



# Online Grading User Guide

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A step by step guide to Online Grading navigation

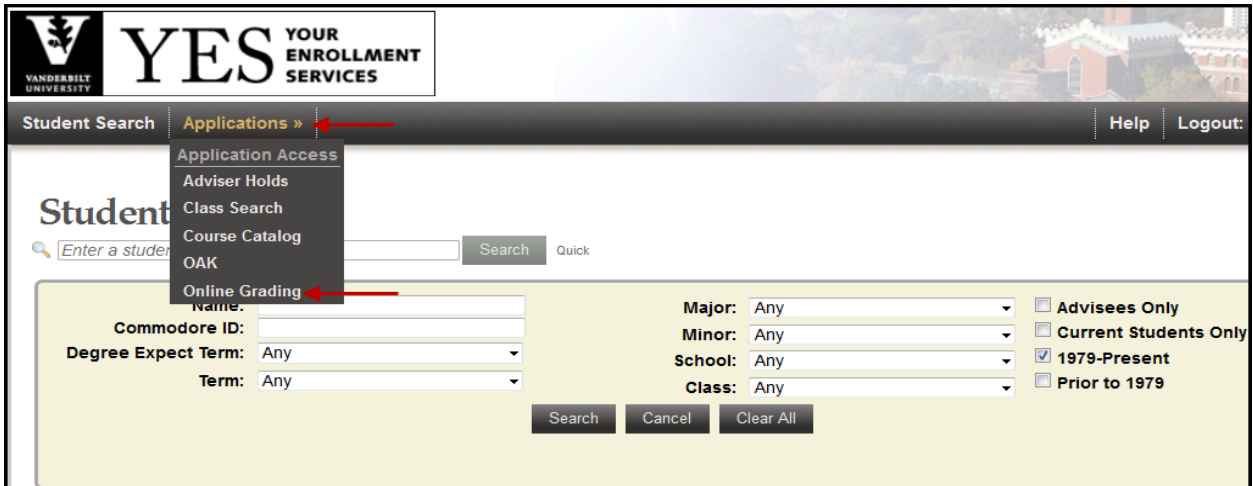


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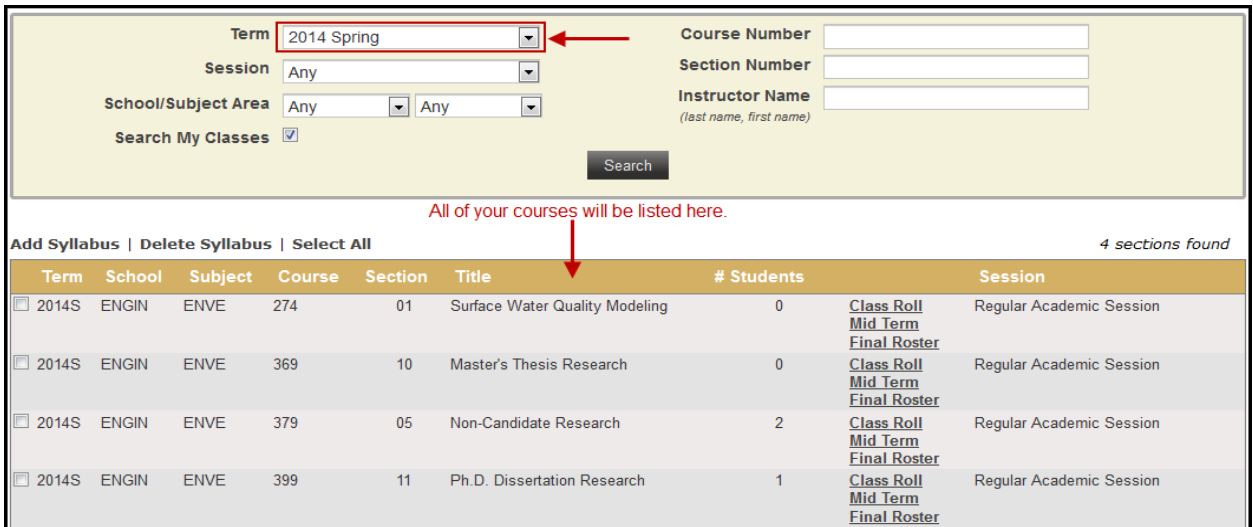
## View Class Roll

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



The screenshot shows the YES (Your Enrollment Services) website interface. At the top left is the Vanderbilt University logo and the text 'YES YOUR ENROLLMENT SERVICES'. Below this is a navigation bar with 'Student Search' and 'Applications »'. A red arrow points to the 'Applications' dropdown menu, which is open and shows 'Online Grading' selected. Other options in the menu include 'Application Access', 'Adviser Holds', 'Class Search', 'Course Catalog', and 'OAK'. Below the menu is a search area with a text input field 'Enter a student name', a 'Search' button, and a 'Quick' link. To the right of the search area are several dropdown menus for 'Major', 'Minor', 'School', and 'Class', all set to 'Any'. There are also checkboxes for 'Advises Only', 'Current Students Only', '1979-Present' (checked), and 'Prior to 1979'. At the bottom of the search area are 'Search', 'Cancel', and 'Clear All' buttons.

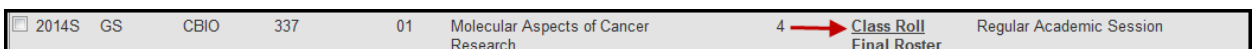
3. Verify that the correct term is listed. If it is not, click on the drop down arrow to select the correct term.
4. Confirm that all of your courses are displayed. If not, please contact your school registrar to make sure that you are assigned as the instructor of record for the class.



The screenshot shows the search filters and the resulting table of course sections. The search filters include 'Term' (2014 Spring), 'Session' (Any), 'School/Subject Area' (Any), and 'Search My Classes' (checked). There are also input fields for 'Course Number', 'Section Number', and 'Instructor Name'. A red box highlights the 'Term' dropdown, and a red arrow points to it. Below the filters is a 'Search' button. A red arrow points from the 'Term' dropdown to the table below, with the text 'All of your courses will be listed here.' above it. The table has columns for 'Term', 'School', 'Subject', 'Course', 'Section', 'Title', '# Students', and 'Session'. There are four rows of data, each with a checkbox in the 'Term' column and links for 'Class Roll', 'Mid Term', and 'Final Roster' in the '# Students' column. The text '4 sections found' is in the top right corner of the table area.

Term	School	Subject	Course	Section	Title	# Students	Session
<input type="checkbox"/> 2014S	ENGIN	ENVE	274	01	Surface Water Quality Modeling	0	Regular Academic Session
<input type="checkbox"/> 2014S	ENGIN	ENVE	369	10	Master's Thesis Research	0	Regular Academic Session
<input type="checkbox"/> 2014S	ENGIN	ENVE	379	05	Non-Candidate Research	2	Regular Academic Session
<input type="checkbox"/> 2014S	ENGIN	ENVE	399	11	Ph.D. Dissertation Research	1	Regular Academic Session

5. Go to the class that you want to view and click Class Roll.



The screenshot shows a single row from the table:  2014S GS CBIO 337 01 Molecular Aspects of Cancer Research 4 [Class Roll](#) [Final Roster](#) Regular Academic Session. A red arrow points to the 'Class Roll' link.

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6. You should now see your class list information.

- You can also view class photos by clicking on [View Class Photos](#).

Class Roll
Final Grade Roster
OAK

**CBIO-337-01 - Molecular Aspects of Cancer Research - 2014 Spring**

Instructor(s): [William Schultz](#) (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 01-27-2014

[View Class Photos](#)

*4 students enrolled.*

VUNetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
	<a href="#">[Name]</a>	Graduate	1.0	Graduate	CPBP		CBIO-337-01	
	<a href="#">[Name]</a>	Graduate	1.0	Graduate	IGP		CBIO-337-01	
	<a href="#">[Name]</a>	Graduate	1.0	Graduate	CDB		CBIO-337-01	
	<a href="#">[Name]</a>	Graduate	1.0	Graduate	CDB		CBIO-337-01	

[Download CSV](#)

Class Roll discrepancies cannot be saved or submitted at this time. If you have questions, please send [email](#).

Full Name (Last, First Middle)	VU Net ID	Discrepancy Type	Reported By	Reported On	Resolved By	Resolved On



## Entering Mid-term deficiencies

- In the Online Grading application, select the class that you want to add mid-term deficiencies to.

- Click on **Mid Term** to the right of the class.

2014S	A&S	ANTH	288A	01	Independent Research	1	<a href="#">Class Roll</a> <a href="#">Mid Term</a> <a href="#">Final Roster</a>	Regular Academic Session
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- Select the appropriate action under Course Section Proxy.

- Once mid-term deficiencies are open, be sure to pay attention to the Due Date indicated on the right side.
- If you select **No Deficiencies Earned** or **Insufficient Basis for Assigning Grades** the grade and exc. absences section will be grayed out.
- If you select **Deficiencies and/or Excessive Absences Earned are Reported Below**, add the appropriate deficiency.

[Class Roll](#) | [Mid Term Deficiencies](#) | [Final Grade Roster](#) | [OAK](#)

**ANTH-288A-01 - Independent Research - 2014 Spring**

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 03-05-2014

No Deficiencies Earned  
 Deficiencies and/or Excessive Absences Earned are Reported Below  
 Insufficient Basis for Assigning Grades

*Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.*

*One student enrolled.*

VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
	[Name]	▼	<input type="checkbox"/>			2.0	Undergrad	ANTH-288A-01	
<input type="button" value="clear"/>									

or

- Click **Save for Review** or **Submit Deficiencies**.

- Once you click **Submit Deficiencies** you will receive the following message below.
- Click **OK** to proceed or **Cancel** to go back.

Are you sure that you are ready to submit all deficiencies? All deficiencies for a roster must be submitted at the same time. If you would like to save individual deficiencies for later review, please use the Save for Review button.

**ANTH-288A-01 - Independent Research - 2014 Spring**

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Mid Term Deficiencies have been submitted for this course.

Due Date: 03-05-2014

No Deficiencies Earned  
 Deficiencies and/or Excessive Absences Earned are Reported Below  
 Insufficient Basis for Assigning Grades

*Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.*

*One student enrolled.*

VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
	[Name]	C-	<input checked="" type="checkbox"/>	[Name]	02-18-2014	2.0	Undergrad	ANTH-288A-01	



## Entering Final Grades

- In the Online Grading application, find the class that you want to add final grades to.
  - Click on **Final Roster** to the right of the class.

2013F	GS	BCHM-GS	302	01	Advanced Biochemistry, Cell Biology, And Genetics	9	<a href="#">Class Roll</a> <a href="#">Final Roster</a>	Regular Academic Session
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- Grades can either be added individually or uploaded from a CSV file.

### Entering final grades individually

**\*\*Be sure to pay attention to the Due Date indicated on the right side. If you miss the deadline, you must fill out the paper grade change form to submit your final grades.\*\***

- 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 ex. 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.

VNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01
	_____		<input type="text" value=""/>		<input type="checkbox"/>	<input type="text" value=""/>				3.0	Graduate	BCHM-GS-302-01

clear

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

Assigned Grade	PS Grade	Submit	Comment
<input type="text" value="F"/>		<input checked="" type="checkbox"/>	<input type="text" value=""/>

A comment is required for F.

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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.

Roster Search | Past Grading Terms | Applications » | Help | Logout

Class Roll | **Final Grade Roster** | OAK

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

Instructor(s): **THOMAS SUTHER (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 Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
✓	001001		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001002		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001003		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001004		C		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001005		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001006		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001007		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001008		A-		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
✓	001009		F		<input checked="" type="checkbox"/>	Attended at least one clas			3.0	Graduate	BCHM-GS-302-01	

clear

CSV: Download Upload

Save for Review OR Submit Final Grades

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.**



## Uploading final grades via a CSV file

- On the Final Grade Roster page, click on Download next to CSV which appears on the bottom right edge of the page.
  - Open the file with Microsoft Excel, which should be the default.
  - Enter the 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 a secure location on your desktop.
  - Edit the file name as needed.
  - The Save As Type should be CSV (comma delimited)
  - Click **Save**. A message will appear asking if you want to save the file as a CSV file. Click yes.
    - Note:** You will receive an additional message to save the changes to the file, but this is not necessary since you just saved it. Click **Don't Save** and close the file.

Class Roll | **Final Grade Roster** | OAK

**BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall**

Instructor(s): **William H. H. (IOR)**

Course Section Proxy: Proxy Not Assigned

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

0 of 2 grades submitted.

2 students enrolled.

VUNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
					<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	
					<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	

clear

CSV: **Download** **Upload**

Save for Review Submit Final Grades

- On the Final Grade Roster page, click the **Upload** button on the bottom right edge of the page.
  - Click **Browse** to select the CSV file from the step above.
  - Click **Upload** to load the grades into the Final Grade Roster. The upload will match the grade to the student by the VUNet ID.
    - There will be a confirmation message in the upper left corner confirming success of the upload.
    - The grades will automatically be saved
    - After the grades are either saved or submitted, the **Saved/Sbmtd By** and **Date** section will update with your VUNet ID and the current date.



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- 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)
  - You will receive a message to confirm if you are ready to submit your grades. If you are ready to proceed, click **OK**.

Class Roll | **Final Grade Roster** | OAK

**BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall**

Instructor(s): **Walter, David (IOR)**  
Course Section Proxy: Proxy Not Assigned

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

0 of 2 grades submitted.

2 students enrolled.

VUNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
	Walter, David (IOR)				<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	
	Walter, David (IOR)				<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	

clear

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

Class Roll | **Final Grade Roster** | OAK

BCHM-GS-379-02-final-grades-4.csv upload was successful.

**BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall**

Instructor(s): **Walter, David (IOR)**  
Course Section Proxy: Proxy Not Assigned

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

0 of 2 grades submitted.

2 students enrolled.

VUNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
	Walter, David (IOR)		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	
	Walter, David (IOR)		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	

clear

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

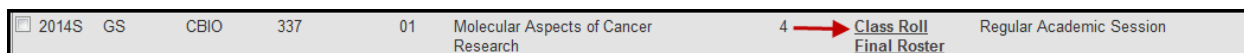
Are you sure that you are ready to submit checked grades?  
Once submitted, grade changes must be made with a grade change form.

2 of 2 grades submitted.  
All grades have been submitted for this course.



## Adding a Course Section Proxy

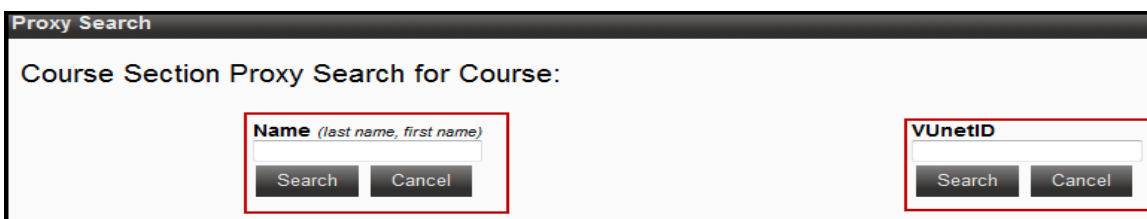
1. In the Online Grading Application, go to the class that you want to add a proxy to by clicking on **Class Roll**.



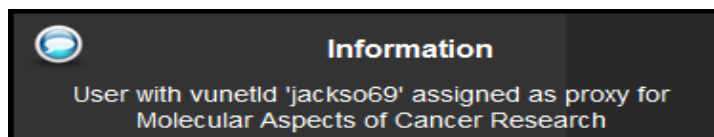
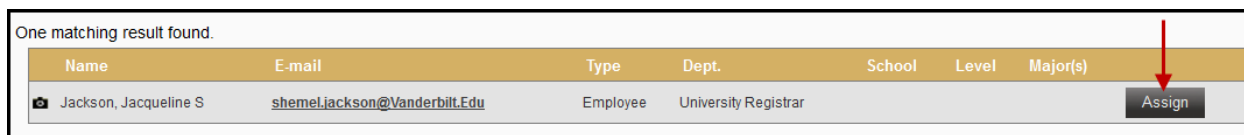
2. Select the plus sign next to Course Section Proxy.



3. You can search for an individual using their first and last name or VUnet ID.



4. Once you have located the correct person, click **Assign**.
  - You will receive a confirmation message with your selection.
  - The new proxy will now display.






## Adding a Syllabus

1. In the Online Grading Application, go to the class that you want to add a syllabus to and check the box to the left of the class.
2. Click **Add Syllabus**



Add Syllabus   Delete Syllabus   Select All								4 sections found	
Term	School	Subject	Course	Section	Title	# Students	Session		
<input type="checkbox"/>	2014S	GS	BCHM-GS	337	01	Molecular Aspects Of Cancer Research	0	<a href="#">Class Roll</a> <a href="#">Final Roster</a>	Regular Academic Session

3. Select Browse to locate the syllabus file that you have saved.
  - Click **Save**
  - A confirmation message will appear
  - You should now see  to the right of the class. This symbol indicates that there is a syllabus.

### Add Syllabus

Choose a Syllabus file to be saved for the following sections:  
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

Syllabus:  Syllabus.docx

### Add Syllabus

Choose a Syllabus file to be saved for the following sections:  
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

**Your syllabus has been saved.**

Add Syllabus   Delete Syllabus   Select All								4 sections found	
Term	School	Subject	Course	Section	Title	# Students	Session		
<input type="checkbox"/>	2014S	GS	BCHM-GS	337	01	Molecular Aspects Of Cancer Research	0	<a href="#">Class Roll</a> <a href="#">Final Roster</a>	Regular Academic Session 