Uploading a CSV File

Online Grading User Guide

A step by step guide to Online Grading navigation

VANDERBILT

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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.
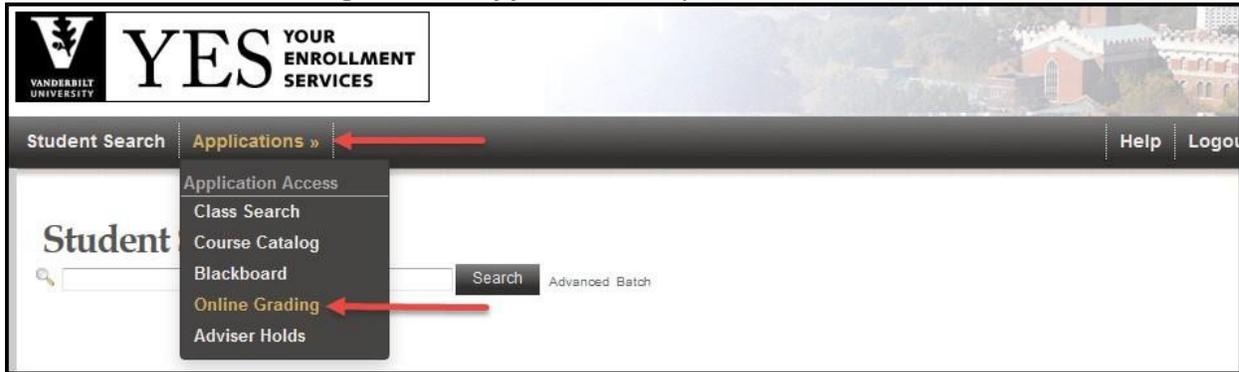
3. Select the appropriate term from the drop-down menu.
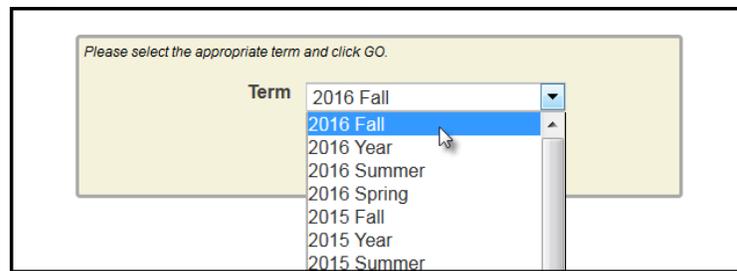
4. Confirm that all of your classes are displayed. If not, please contact your school's Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.

Uploading grades via CSV file

1. 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.
   - **NOTE:** Students are listed in alphabetical order by VUnetID (column A), rather than by last name/first name. Please be aware that other applications (e.g., Blackboard) may have other sorting orders.
   - Enter the grades (A, A-, etc.) in the **Assigned Grade** column (column B). Grades cannot be more than two characters.
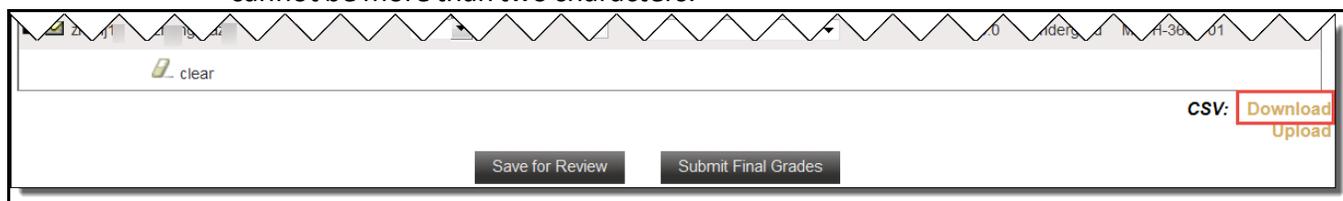
2. Use **File/Save as** to save the file to a secure location on your desktop.
   - Edit the file name as needed.
   - The Save As Type should be CSV (comma delimited).
   - Click **Save**. A message will appear asking if you want to save the file as a CSV file. Click yes.
     - **Note**: You will receive 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.
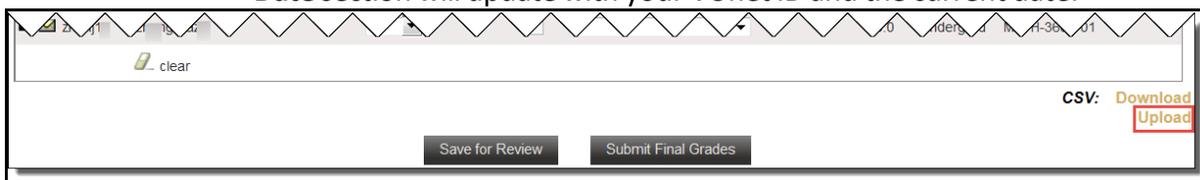
4. Click on **Submit Final Grades** to submit grades to the student records system. Be sure that you have flagged the grades that you want to submit with a checkmark prior to clicking on **Submit Final Grades** (available to the instructor of record only).

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