains basic information about your course.

The information in the course roster can be sorted by any of the columns by clicking on the arrows by each column heading. The columns are

- Full name
- ID
- Midterm Grade
- Final Grade
- Rolled (this indicates whether or not the grade has been rolled to the student’s record and is now no longer available to be changed or updated on this page. Instructors cannot update or change grades that have been rolled. The Faculty Request for Grade Change form must be submitted to change a grade that has been rolled.)
- Last Attended Date (only necessary if the grade is F or AW). If a student never attended the class, assign the AW grade and enter the first day of the semester as the date. If you do not take attendance, federal regulations indicate that you should use the last date that the student turned in a graded assignment or took a test, participated in an on-line course discussion, attended a study group, etc. Or if you can simply remember the student in class up until a certain point, then you can use that date.

To begin entering grades, click on the Final Grade field on the line of the student you wish to grade.
A drop down box will display the valid grades for this course, and you can select a grade from the list or you may simply type in the grade you wish to assign.

When you press Enter, the cursor will automatically take you to the Final Grade field for the next student. You do not have to tab through the other columns.

Once you have entered all of the grades you are prepared to enter at this time, or if you have a very large class and you want to save grades periodically as you go, press the Save button at the bottom of the page. A message will appear in the Notifications area at the top to verify that you have saved these grades successfully.
If you have entered a grade that is not valid for this course, an error message will appear at the top of the page.

If you save grades with an invalid grade entered for a student, the invalid grade will not be saved, but any valid grades will be saved.

The saved grades will be noted with a check mark and the invalid grade will be noted with an exclamation point.

In the left column you will also see information about the individual student that is currently highlighted/selected.

It will show the student’s name, their credit hours in the course, and an email link to contact them if you need to email the student.

When we get the pictures linked to this process, you will also see a picture of the student in this area.
You can review the status of each course grading in three ways.

1. First, the Grading Status bar in the top section shows whether the course has not yet had any grades recorded, has been partially graded (as ENGL 1213 shows) or has been fully graded.

2. The Rolled status bar shows whether any grades have been rolled to the students’ records, fully or partially or not at all. Once grades have been administratively rolled, grades cannot be changed electronically. A Faculty Request for Grade Change form will have to be submitted.

3. The Course Details tab tells you how many students are eligible to be graded, how many enrolled, and how many final grades have been entered and saved.

**Exporting/Importing Grades in oZONE**

The new grading process will allow faculty to export or import grades from/to the grading system.

See Exporting and Importing Grades in oZONE for instructions.

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