Entering Final Grades Singly Online Grading User Guide

A step by step guide to Online Grading navigation



March 31, 2015 version



Contents

View Courses by Term	. 3
Entering Final Grades	.4

Online Grading User Guide - Entering Final Grades



View Courses by Term

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

VINCERSILT YES SERVICES	
Student Search Applications »	Help Logo
Student Blackboard Online Grading Adviser Holds	Search Advanced Batch

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

YESS YOUR ENROLLMENT SERVICES	
Roster Search Applications »	Help Log
Please select the appropriate to	am and click GO.
	2015 Fall 2015 Fall 2015 Summer
	2015 Spring 2014 Fall 2014 Year 2014 Summer 2014 Spring

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.

	School	Tern Session /Subject Area	1 2015 S 1 Any A&S	pring	y T	Search	Course Number Section Number nstructor Name (last name, first name)			
				All	of your course	s will be listed	here.			
						1	Subm	itted <mark>-</mark> Saved - Ne	ot Started	3 sections found
Term						•	# Students			
20155	A&S	ENGL	102W	06	Literature and A	nalytical Thinking) 5	 <u>Class Roll</u> <u>Mid Term</u> <u>Final Roster</u> 	Regular Acaden	nic Session
20155	A&S	ENGL	116W	09	Introduction to P	oetry	14	 <u>Class Roll</u> <u>Mid Term</u> <u>Final Roster</u> 	Regular Acaden	nic Session
20155	A&S	ENGL	116W	11	Introduction to P	Poetry	12	Class Roll Mid Term Final Roster	Regular Acaden	nic Session



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	Regular Academic Session
							 Mid Term Final Roster 	

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.

	VUnetID	Name	Level	СН
🖻 🖂 🎱				
🖻 🖂 🥯	1000		1000	
۵ 🖂 🎱			-	
۵ 🖂 🎱	1000	1001010-0000		
۵ 🖂 🎱	and the second	,Nick		
۵ 🖂 🥯	-	,Nicholas		
- v 🏔				1000



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.

urse Section Proxy: Proxy Not Assigned G of 9 grades submitted.											Due Date: 12-16-2 Graduation Due Date: 9 students enroll		
VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment		Saved/ D Sbmtd By	ate CHR	Career(s)	Registered	Droppe	
a 🖂	Indian Provinsi Tree	1	•	<u> </u>		(•	1	3.0	Graduate	BCHM-GS-302-01		
b 🗹	(Report / Hotel or (Report)						•		3.0	Graduate	BCHM-GS-302-01		
a 🖂	Bishing and Pressel								3.0	Graduate	BCHM-GS-302-01		
a 🗹	(Contractioners) (Contract						•		3.0	Graduate	BCHM-GS-302-01		
a 🖂	(Loss Frank) Loss		•				•		3.0	Graduate	BCHM-GS-302-01		
a 🗹	Insume continues can		•				-		3.0	Graduate	BCHM-GS-302-01		
a 🖂	(WalkLinson)						•		3.0	Graduate	BCHM-GS-302-01		
a 🖂	- Suggering Colification						•		3.0	Graduate	BCHM-GS-302-01		
a 🖂	Theory Conceptions						•		3.0	Graduate	BCHM-GS-302-01		
	/ clear												

Assigned Grade	PS Grade	Submit	Comment
► F		V	A comment is required for F.



- 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.

B		OAK									Theip Logou	
BCHM-G	S-302-01 - Advaı (IOR) Proxy: Proxy Not Assign	nced Bio	ochem	istry,	Cell B	iology, And Genet	tics - 20	13 F	all		Due Date: 1	12-16-2013
				C) of 9 gr	ades submitted.					Graduation Due	Date: N/A
VUnetID	Name	Grad As Cand G	ssigned rade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
۵ 🗹	AND DURING THE	A		-					3.0	Graduate	BCHM-GS-302-01	
۵ 🗹	Shineses / Holiza / Shines	A							3.0	Graduate	BCHM-GS-302-01	
۵ 🗹	Bistinesserie	в				-			3.0	Graduate	BCHM-GS-302-01	
🖻 🖂	Contraction (Contract	С							3.0	Graduate	BCHM-GS-302-01	
•	Concernance Concern	В				· · · · · · · · · · · · · · · · · · ·			3.0	Graduate	BCHM-GS-302-01	
۵ 🗹 🗠	MARRIEL COMPANY CONT	A	-						3.0	Graduate	BCHM-GS-302-01	
۵ 🗹	(Toolds.).com/Mat	A	•						3.0	Graduate	BCHM-GS-302-01	
۵ 🗹	Subgering Converses	A-				-			3.0	Graduate	BCHM-GS-302-01	
	Contrast Contrast Contrast	F	-			Attended at least one clas: 👻			3.0	Graduate	BCHM-GS-302-01	
	🖉 clear			100		0						
				Save for R	(eview	DR Submit Final Grades					CSV:	Download Upload



