

Entering Final Grades Singly

YES User Guide

Entering Final Grades Singly is one of the options for entering final grades in the Online Grading application.
This function is available through the YES suite of applications.



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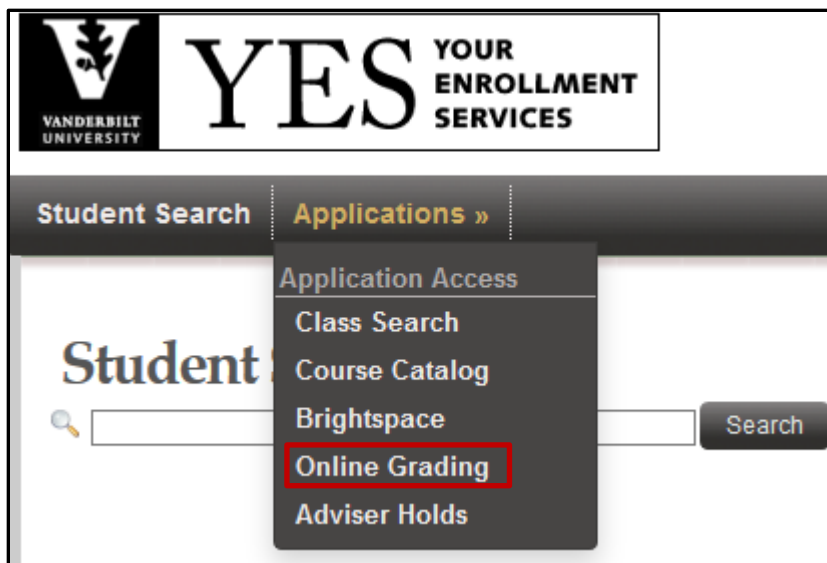
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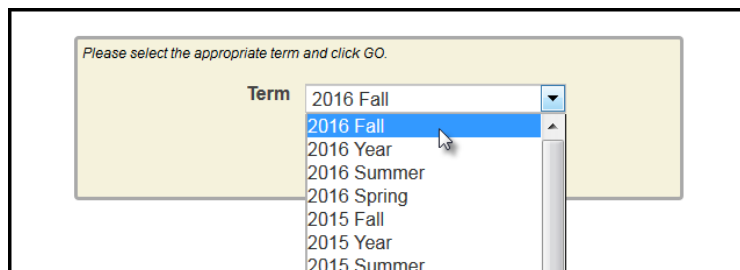
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View Courses by Term

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.

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Term: 2016 Fall

Course Number: []

Section Number: []

Instructor Name: []

Session: Any

School/Subject Area: Any Any

Search My Classes:

Search

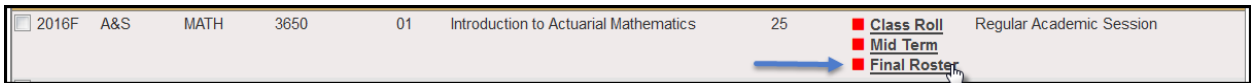
Add Syllabus | Delete Syllabus | Select All

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
<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

Entering Final Grades

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



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

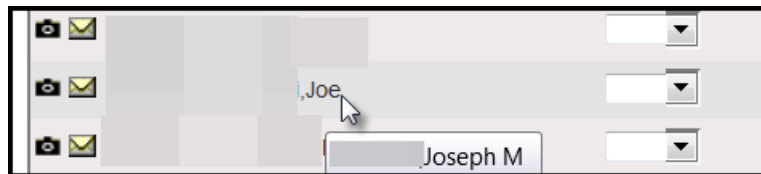
Instructor(s):

Course Section Proxy: Proxy Not Assigned

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.



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.

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VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit <input type="checkbox"/>	Comment	Saved/ Sbmtd 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 style="border: 2px solid red; color: red; font-size: small;" type="text"/> A comment is required for F.

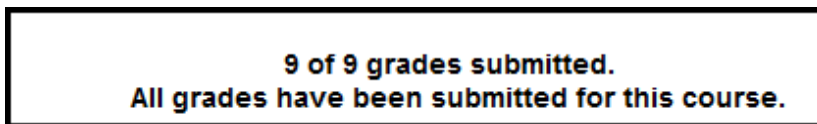
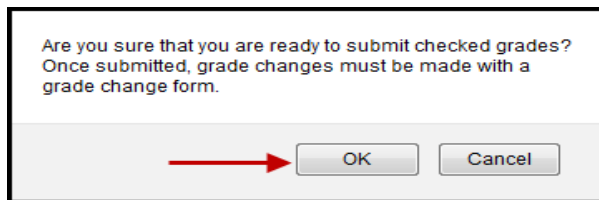
- After all grades have been entered, proof your entry for accuracy.
 - The submit box will automatically be checked after you enter the grade.
 - Click on **Save for Review** to only save grades within the grade entry period (they will not be submitted at this point).
 - Click on **Submit Final Grades** 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"/>	<input type="text"/>			3.0	Underg
			B		<input checked="" type="checkbox"/>	<input type="text"/>			3.0	Underg
			B-		<input checked="" type="checkbox"/>	<input type="text"/>			3.0	Underg
			F		<input checked="" type="checkbox"/>	<input style="border: 1px solid gray; color: gray; font-size: x-small;" type="text"/> A comment is required for F.				Underg

clear

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

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Temporary Grades – Graduate and Professional Students

Any temporary grade (I, M, MI) assigned to students in **Distance Learning Programs, Owen, Graduate School, Divinity, Peabody (professional programs), or Nursing** 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	Comment
I		<input checked="" type="checkbox"/>	
Information Required to Assign an Incomplete			
Default Grade:		Due Date:	

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

Temporary Grades – Undergraduate Students

Any temporary grade (I, M) assigned to **undergraduate** students will initiate a pop-up screen that will guide the user to the proper grade assignment.

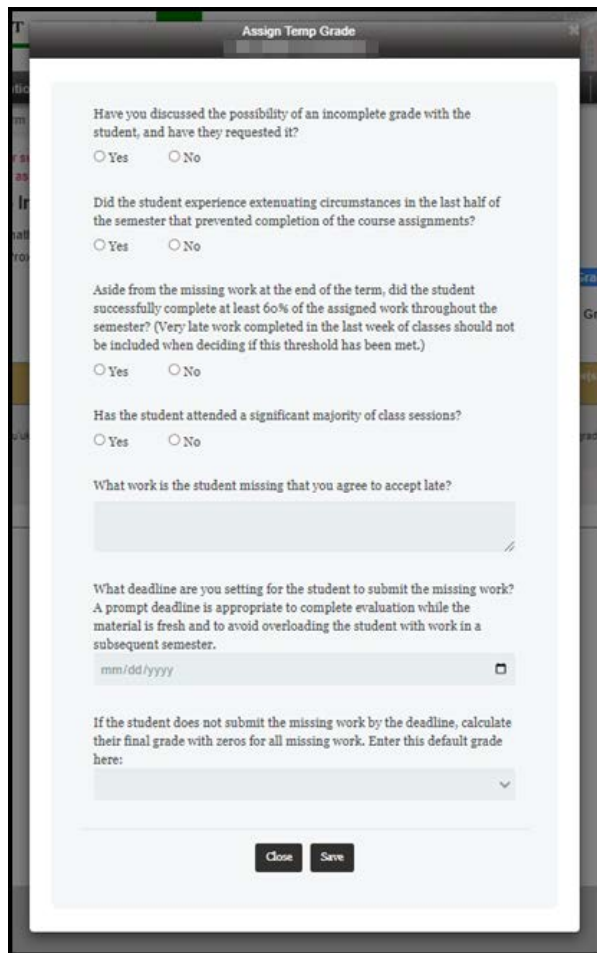
I – Incomplete

For a grade of Incomplete (I), the grader must answer “yes” to four questions pertaining to the student’s performance and engagement with the course. Any answer of “no” will give the grader more instruction as to how to proceed with the grade assignment.

Specific work required, a deadline, and a default grade are required. The deadline for submitting the work cannot be later than the end of the next regular term. If the final grade is not submitted to the Office of the University Registrar by 30 days after that deadline (via the Online Grading application; see “Temporary Grades – Changing the incomplete default grade” below), the default grade will become the student’s permanent grade.

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

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The screenshot shows a web form titled "Assign Temp Grade". It contains several questions with radio button options for "Yes" and "No".

1. "Have you discussed the possibility of an incomplete grade with the student, and have they requested it?"
 Yes No

2. "Did the student experience extenuating circumstances in the last half of the semester that prevented completion of the course assignments?"
 Yes No

3. "Aside from the missing work at the end of the term, did the student successfully complete at least 60% of the assigned work throughout the semester? (Very late work completed in the last week of classes should not be included when deciding if this threshold has been met.)"
 Yes No

4. "Has the student attended a significant majority of class sessions?"
 Yes No

5. "What work is the student missing that you agree to accept late?"
[Text input field]

6. "What deadline are you setting for the student to submit the missing work? A prompt deadline is appropriate to complete evaluation while the material is fresh and to avoid overloading the student with work in a subsequent semester."
mm/dd/yyyy [calendar icon]

7. "If the student does not submit the missing work by the deadline, calculate their final grade with zeros for all missing work. Enter this default grade here:"
[Dropdown menu]

At the bottom of the form are two buttons: "Close" and "Save".

M – Missed Final Exam

For a grade of Missed Final Exam (M), the grader must answer “yes” to three questions pertaining to the student’s performance and engagement with the course. Any answer of “no” will give the grader more instruction as to how to proceed with the grade assignment.

Specific work required, a deadline, and a default grade are required. The deadline for submitting the work cannot be later than the end of the next regular term. If the final grade is not submitted to the Office of the University Registrar by 30 days after that deadline (via the Online Grading application; see “Temporary Grades – Changing the incomplete default grade” below), the default grade will become the student’s permanent grade.

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Assign Temp Grade

Did the student promptly contact you with a reasonable explanation of why they missed the final exam or final evaluation?

Yes No

Could the student pass the course if the final exam/evaluation is successfully completed?

Yes No

Missed final exams/evaluations must be made up within the first ten days of the next regular semester. Will you or your designee be able to proctor and grade the makeup final exam/evaluation within this time?

Yes No

What deadline are you setting for the student to take the final exam/evaluation?

mm/dd/yyyy

If the student does not take the makeup exam/evaluation by the deadline, calculate their final grade with a final exam score of zero. Enter this default grade here:

▼

Close Save

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

Changing a Grade

If you need to change a grade after pressing submit, please see the Grade Change user guide [here](#).

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