Entering Final Grades Singly
Online Grading User Guide

A step by step guide to Online Grading navigation

VANDERBILT

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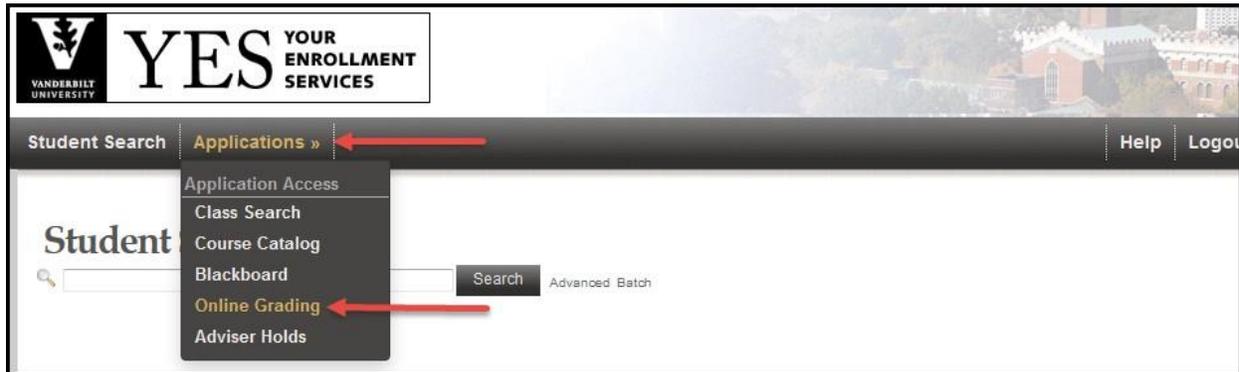
Online Grading User Guide - Entering Final Grades
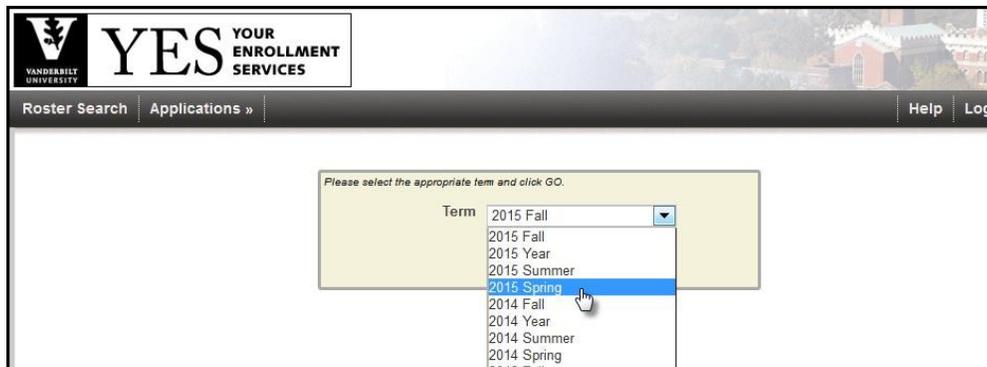
View Courses by Term

1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.

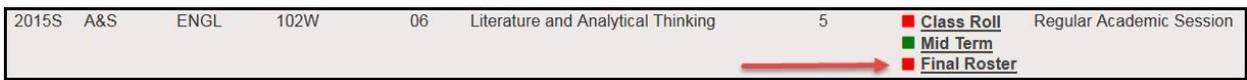3. Select the appropriate term from the drop-down menu.

4. Confirm that all of your courses are displayed. If not, please contact your school registrar or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
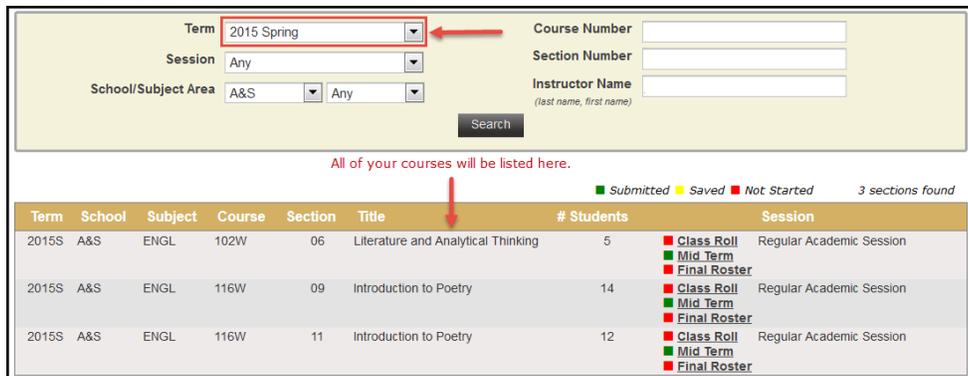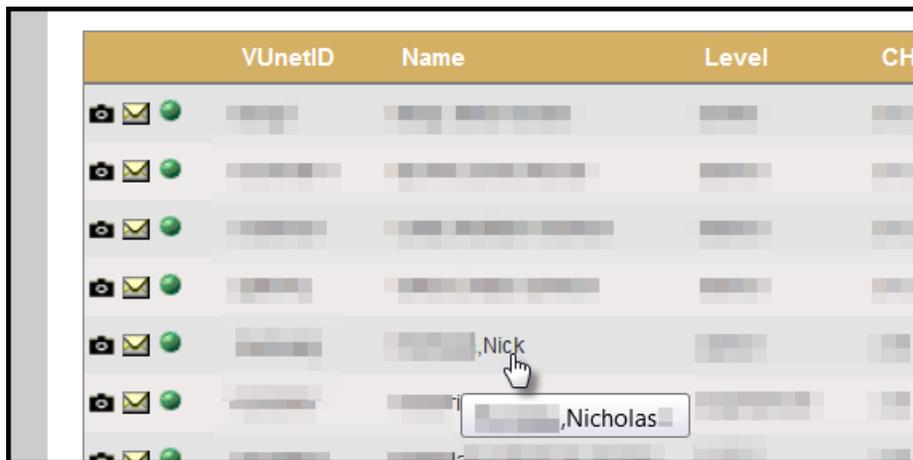
Entering Final Grades

1. In the Online Grading application, click on Final Roster for the appropriate section

2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	■ **Class Roll** ■ **Mid Term** ■ **Final Roster**	Regular Academic Session

NOTE: The name that appears in Online Grading rosters is the preferred name. To see the student's full name, hover your mouse over the name.

Entering final grades singly

2. On the Final Grade Roster page, type the appropriate grade in the **Assigned Grade** box. You can also click on the drop down arrow to select from a list of acceptable grades.

- Depending on the grade that you select, a comment may be required. For example, a grade of "F" will require a comment in the Comment column.
  - Click on the drop down arrow to select the appropriate reason.

3. After all grades have been entered, proof your entry for accuracy.
   - The submit box will automatically become checked after you enter the grade.
   - Click on **Save for Review** to only save grades within the grade entry period (they will not be submitted at this point).
   - Click on **Submit Final Grades** to submit grades to the student records system. If there are any grades that you do not want to submit, uncheck the **Submit** box.
     - You will receive a message to confirm that you are ready to submit your grades. Click **OK** to proceed.
   - Once submitted, you may not change the grade online. Instead, please use the paper grade change form. You have not officially submitted your grades until you click the **Submit Final Grades** button.