



VANDERBILT UNIVERSITY
Office of the **UNIVERSITY REGISTRAR**

YES User Guide

Entering Final Grades- Singly

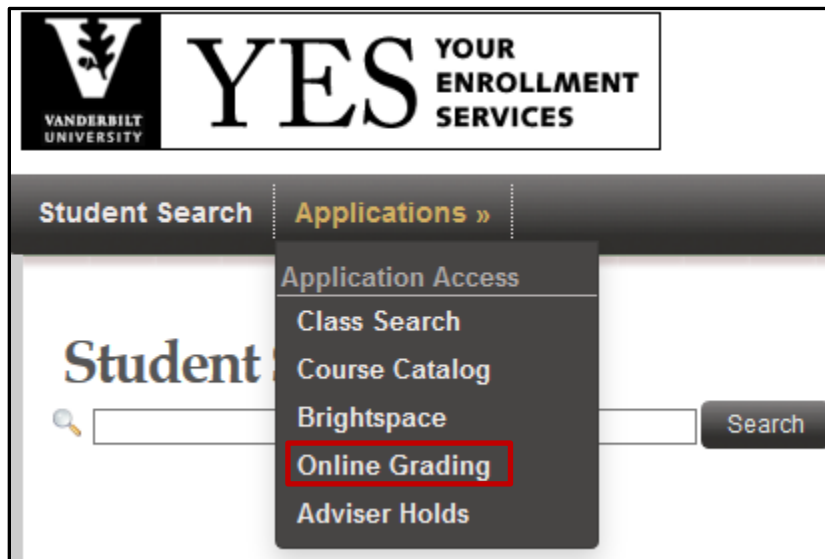
Entering Final Grades Singly is one of the options in how a faculty member can enter final grades. This function is available through the YES suit of applications and is under Online Grading.

Contents

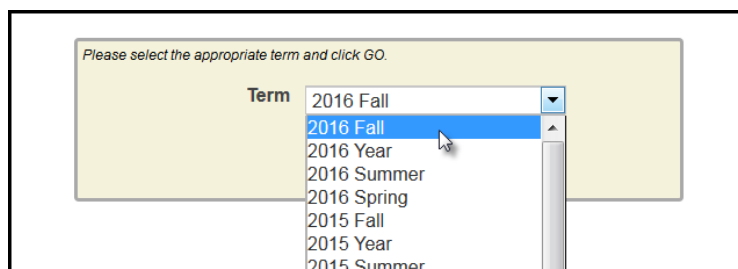
View Courses by Term	2
Entering Final Grades	3

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.

Term **2016 Fall**
 Session
 School/Subject Area
 Search My Classes

Course Number
 Section Number
 Instructor Name
(last name, first name)

[Add Syllabus](#) | [Delete Syllabus](#) | [Select All](#)

 Submitted Saved Not Started 2 sections found

Term	School	Subject	Course	Section	Title	# Students	Session	
<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster	Regular Academic Session
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster	Regular Academic Session

Entering Final Grades

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

<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input checked="" type="checkbox"/> Final Roster	Regular Academic Session
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2. The date that grading opens and the due date are listed at the top of the roster.

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

Instructor(s):

Course Section Proxy: Proxy Not Assigned

[Class Roll](#)
 [Mid Term](#)
 [Final Roster](#)

Grading Opens: 12-08-2016
Due Date: 12-19-2016
 Graduation Due Date: N/A

0 of 24 grades submitted

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.

	<input checked="" type="checkbox"/>					
	<input checked="" type="checkbox"/>		Joe			
	<input checked="" type="checkbox"/>		Joseph M			

3. 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.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit <input type="checkbox"/>	Comment	Saved/ Sbmted By	Date
			<input type="text"/>		<input type="checkbox"/>	<input type="text"/>		3
			A		<input type="checkbox"/>	<input type="text"/>		3
			A-		<input type="checkbox"/>	<input type="text"/>		3
			B+		<input type="checkbox"/>	<input type="text"/>		3
			B		<input type="checkbox"/>	<input type="text"/>		3
			B-		<input type="checkbox"/>	<input type="text"/>		3
			C+		<input type="checkbox"/>	<input type="text"/>		3

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

Assigned Grade	PS Grade	Submit <input type="checkbox"/>	Comment
F		<input checked="" type="checkbox"/>	<input type="text"/> <i>A comment is required for F.</i>

- 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.

Assigned Grade	PS Grade	Submit <input type="checkbox"/>	Comment
I		<input checked="" type="checkbox"/>	<input type="text"/>
Information Required to Assign an Incomplete			
Default Grade: <input type="text"/>		Due Date: <input type="text"/>	

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

4. 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.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit <input type="checkbox"/>	Comment	Saved/Sbmtd By	Date	CHR	Career
			A		<input checked="" type="checkbox"/>				3.0	Underg
			B		<input checked="" type="checkbox"/>				3.0	Underg
			B-		<input checked="" type="checkbox"/>				3.0	Underg
			F		<input checked="" type="checkbox"/>				3.0	Underg

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

Are you sure that you are ready to submit checked grades?
Once submitted, grade changes must be made with a
grade change form.

9 of 9 grades submitted.
All grades have been submitted for this course.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.