DEPARTMENTAL REP MEETING
Topics:
- Online grade submission
- Course overrides
Monday, May 3, 2:30 p.m. – 4 p.m.
Nielsen Hall Room 170.

ONLINE GRADE SUBMISSION Q&A SESSIONS FOR INSTRUCTORS
Academic Records staff will be available answer instructors’ questions in Buchanan Hall 230:
- Wednesday, May 12, 2 p.m.–3 p.m.
- Friday, May 14, 2 p.m.–3 p.m.
- Monday, May 17, 9 a.m.–10 a.m.

OZONE FAQ
Can instructors upload grades from D2L or another course management system?
That capability rests in the hands of the course management system provider. In the case of D2L, the company has not yet written the interface bridge to provide that functionality. But when they do, we will make it a priority to incorporate this function in our processes. The grading process is no different now in regard to using D2L or other course management system because there never has been upload capability. The big advantage to the new system for grading is that grades are entered online rather than on paper. While still not ideal for large sections, this is

OZONE ALERT
IN THIS ISSUE
Volume 29 | April 28, 2010
Spring 2010 Final Grades
The deadline for submitting final grades for Spring is Tuesday, May 18th, at 5:00 pm. 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.

Accessing Your Final Grades Worksheet
There are two methods for accessing your grade roster on the web:
- Primary Method:
The Faculty Grade Assignment channel will display the courses that are available to be graded.

** 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.

Click the green triangle icon to assign grades for that course section.

This will open the Final Grades Worksheet for your course.
- Alternative Method to access the Final Grades Worksheet:
Once you have logged in to oZONE, select the Faculty and Staff tab.
In the Faculty and Staff Academic Services channel, click on the Look up students, view
no more time-consuming than writing the grade in on the paper grade sheet.

**Why can't instructors upload a text file of grades?**
There is too much variation in these kinds of files (in regard to format) for the package developers to write a generic interface. That kind of interface would have to be created either by the third-party provider such as D2L, or by the institution for a generic format, and we do not have the resources to build the appropriate interface at this time.

“The achievements of an organization are the results of the combined effort of each individual.”
--Vince Lombardi

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**Final Grades Worksheet**

The Final Grades Worksheet provides a list of students still actively enrolled in the selected course. Enter a grade for each student by using the drop-down box in the Grade column, or by typing in the grade for each student.

Please enter Last Attend Date for any grade of F assigned, and for any grade of AW given to a student who never attended or stopped attending. If the student never attended, if you prefer, instead of a date of last attendance you can put a 0 in the “Attend Hours” field.

While entering grades, save your work often by clicking on the 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”.

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.

Every student must be assigned a grade. 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.

*IMPORTANT*

The online grading system restricts the grades available to those that are appropriate to the class, as defined by Faculty Senate and State Regents policies. If you think the grades available are not appropriate, please contact Academic Records before entering or submitting your grades.

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ozoneinfo@ou.edu
or.edu/portal/home.html