

Enter Grades via OnTrack

Access OnTrack

- Navigate to the [OnTrack website](https://ontrack.elon.edu) [link: <https://ontrack.elon.edu>].
- Select **OnTrack for Faculty**
- Log in using your username and password
- Select **Faculty Overview – Self Service**

Faculty Information

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Select a Course Section

Under section, click on the course section for which you want to view the roster.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
HSS*21307A: Working w/Groups Communities	M/W/F 9:30 AM - 10:40 AM 8/24/2021 - 12/14/2021	Gray Pavilion - Pol. Science, 200 Lecture	17 / 25 / 0		
PSY*1000*A: Introduction to Psychology	M/W/F 9:30 AM - 10:40 AM 8/24/2021 - 12/14/2021	Koenigsberger Learning Center, 127 Lecture	0 / 33 / 0		
SOC*1110*B: Introductory Sociology	T/Th 10:30 AM - 12:10 PM 8/24/2021 - 12/14/2021	McMichael Science Building, 333 Lecture	0 / 33 / 0		

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Select the Grading Tab

The grading options for your class will be displayed below. Select which grade you want to input: Final Grade or Midterm 1. If you have not yet completed grading, you will have a banner notifying you that grades have not yet been posted.

ANT*2270*B: From the Ground Down

Winter 2022

M/TW/Th/F 1:30 PM - 4:30 PM
1/4/2022 - 1/27/2022
Alamance Building, 304 Lecture

Seats Available 26 of 33



[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading**

Overview **Final Grade** Midterm 1

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
 Delagarza, Isabella R.	[REDACTED]						Senior	4
 Gaebel, Annica R.	[REDACTED]						Senior	0

Input Grades

If you're inputting final grades, choose **Final Grade**. If you are inputting Midterm Assessments, choose **Midterm 1**.

Roster Attendance **Grading**

Overview **Final Grade** Midterm 1

Use the corresponding drop-down menu to select a grade for each student.

Please remember, faculty no longer enter A-F letter grades at midterm. Students must be assigned either:

- **S** – Making Satisfactory progress in the course or
- **AR** – At Risk for nonsuccess in this course.

Overview Final Grade Midterm 1 Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Delagarza, Isabella R.	██████	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Senior	4
Gaebel, Annica R.	██████	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Senior	0
Ivanov, Nicholas A. (Withdrawn 1/6/2022)	██████	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Junior	4
Nienow, Justine R.	██████	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Senior,Management	4
Southern, Hannah P.	██████	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Senior	4
Taylor, Alexander H.	██████	<input type="checkbox"/>	M/d/yyyy	M/d/yyyy	M/d/yyyy	Special,Business Analytics	4

If you would like to enter an “F” final grade for a student, you must also include the last date the student attended class or check the box under Never Attended.

Overview Final Grade Midterm 1 Post Grades

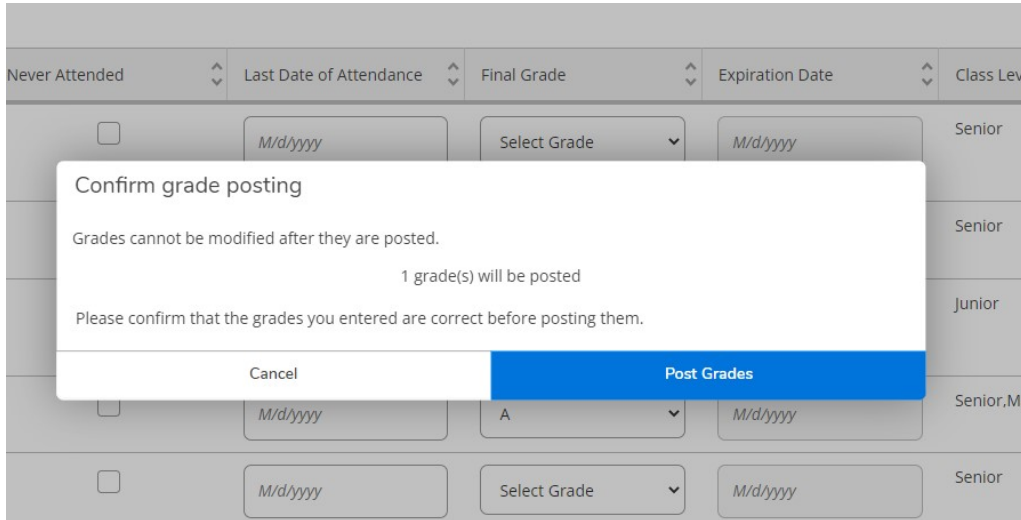
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Delagarza, Isabella R.	██████	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Senior	4
Gaebel, Annica R.	██████	<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Senior	0 !
Last Date of Attendance or Never Attended Flag is required							
Ivanov, Nicholas A. (Withdrawn 1/6/2022)	██████	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Junior	4

Post Grades

Once you have entered the grade, click **Post Grades**.



You may enter and post grades one at a time or as a batch. If you do not click **Post Grades**, the grades you've entered for a student will save but not post, so you can return to grading at any time and pick up where you left off. When you click **Post Grades** you will be prompted to confirm the grades you are posting and click **Post Grades** a second time.



Back to Courses

To grade another course, click **Back to Courses** on the top left of your screen.

