Entering Final Grades Singly
Online Grading User Guide

A step by step guide to Online Grading navigation

VANDERBILT

Contents

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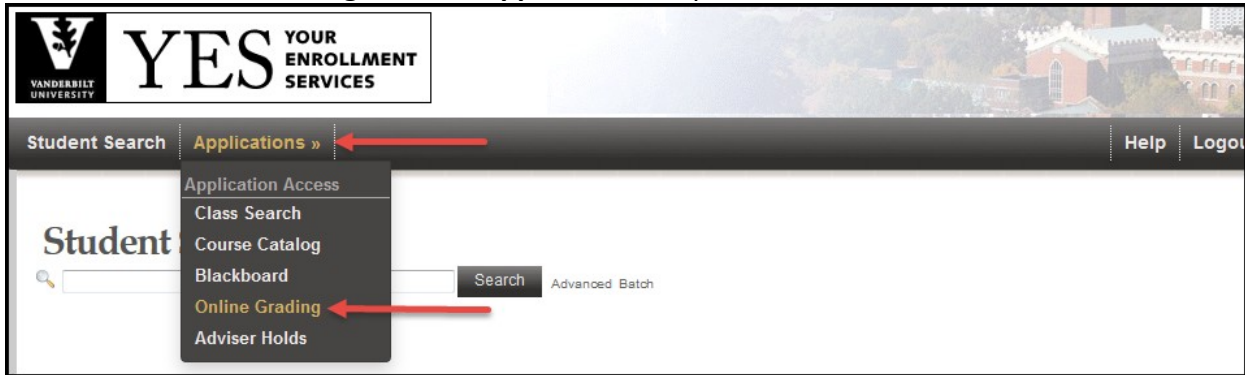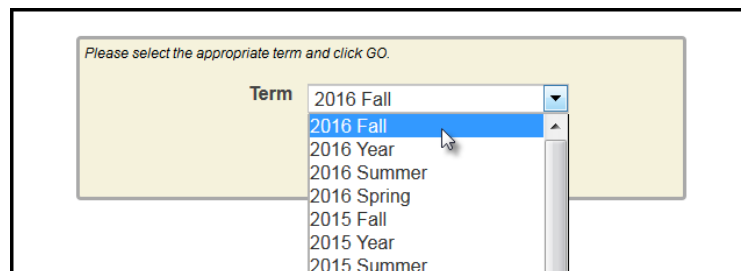
View Courses by Term

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 classes are displayed. If not, please contact your school's Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
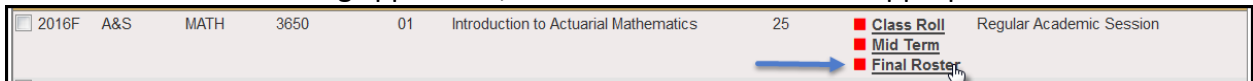
Online Grading User Guide - Entering Final Grades
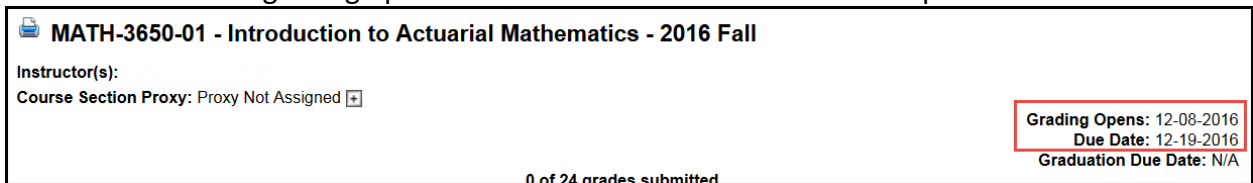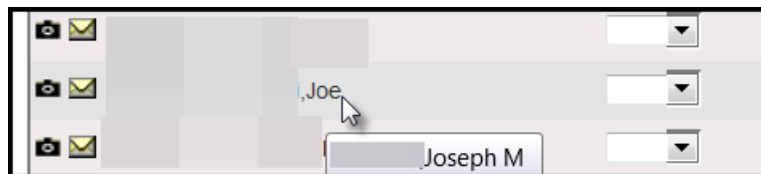
Entering Final Grades

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


2. The date that grading opens and the due date are listed at the top of the 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.

3. 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.
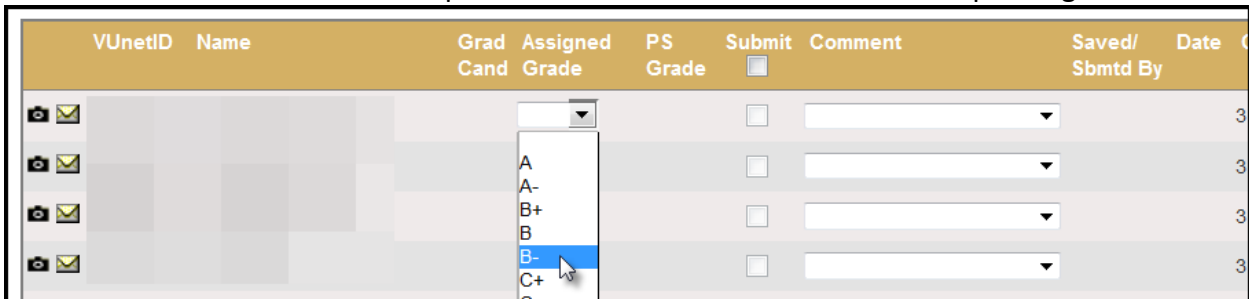
- A grade of "F" will require a comment in the Comment column. Click on the drop down arrow to select the appropriate reason.
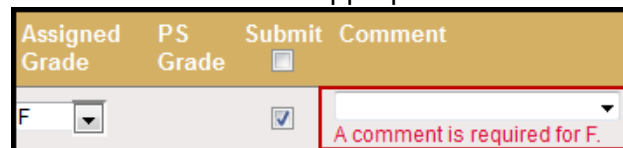
- Any temporary grade (I, M, MI) assigned to an undergraduate student will require a date by which the temporary grade must be resolved and a default grade to be assigned if the missing work is not completed. The due date cannot be later than the end of the next regular term.

For questions about temporary grade policies, please contact your school's dean's office.

4. After all grades have been entered, proof your entry for accuracy.
   - The submit box will automatically be 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.

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.