Online Grading User Guide

A step by step guide to Online Grading navigation
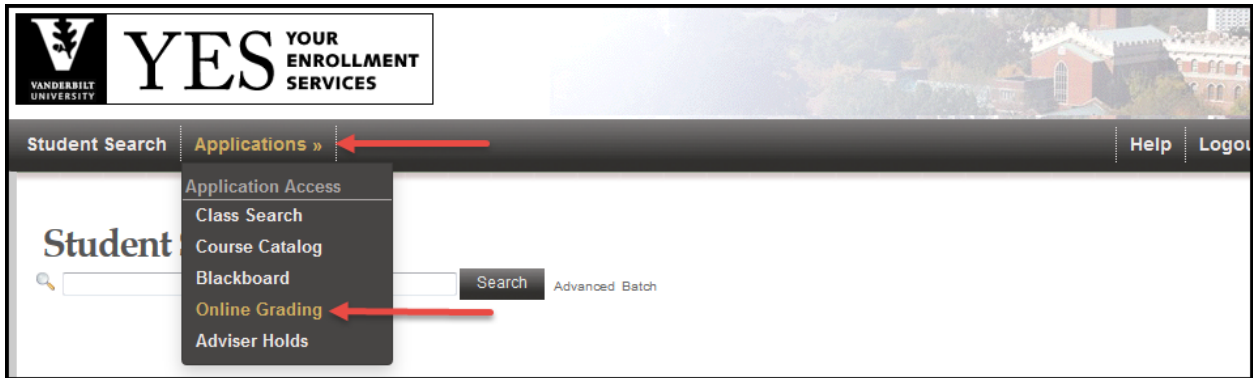
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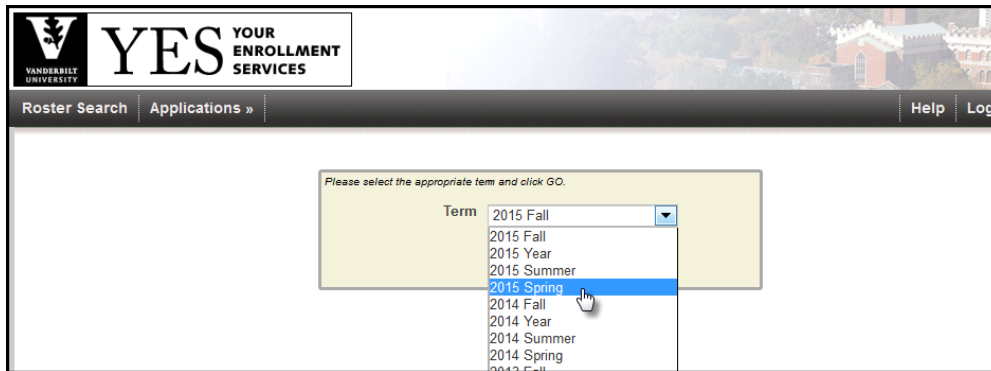
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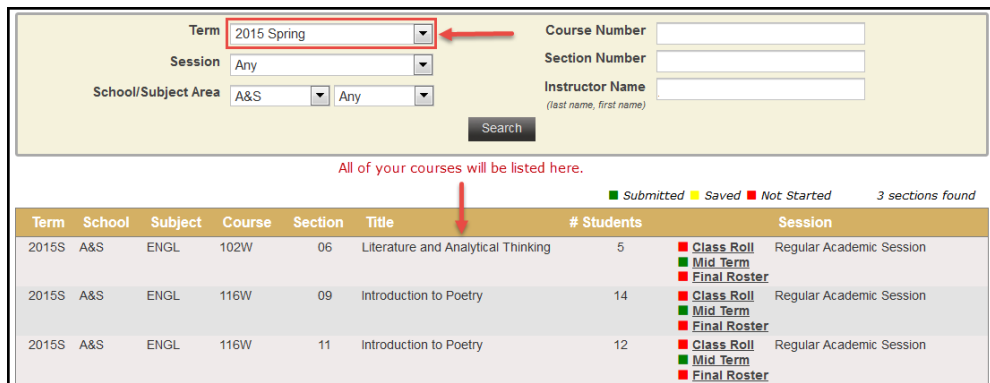
View Class Roll

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.

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

Term	School	Subject	Course	Section	Title	# Students		Session
2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	■ **Class Roll** ■ **Mid Term** ■ **Final Roster**	Regular Academic Session

6. The boxes next to each link indicate whether the roster is [■ *Submitted* ■ *Saved* ■ *Not Started*].

7. You should now see your class list information.
    - You can view class photos by clicking on [📷 **View Class Photos**].
    - Click **Download CSV** to download the roster to an Excel file.

📷 View Class Photos

Due Date: 01-26-2015

5 students enrolled.

	VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
📷✉🟢			Junior	3.0	Undergrad	ECON		ENGL-102W-06	
📷✉🟢			Freshman	3.0	Undergrad	BME		ENGL-102W-06	
📷✉🟢			Junior	3.0	Undergrad	ME		ENGL-102W-06	
📷✉🟢			Sophomore	3.0	Undergrad	ANTH		ENGL-102W-06	
📷✉🟢			Senior	3.0	Undergrad	H&OD/LOE	MSCS	ENGL-102W-06	

Download CSV

Class Roll discrepancies cannot be saved or submitted at this time. If you have questions, please send email. Sensitive information such as grades should not be included in emails.

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

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Entering Mid-term Deficiencies

1. In the Online Grading application, click on Mid Term for the appropriate section.

2. 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.

3. 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.

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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
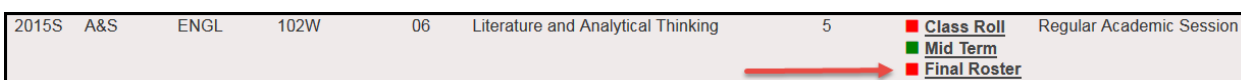
- Grades can either be added individually or uploaded from a CSV file.

Entering final grades individually

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.

Uploading final grades via a CSV file

4. 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.

5. 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.

6. 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**.

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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**.

| 2014S | GS | CBIO | 337 | 01 | Molecular Aspects of Cancer Research | 4 → Class Roll Final Roster | Regular Academic Session |
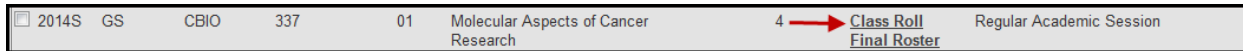
2. Select the plus sign next to Course Section Proxy.

Class Roll | Final Grade Roster | OAK
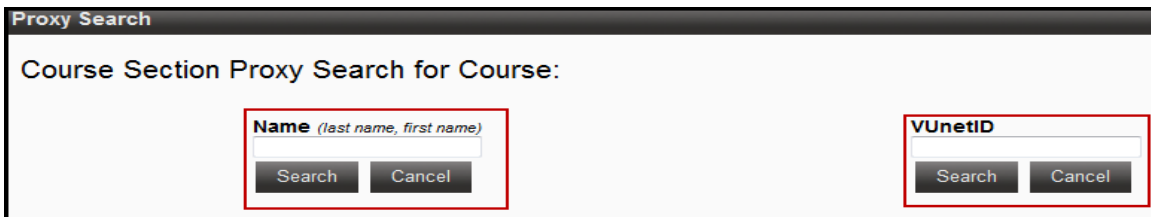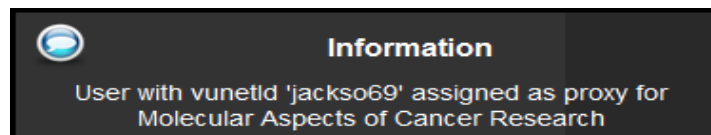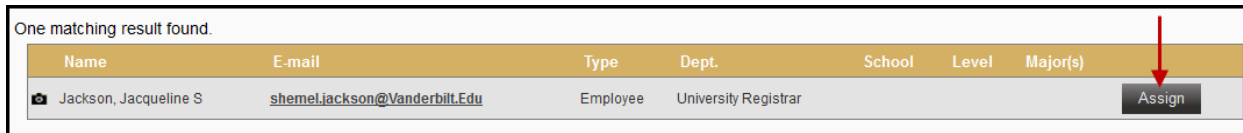
🖨 **CBIO-337-01 - Molecular Aspects of Cancer Research - 2014 Spring**

Instructor(s): ▓▓▓▓ **(IOR)**
Course Section Proxy: Proxy Not Assigned ⊞ ←

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

Proxy Search

Course Section Proxy Search for Course:

Name *(last name, first name)*

Search   Cancel

VUnetID

Search   Cancel

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.

One matching result found.

Name	E-mail	Type	Dept.	School	Level	Major(s)	
📷 Jackson, Jacqueline S	shemel.jackson@Vanderbilt.Edu	Employee	University Registrar				Assign

Information

User with vunetid 'jackso69' assigned as proxy for Molecular Aspects of Cancer Research

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

Instructor(s): ▓▓▓▓ **(IOR)**
Course Section Proxy: Jacqueline S. Jackson ⊟

📷 View Class Photos

Adding a Syllabus

1. In the Online Grading Application, check the box to the left of the section for which you wish to add a syllabus.
2. Click **Add Syllabus.**

3. Select Browse to locate the syllabus file that you have saved.

   - Click **Save.**
   - A confirmation message will appear.
   - You should now see ![symbol] to the right of the class. This symbol indicates that there is a syllabus.