



# Uploading a CSV File

---

## Online Grading User Guide

A step by step guide to Online Grading navigation



VANDERBILT

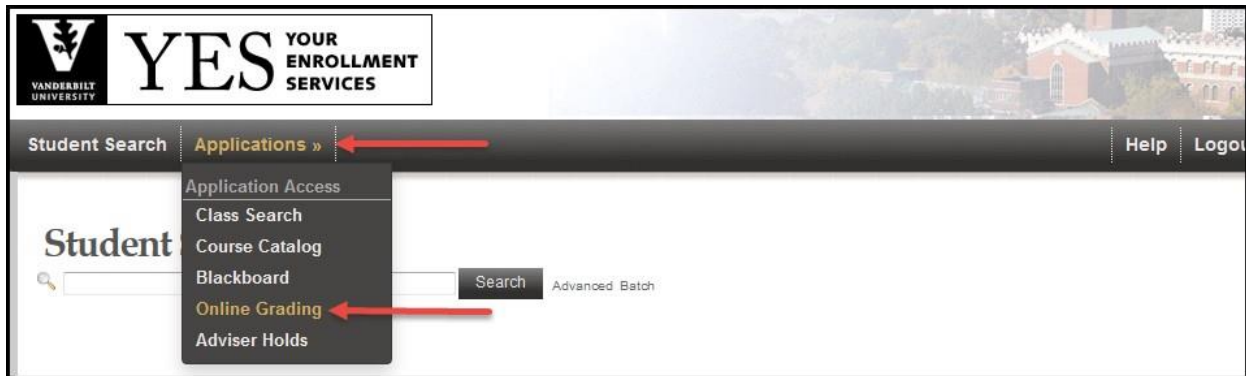


## Contents

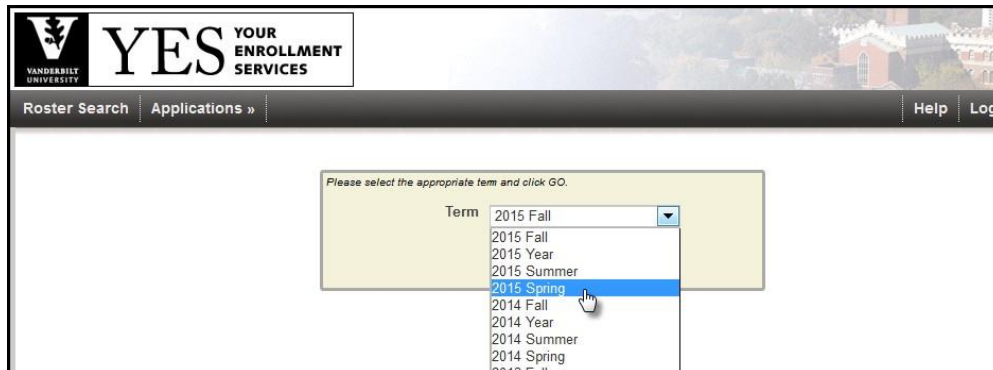
View Courses by Term .....	3
Uploading grades via CSV file .....	4

## View Courses by Term

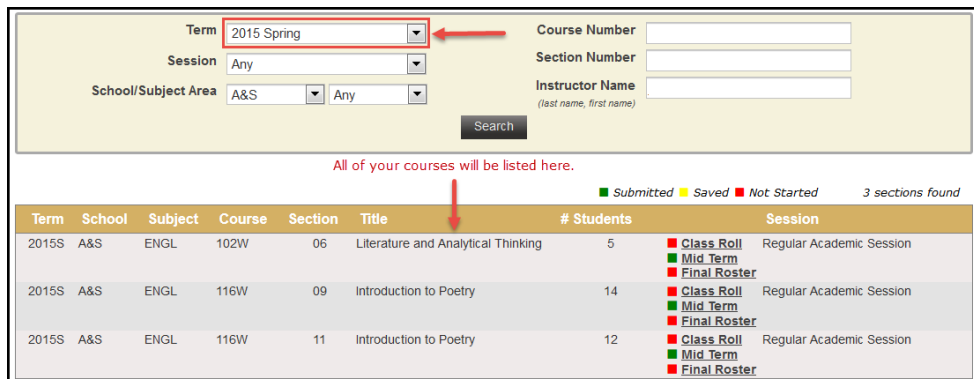
1. Log into YES (Your Enrollment Services) [yes.vanderbilt.edu](http://yes.vanderbilt.edu).
2. Select **Online Grading** from the **Applications** drop-down list.



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.





## 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

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

Instructor(s): [Name] (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/Sbmt By	Date	CHR	Career(s)	Registered	Dropped
[Icon]	[Name]	[Dropdown]	[Dropdown]	[Dropdown]	<input type="checkbox"/>	[Text]	[Dropdown]		7.0	Graduate	BCHM-GS-379-02	
[Icon]	[Name]	[Dropdown]	[Dropdown]	[Dropdown]	<input type="checkbox"/>	[Text]	[Dropdown]		7.0	Graduate	BCHM-GS-379-02	

clear

CSV: **Download**  
Upload

Save for Review Submit Final Grades

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/Sbmt By** and **Date** section will update with your VUNet ID and the current date.

# Online Grading User Guide - Uploading a CSV File



VANDERBILT

- 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): **William Green (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
	William Green				<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	
	William Green				<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	

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): **William Green (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
	William Green		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	
	William Green		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	

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

# Online Grading User Guide - Uploading a CSV File



VANDERBILT

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.**