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 suite of applications and is under Online Grading.

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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.

![Image of YES.YOUR ENROLLMENT SERVICES]

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

![Image of term selection]

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.
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.

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

• 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.

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.
Changing a Grade
Once a grade has been submitted, you will be able to change the grade in the Online Grading application for up to 13 months after the original submission. This option will not be available for students who have graduated or students who are in their final term. You will need to use the paper grade change form in these cases.

1. Log into the original grade roster.
2. If a grade can be changed, a green box will appear next to the grade.
3. Click on the green box to open the Grade Change Request.

4. Select a new grade from the drop-down menu.

5. Enter the reason for the request and click submit.
6. The request will be forwarded to your school’s Dean’s Office for review and approval. You will be notified if the change has been denied. Otherwise, the updated grade will appear in Online Grading once it has been approved and the student will receive a notification.

7. Once a change has been submitted, it can no longer be changed in Online Grading. You will need to use the paper grade change form.

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