Final Grades in OZONE

- Final grades for spring 2010 are due Tuesday, May 18th at 5 p.m.
- Instructors submit final grades online in OZONE.
  - **Primary Method to access Final Grades Worksheet:** The Faculty Grade Assignment channel displays the courses that are available to be graded. Clicking the green triangle icon will open the Final Grades Worksheet for that course section.
  - **NOTE:** The Faculty Grade Assignment channel displays a maximum of five courses. Instructors with more than five courses should use the Alternative Method to open the Final Grades Worksheet.
  - **Alternative Method to access Final Grades Worksheet:** Instructors log in to OZONE and select the Faculty and Staff tab. In the Faculty and Staff Academic Services channel, click on the Look up students, view holds, remove advising flags link. This opens the Faculty and Advisors Menu. Click on Final Grades, under My Courses. Select desired term from the pull down menu. Click on Submit. Select the desired class from the list of courses. Click on Submit. This will open the Final Grades Worksheet for the selected course.
  - When an I (Incomplete) is the final grade, instructors no longer need to give a reason on the grade sheet.
  - W cannot be assigned as a final grade in OZONE.
  - Instructors should click the Submit button at the bottom of the class list often while entering grades. This not only ensures that work is saved but also keeps the web session active.
  - Each time grades are submitted, a message appears on the screen that says “Your grades have been successfully submitted”.
  - Grades do not have to all be entered in one session. Grades can be submitted online as long as there is a NO in the “Rolled” column. Once a YES appears in that column, it means the grades have been posted to the student’s transcript and it cannot be changed except through the grade change process.
  - Grades will first be rolled on May 18 after 5 pm. Students will be able to view grades as soon as they are rolled.
  - Grade verification sheets for the departments to keep as a record of grades submitted will be distributed after grades are complete.

Student Transcripts in OZONE

Beginning May 21, students will be able to view their unofficial transcripts with spring 2010 grades through the Transcripts link in the Academic Profile channel on their Academics tab.

Official transcripts can be ordered through the Office of Academic Records, either in person or by fax or by mail.

For more information, visit Records and Transcripts.