



# Entering Final Grades Singly

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## Online Grading User Guide

A step by step guide to Online Grading navigation





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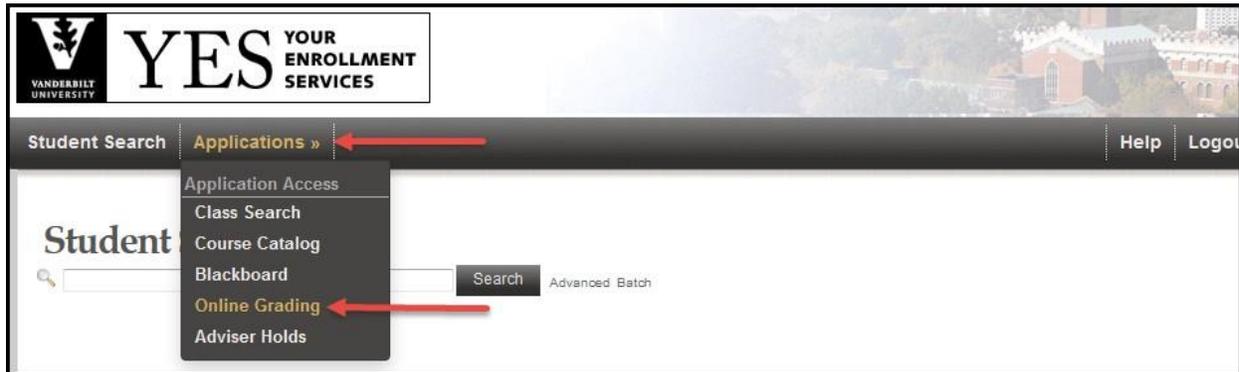
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# Online Grading User Guide - Entering Final Grades

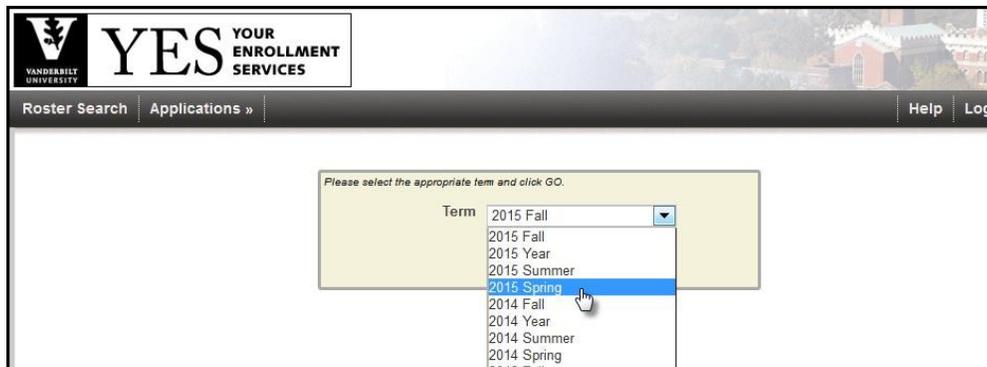


## View Courses by Term

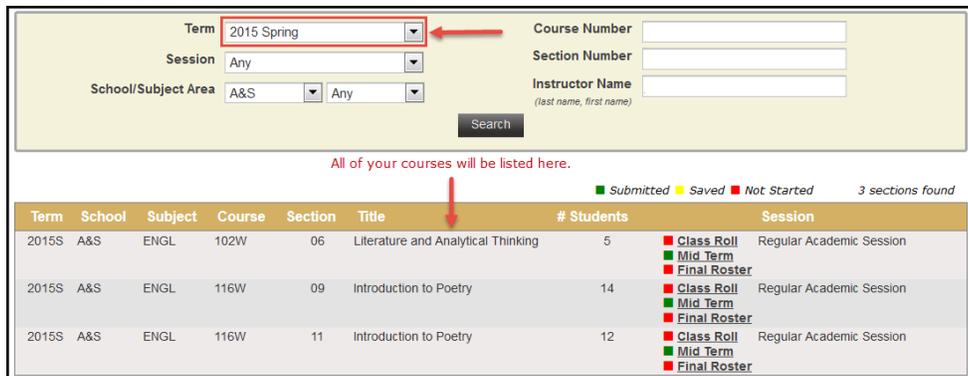
1. Log into YES (Your Enrollment Services) [yes.vanderbilt.edu](http://yes.vanderbilt.edu).
2. Select **Online Grading** from the **Applications** drop-down list.



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

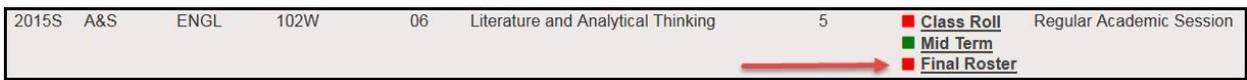


4. Confirm that all of your courses are displayed. If not, please contact your school registrar or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.

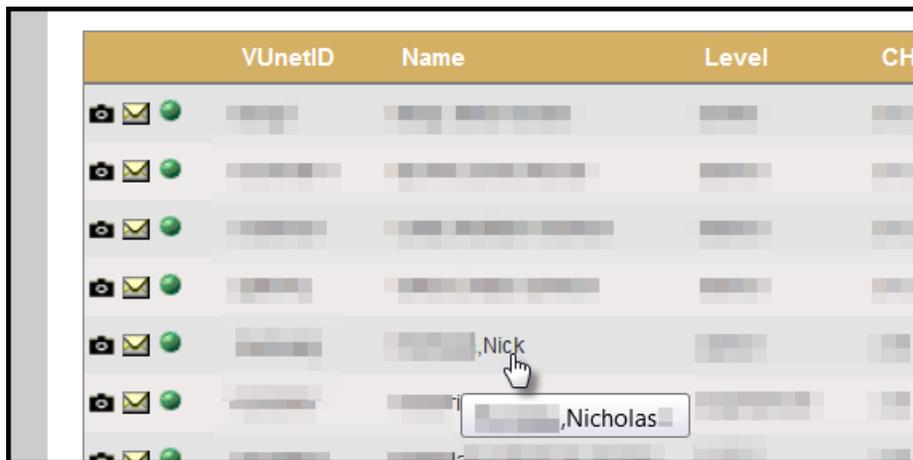


## Entering Final Grades

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



**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.



# Online Grading User Guide - Entering Final Grades



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## Entering final grades singly

- 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.

Class Roll
**Final Grade Roster**
OAK

**BCHM-GS-302-01 - Advanced Biochemistry, Cell Biology, And Genetics - 2013 Fall**

Instructor(s): \_\_\_\_\_ (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 12-16-2013

Graduation Due Date: N/A

0 of 9 grades submitted.

9 students enrolled.

VUnetID	Name	Grad Card	Assigned Grade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
	John Doe		F		<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Jane Smith				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Michael Johnson				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Emily White				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	David Lee				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Sarah Kim				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Robert Brown				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Laura Green				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	James Taylor				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
	Maria Garcia				<input type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	

CSV: [Download](#) [Upload](#)

Save for Review Submit Final Grades

Assigned Grade	PS Grade	Submit	Comment
F		<input checked="" type="checkbox"/>	A comment is required for F.

# Online Grading User Guide - Entering Final Grades



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- 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.

VUnetID	Name	Grad Assigned Cand Grade	PS Grade	Submit	Comment	Saved/Sbmd By	Date	CHR	Career(s)	Registered	Dropped
		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		C		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		A-		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
		F		<input checked="" type="checkbox"/>	Attended at least one clas			3.0	Graduate	BCHM-GS-302-01	

0 of 9 grades submitted. 9 students enrolled.

Due Date: 12-16-2013  
Graduation Due Date: N/A

Instructor(s): [Name] (IOR)  
Course Section Proxy: Proxy Not Assigned

Save for Review OR Submit Final Grades

CSV: Download Upload

Are you sure that you are ready to submit checked grades?  
Once submitted, grade changes must be made with a grade change form.

OK  Cancel

**9 of 9 grades submitted.**  
**All grades have been submitted for this course.**