Uploading a CSV File Online Grading User Guide

A step by step guide to Online Grading navigation





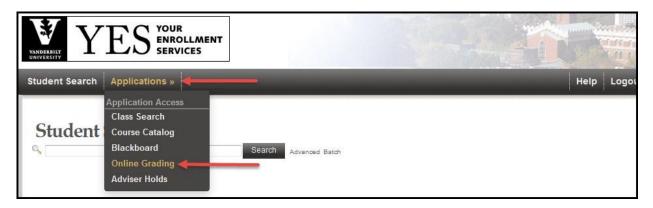
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View Courses by Term

- 1. Log into YES (Your Enrollment Services) <u>ves.vanderbilt.edu</u>.
- 2. Select Online Grading from the Applications drop-down list.



3. Select the appropriate term from the drop-down menu.

YES YES SERVICES	
Roster Search Applications »	Help Log
Please select the appropriate to	
	2015 Fall 2015 Year 2015 Summer
	2015 Spring 2014 Fail 2014 Year 2014 Summer 2014 Spring 2014 Spring

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.

	School	Tern Session /Subject Are:	Any	ring	y V		Course Number Section Number Instructor Name (last name, first name)			
				All	of your cours	es will be listed	here.			
							Subr	nitted 📒 Saved 📕 N	ot Started	3 sections found
Term						+	# Students			
2015S	A&S	ENGL	102W	06	Literature and	Analytical Thinkin	g 5	Class Roll Mid Term Final Roster	Regular Acaden	nic Session
2015S	A&S	ENGL	116W	09	Introduction to	Poetry	14	 <u>Class Roll</u> <u>Mid Term</u> <u>Final Roster</u> 	Regular Acaden	nic Session
2015S	A&S	ENGL	116W	11	Introduction to	Poetry	12	Class Roll Mid Term Final Roster	Regular Acaden	nic Session



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.
 - Enter the grades (A, A+, etc.) in the **Assigned Grade** column (column B). Grades cannot be more than two characters.

Class Roll Final Grade Roster OAK Image: Section Proxy: Proxy Not Assigned Image: 2013 Fall Ourse Section Proxy: Proxy Not Assigned Image: 2013 Fall												
					0 of 2 gr	ades submitted.					Graduation Due	e Date: N/A
VUnetID	Name		Assigned Grade	PS Grade		Comment	1	Saved/ Sbmtd By		R Career(s)	Registered	Dropped
۰ 🖂	Bullinstation		•				•		7.0	Graduate	BCHM-GS-379-02	
۵ 🖂	Woldstate Net		•				•		7.0	Graduate	BCHM-GS-379-02	
	🖉 clear											
											CSV:	Download Upload
				Save for I	Review	Submit Final G	Grades					Upioad

- 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**.

	Cla	iss Roll	Final Grade Roster	OAK											
	BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall														
			(IOR) Proxy: Proxy Not Assign	ed 🕂											
									1						e: 12-16-2013 Due Date: N/A
							0 of 2 g	rades submitted.						2 stud	dents enrolled.
					Assigned Grade					Saved/ Sbmtd By					Dropped
ø		1941	Religional (Tabai)		•				-		-	7.0	Graduate	BCHM-GS-379	-02
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		Class F	Final Grade Roster	OAK										-	
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			-GS-379-02 - Non-				h - 201	13 Fall							
	Instru	uctor(s)	: (IOR)												
	Cour	se Sect	ion Proxy: Proxy Not Assig	ned 🕂										Due Date: 12	2-16-2013
							0 of 2 g	rades submitted.					Gr	aduation Due	
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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	2 of 2 grades submitted. All grades have been submitted for this course.