

## Faculty Grade Reporting

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*Welcome to the world of web grade reporting! You can now enter grades from many different places: a public library, the Owens campus, even from the comfort of your own home! It's quick and easy! So make yourself comfortable, sit down at your computer and get ready to enter grades!*

### When Do I Report Final Grades?



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Each Part of Term within the semester has a grading window in which final grades are to be reported. Deadline dates can be found in Ozone on the Faculty tab under Faculty Tools. The grading windows are closed at **1:00 P.M.** on the last day to enter grades for each part of term. The grades at that time are posted ("rolled") to the student's academic transcript. During the term, the grading windows are reopened for faculty who missed the final grade reporting deadline. At the end of the semester (e.g. the last day to issue grades for the full part of term 1 - 15 week for Fall and Spring and part of term 7 - 10 week for Summer) all grading windows are closed permanently for the semester. "NGR" grades (No Grades Reported) are issued to students at the end of the term where the instructor did not report grades. Once the student's final grade has been posted to the student's academic transcript and a change is needed, you must submit a Grade Change from the Faculty tab in Ozone.

### How to Report Final Grades

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1. Log into Ozone.
2. Click on the Faculty tab.

3. Under Faculty Grade Assignment, make sure the drop down menu is set to Final Grades.
4. Under Status, click on the yellow triangle  
 indicates grades need to be entered  
 indicates grades have been entered
5. Select the letter grade earned by each student from the drop-down menu. Make sure to select a letter grade for each student
6. Refer to the following guidelines when entering Grades and Last Date of Attendance:
  - Last Date of Attendance should be reported for all "F" or "F/NC" grades.
  - When the student never attended, enter a grade of "F" or "F/NC" and leave the Last Date of Attendance blank.
  - When the student attended and earned a grade of "F" or "F/NC", you must enter the Last Date of Attendance. Provide the latest date that the student physically attended class; submitted an academic assignment; took an exam, interactive tutorial, or computer-aided instruction; attended a study group that you assigned; participated in an online discussion about academic matters; or initiated contact with you to ask a question about the academic subject studied in the course.
7. There are 25 students listed on each

final grades web roster. If there are more than 25 students in your course section, make sure to continue on to the next page(s) by clicking "Records 26-50", etc

8. Remember to submit often to save the grades. The web form is set to a 120 minute time limit and the grades will not be updated into the database if you do not submit the grades.
9. Do not enter Attend Hours.
10. Click on the Submit icon at the bottom of the student grade roster.

The web form will refresh itself and a message "**The changes you made were saved successfully.**" will appear above the final grade roster. If you do not select the submit button the grades will not be updated into the database.

### Reporting Incomplete Grades

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Instructors may issue incomplete "I" grades when a student's percentage of total course material to be completed is 25% or less. If an incomplete final grade is issued, you will be directed to the Incomplete Final Grades Summary WEB Form where you will be required to input the "Incomplete Final Grade" and the "Extension Date". The "Incomplete Final Grade" is the final grade the student would earn if they do **NOT** complete the requirements for the course. In most cases the grade "F" is defaulted. Be sure you change the grade to the appropriate letter grade that is to be issued if work is **NOT** completed. (In most cases, the letter grade is "F" or "F/NC"). The "Extension Date" is the deadline date for course completion that will

be defaulted to the last day of the first 8 weeks of the following semester according to college policy. You may choose to change the Extension Date to an earlier date, but will not be able to change the date beyond the defaulted date. Once the Extension Date has been reached and a grade change has not been submitted, the student's final grade is changed to the Incomplete Final Grade designated on the Incomplete Grade Summary Form. No incomplete grade extensions will be granted beyond the defaulted date that is set according to college policy.


- Students who are in their last semester of course(s) and petitioned for a degree or certificate that have been issued an "NGR" or "I" grade must complete their course requirements successfully and meet all the graduation requirements prior to the first day of the following semester, otherwise their petition will be denied and they will be required to petition again and pay fees as they apply.

Once the student has completed the required work for the incomplete grade, you must submit a **Grade Change**.

- Log into Ozone and click on Faculty tab.
- Click on "Submit a Grade Change" in Faculty Tools.
- Select the term the class was taught
- Select the correct course from the list
- Select the student
- Select the new grade and the reason for the change
- Click submit.

## **Confirming Grades Saved**

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To make sure your grades were saved successfully (or to correct a grade that was entered incorrectly) after hitting the Submit button, click on the Faculty tab in Ozone. Click on the green circle  in the Faculty Grade Assignment for the class you would like to verify.

If you still are not sure, you may contact your department chair or secretary, or the Records Office to confirm your grades have been received.

## **Can I Make Changes?**

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During your grade entry period, you can go back using the above process and change a grade. Once the 1:00 P.M. deadline is reached and the final grade is posted to the student's academic transcript, you will no longer be able to make changes via final grades. To change a grade that has been posted to the student's academic transcript, you must submit a Grade Change from the Faculty tab in your Ozone account.

## **Logging onto Ozone**

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Go to <http://ozone.owens.edu>  
New users: follow the instructions on the web site to set up your User ID and Password. For assistance, contact the Help Desk (567) 661-7120, CH 213.

## **Records Office**

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College Hall 120  
Fax (567) 661-2101

### **Cindy Eschedor, Assistant Registrar**

Office (567) 661-2601  
[cindy\\_eschedor@owens.edu](mailto:cindy_eschedor@owens.edu)