Procedure for Final Grading

PC User: please use Internet Explorer 7.x (or later), or Firefox 3.0 (or later).

Macintosh user: please use Firefox or Safari. Do not use Internet Explorer for a Macintosh.

- Navigate to the Vanderbilt home page.
  Select the **YES – Your Enrollment Services** option from the **Academics** item on the menu bar.

- Enter your VUnetID in lower-case letters, and your e-password.

- Select **Online Grading** from the **Applications** drop-down list.

- Please make sure that the correct term is selected.

- Confirm that all of your courses are displayed. If not, please contact your school registrar to make sure that you are assigned as the instructor of record for the class.

- Click the **Final Roster** box for the class in which you are going to report final grades.

- You can enter your grades two different ways:

  1. Online data entry of individual grades
  2. Uploading from a spreadsheet

1. Online Data Entry of Individual Grades

- Type a grade and press the tab key or
  Select a grade from the drop-down list and press the tab key; or

- Click on **Save for Review** to save grades within the grade entry program only (they will not be submitted at this point). It is wise to do this frequently.

  > **VERY IMPORTANT:** *Be sure to save grades for review prior to identifying any discrepancies on the final roster; otherwise, all the grades you have entered will be lost.*

- Click on **Submit Final Grades** to submit grades to the student records system. Be sure that you have flagged the grades that you want to submit with a checkmark prior to clicking on **Submit Final Grades** (Available to the instructor of record only). The checkboxes appear in a column to the left of the comments boxes. You can check all of the boxes by selecting the checkbox under **Submit** in the blue menu bar at the top of the page.

- Once submitted, you may not change any grades online. Instead, please use the paper grade change form to make any grade changes. You have not officially submitted your grades until you click the **Submit Final Grades** button.

  > **VERY IMPORTANT: Please do not forget to click Submit Final Grades to turn the grades into the student records system.**

- Click **Logout** on the top right hand corner of page when you are done with all your classes.

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2. Uploading from a Spreadsheet

You must use a PC to upload grades from a spreadsheet. Do not use a MacIntosh to do this.

The upload process requires a CSV file with the students' VUnet IDs in the first column and the Assigned Grade in the second column. You can download a CSV file from the application in order to obtain the students' VUnet IDs using the process listed below:

- Click on **CSV Download** which appears under the bottom right edge of the final roster

- Click **Open** on the **File Download** window.

- Enter grades (A, A+, etc.) in the **Assigned Grade** column (column B). Grades cannot be more than two characters..

- Use **File / Save** As to save the file to your desktop. Edit the file name by deleting "-final-grades(x)" beyond the section number in the file name, e.g. **ARTS 101 01-final-grades** to **ARTS 101 01**

- Make sure that **Save as type**: is CSV (Comma delimited).

- Click **Save**. A message will appear asking you if you want to save the file as a CSV file. Click yes.

  Note: You will receive different prompts or messages depending on the version of Microsoft Excel that you are using. However, it is important that this file is saved as a CSV file. When you are done saving the file, please close the file.

- On the Final Roster window, click the **Upload** button.

- Click Browse to select the CSV file from the step above.

- Click **Upload** to load the grades into the Final Roster from the CSV file. The upload will match the grade to the student by the VUnet ID.

- Click on **Submit Final Grades** to submit grades to the student records system. Be sure that you have flagged the grades that you want to submit with a checkmark prior to clicking on **Submit Final Grades** (Available to the instructor of record only). The checkboxes appear in a column to the left of the comments boxes. You can check all of the boxes by selecting the checkbox below **Submit** in the gold menu bar at the top of the page.

- Once submitted, you may not change any grades online. Instead, please use the paper grade change form to make any grade changes. You have not officially submitted your grades until you click the **Submit Final Grades** button.

  VERY IMPORTANT: Please do not forget to click Submit Final Grades to turn the grades into the student records system.

- Click **Logout** on the top right hand corner of page when you are done with all your classes.

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