Online Grading User Guide

A step by step guide to Online Grading navigation

VANDERBILT
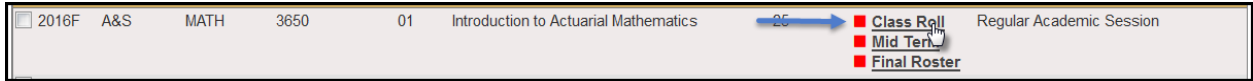
Online Grading User Guide

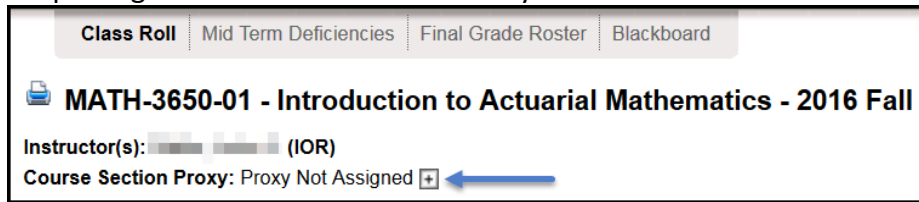## Contents

Online Grading User Guide
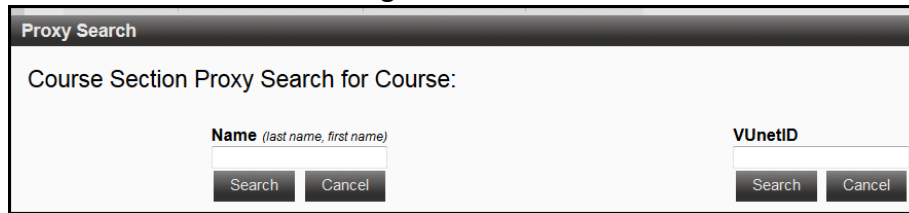

Adding a Course Section Proxy

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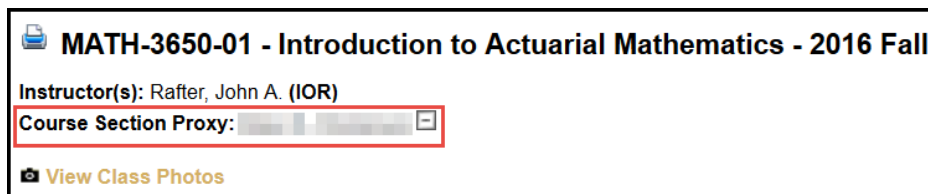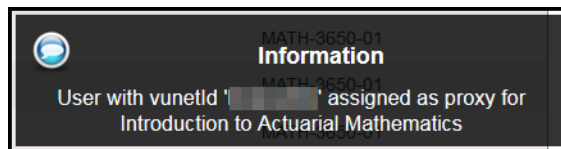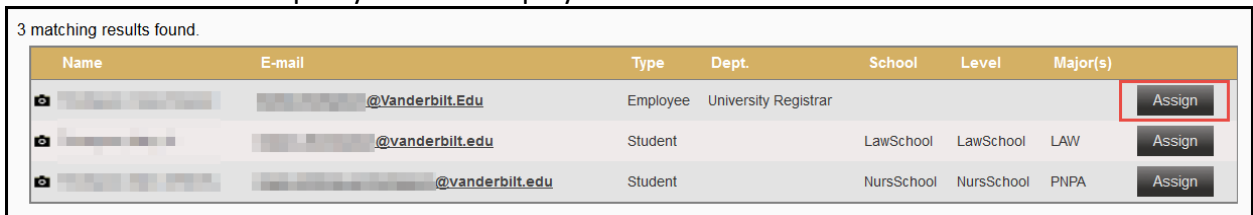

2. Select the plus sign next to Course Section Proxy.

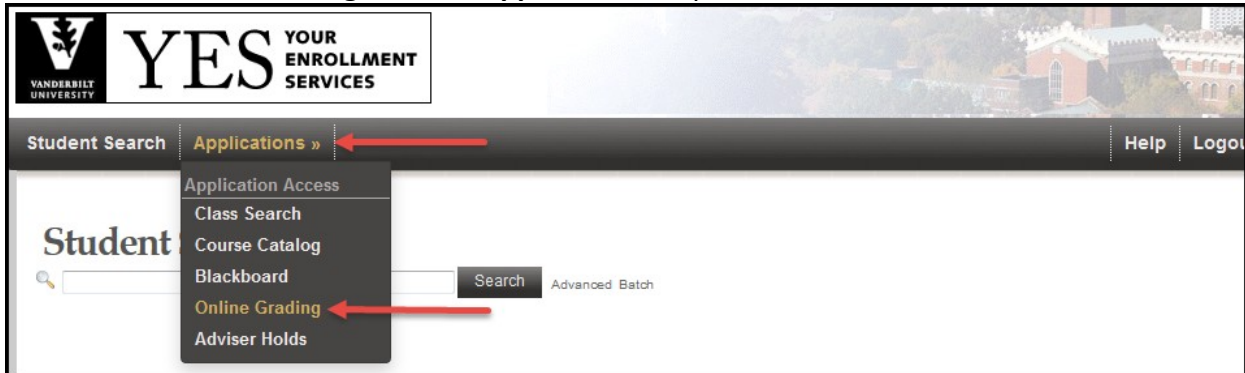3. You can search for an individual using their first and last name or VUnetID.

4. Choose the correct person and click **Assign.**
   - You will receive a confirmation message with your selection.
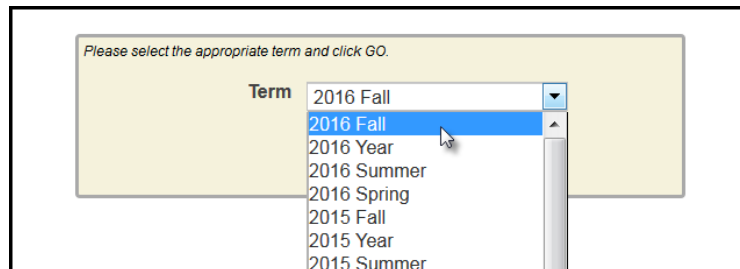   - The new proxy will now display.
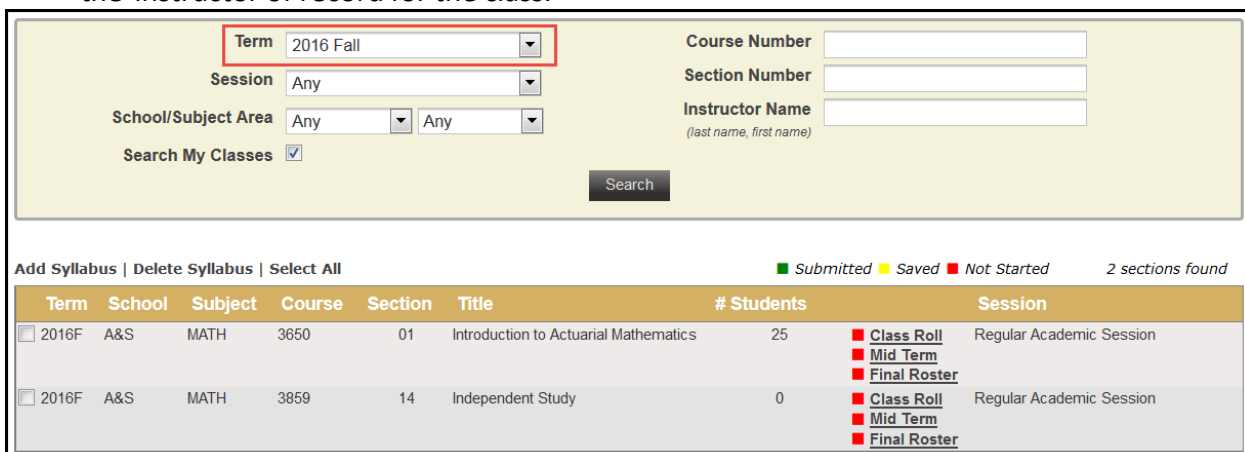
View Class Roll

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 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.

Add Syllabus | Delete Syllabus | Select All

■ Submitted ■ Saved ■ Not Started   2 sections found

Term	School	Subject	Course	Section	Title	# Students		Session
2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	■ Class Roll ■ Mid Term ■ Final Roster	Regular Academic Session
2016F	A&S	MATH	3859	14	Independent Study	0	■ Class Roll ■ Mid Term ■ Final Roster	Regular Academic Session

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

| 2016F | A&S | MATH | 3650 | 01 | Introduction to Actuarial Mathematics | 25 | ■ Class Roll ■ Mid Term ■ Final Roster | Regular Academic Session |
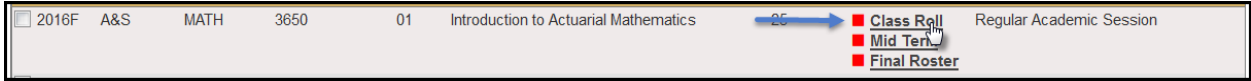
6. You should now see your class list information.

- 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: 05-14-2016

25 students enrolled.

	VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
◙ ✉			Junior	3.0	Undergrad	CS, ECON		MATH-3650-01	
◙ ✉			Junior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
◙ ✉			Senior	3.0	Undergrad	ECON		MATH-3650-01	
◙ ✉			Senior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
◙ ✉			Junior	3.0	Undergrad	CS		MATH-3650-01	

Download CSV

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.

◙ ✉		▼
◙ ✉	,Joe	▼
◙ ✉	Joseph M	▼

Online Grading User Guide
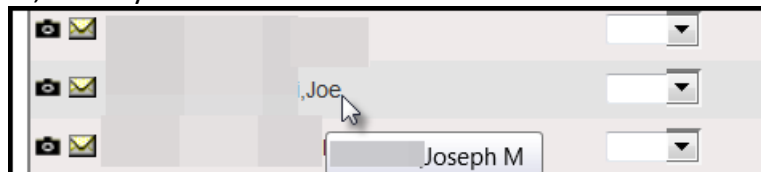
Submitting Class Roll Discrepancies

1. Log into YES (Your Enrollment Services) at 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.
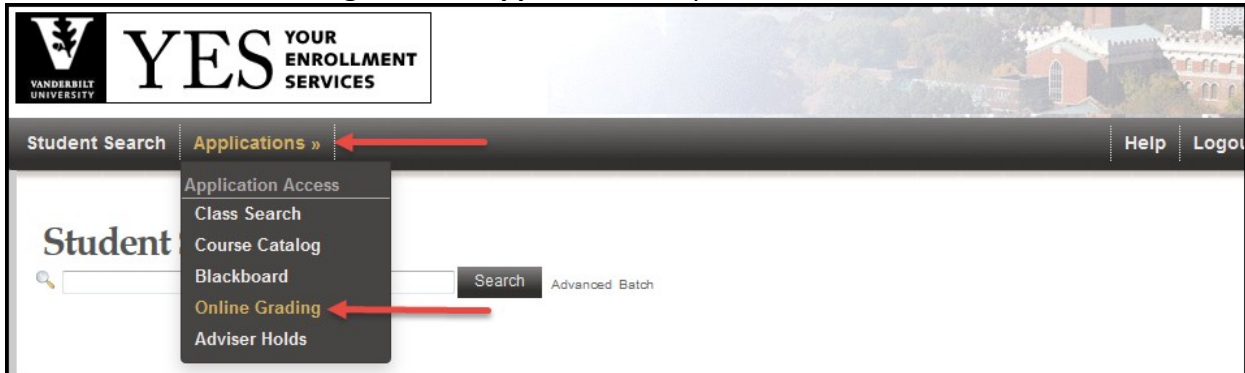
5. Click on the Class Roll link for each class for which the roster has not been submitted. (The box next the link indicates whether the roster has been submitted, saved, or not started.)
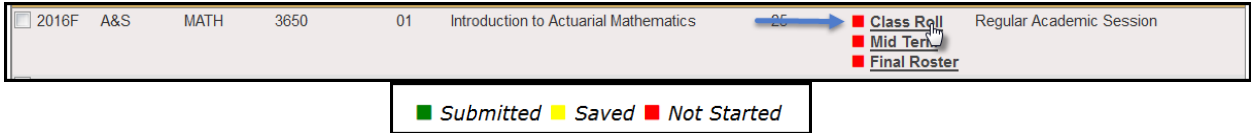
6. The due date is listed at the top of the roster.

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.
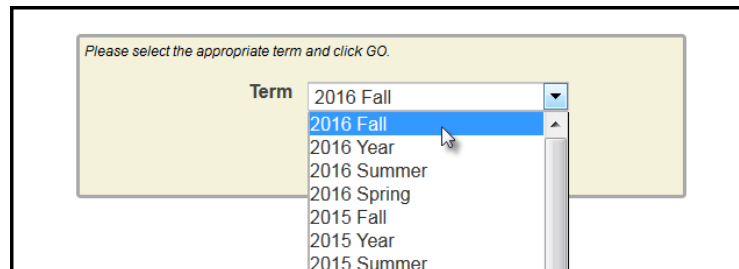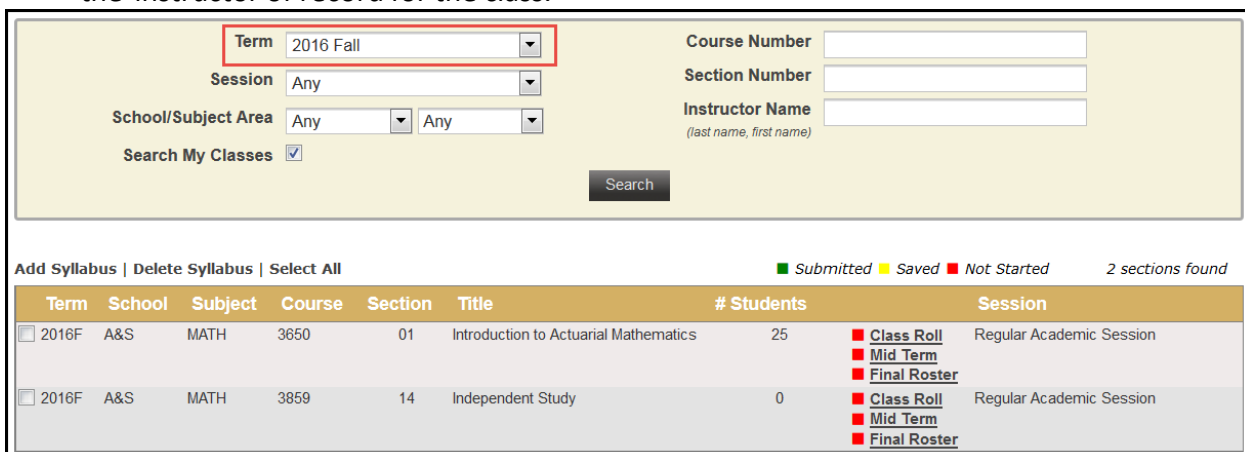

7. **For each class,** report discrepancies as follows:

   A. **No Discrepancy - Only students on the roster are attending.**

   i. Scroll to the bottom of the page.
   ii. Click Submit Class Roll.

   B. **Discrepancy - Students attending who are not on the class roster.**
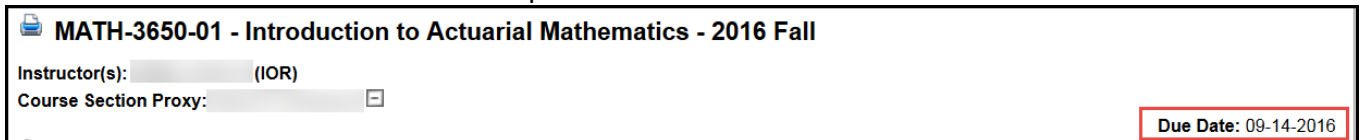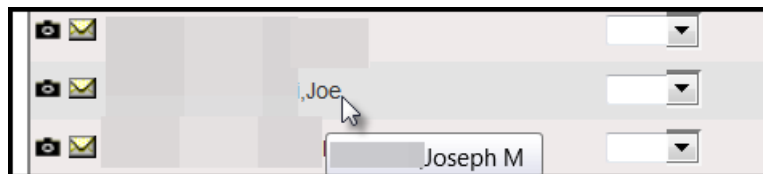
   i. Scroll to the bottom of the page.
   ii. Click Report Discrepancy.
   iii. **Obtain the student's VUnetID from the student.** Enter the VUnetID and select the type of discrepancy from the drop-down menu. To add additional students to the discrepancy list, repeat steps *ii.* and *iii.* until all have been reported.
   iv. Click Submit Class Roll.

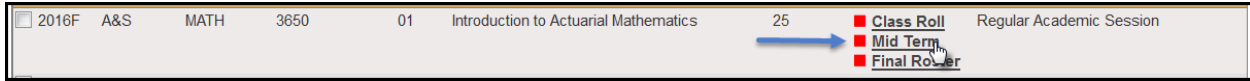   C. **Discrepancy - Students on the roster who are not attending.**

   i. Click the green dot to the left of the student's VUnetID. To add additional students to the discrepancy list, repeat until all have been reported.
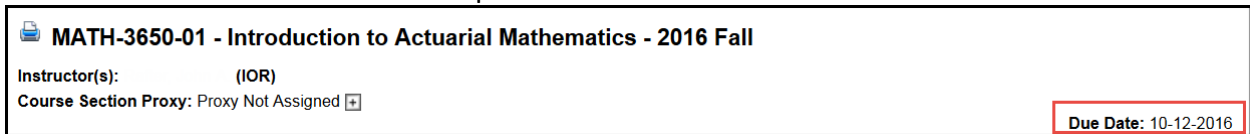   ii. Click Submit Class Roll at the bottom of the page.

Entering Mid Term Deficiencies

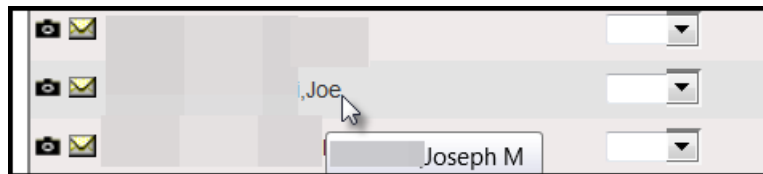1. In the Online Grading application, click on Mid Term for the appropriate section.

2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	■ Class Roll ■ Mid Term ■ Final Roster	Regular Academic Session

2. The due date is listed at the top of the roster.

MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall

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

Due Date: 10-12-2016

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. Select the appropriate action under Course Section Proxy.
   - 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.

Due Date: 10-12-2016

○ 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.

25 students enrolled.

	VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
				☐			3.0	Undergrad	MATH-3650-01	
				☐			3.0	Undergrad	MATH-3650-01	

4. Click **Save for Review** or **Submit Deficiencies**.
   - Once you click **Submit Deficiencies** you will receive a request for confirmation.
   - 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.

OK   Cancel

Mid Term Deficiencies have been submitted for this course.

Online Grading User Guide

Entering Final Grades

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

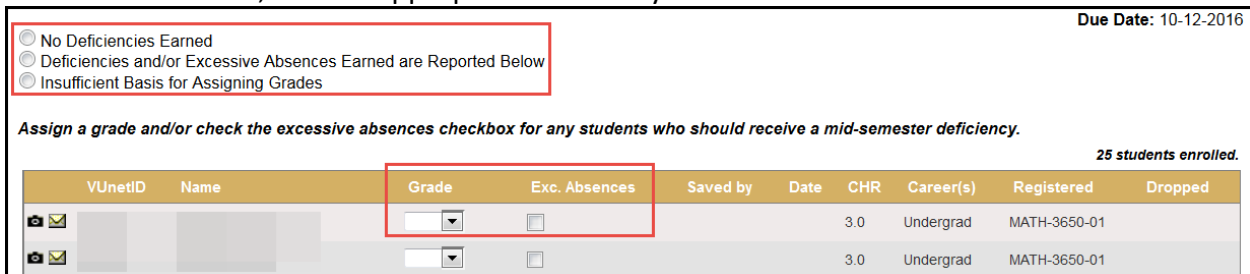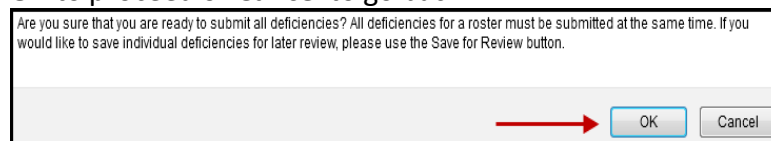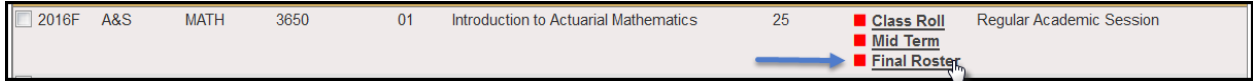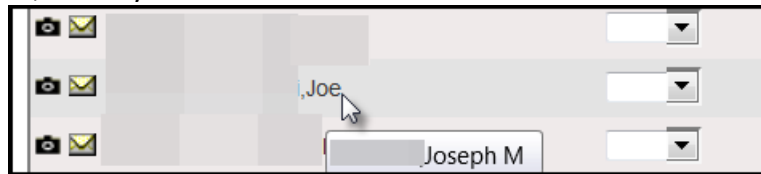- Grades can either be added individually or uploaded from a CSV file.

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.
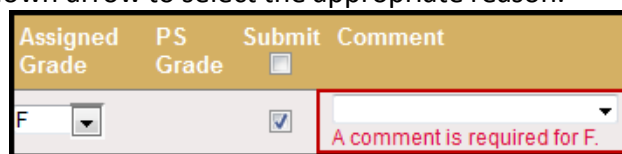

Entering final grades singly

1. 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.
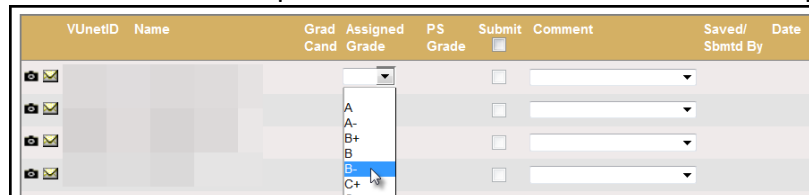
- A grade of "F" will require a comment in the Comment column. Click on the drop down arrow to select the appropriate reason.

- 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.
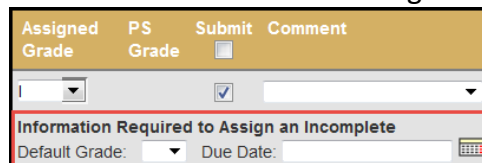

For questions about temporary grade policies, please contact your school's dean's office.

2. 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.
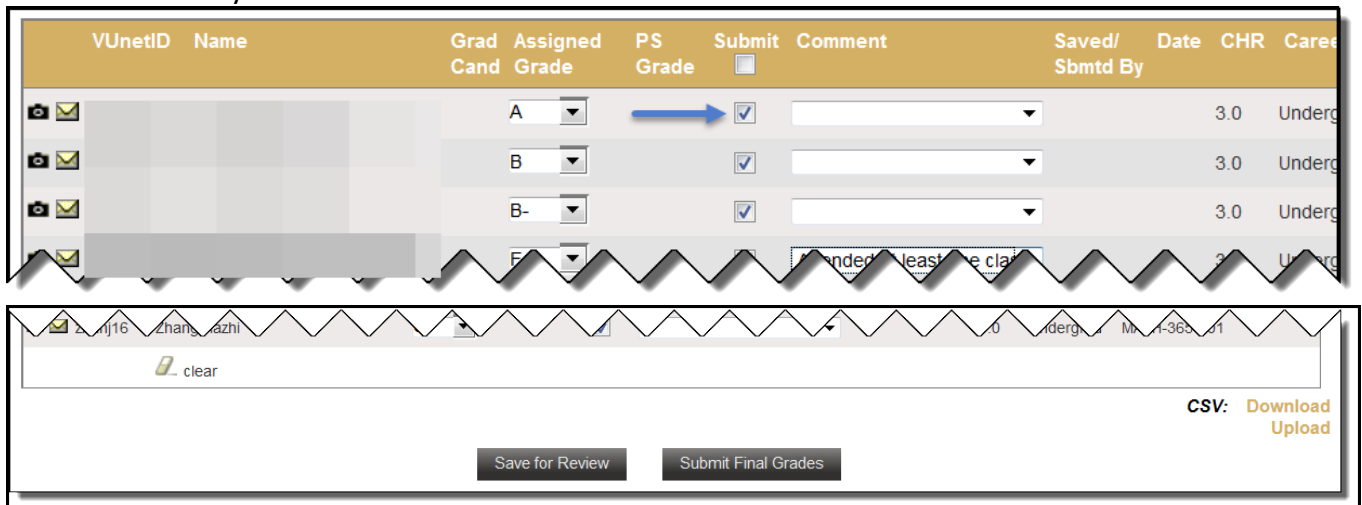
Entering final grades via a CSV file

1. On the Final Grade Roster page, click on Download next to CSV at the bottom right edge of the page.
   - Open the file with Microsoft Excel, which should be the default.
   - Enter the grades (A, B+, etc.) in the **Assigned Grade** column (column B). Grades cannot be more than two characters.
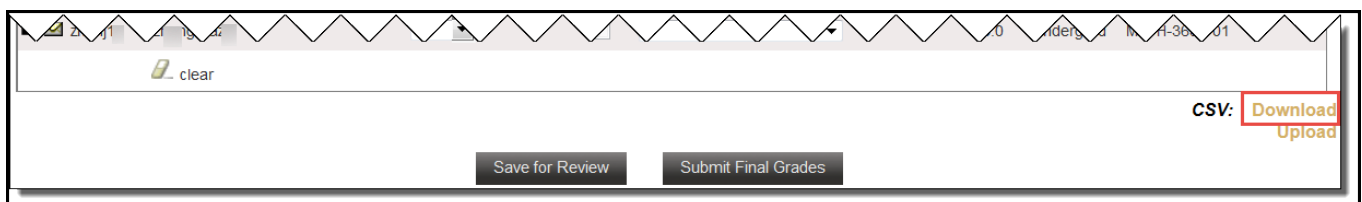
2. Use **File/Save as** to save the file to a secure location on your desktop.
   - Edit the file name as needed.
   - The Save As Type should be CSV (comma delimited).
   - Click **Save**. A message will appear asking if you want to save the file as a CSV file. Click yes.
     - **Note**: You will receive 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.

3. 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.
   - 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**.