



**VANDERBILT UNIVERSITY**  
Office of the **UNIVERSITY REGISTRAR**

## **YES User Guide**

### *Entering Final Grades- Singly*

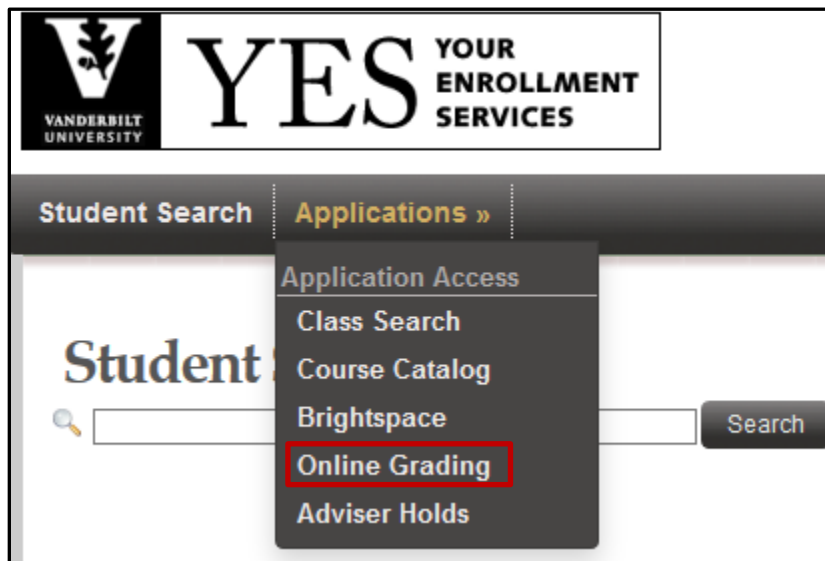
Entering Final Grades Singly is one of the options in how a faculty member can enter final grades. This function is available through the YES suit of applications and is under Online Grading.

## **Contents**

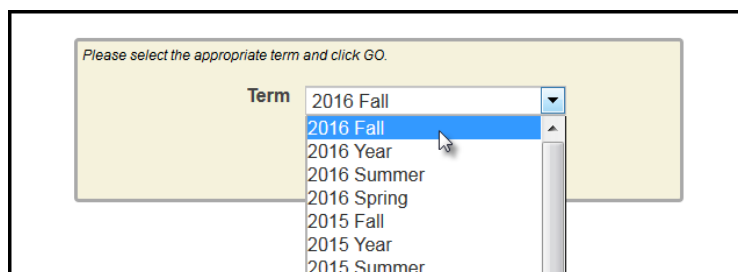
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## View Courses by Term

1. Log into YES (Your Enrollment Services) [yes.vanderbilt.edu](https://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"/> <b>Class Roll</b> <input type="checkbox"/> <b>Mid Term</b> <input type="checkbox"/> <b>Final Roster</b>	Regular Academic Session
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<input type="checkbox"/> <b>Class Roll</b> <input type="checkbox"/> <b>Mid Term</b> <input type="checkbox"/> <b>Final Roster</b>	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"/> <b>Class Roll</b> <input type="checkbox"/> <b>Mid Term</b> <input checked="" type="checkbox"/> <b>Final Roster</b>	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

**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 type="button" value="v"/>
	<input checked="" type="checkbox"/>		Joseph M			<input type="button" value="v"/>

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"/>

A comment is required for F.

- 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:  Due Date:

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	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							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.**

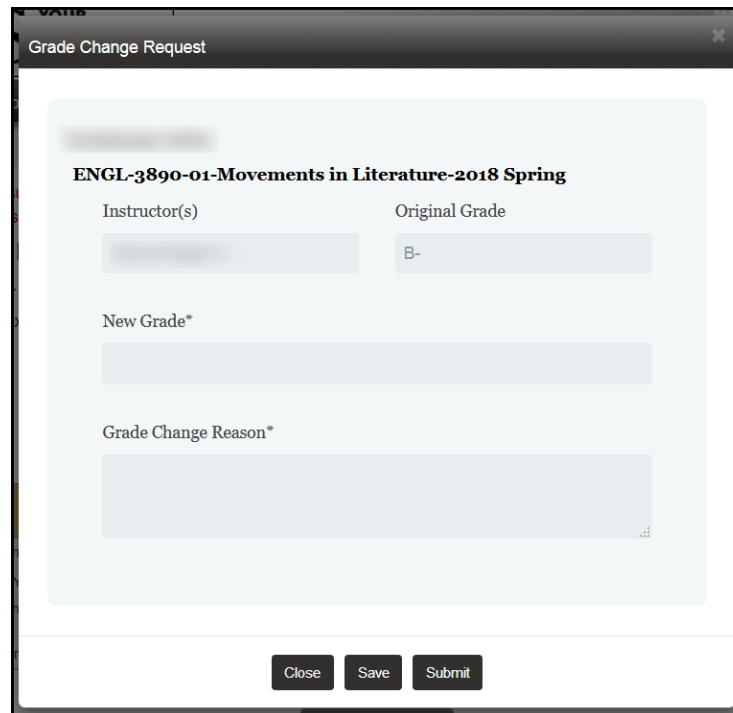
### Changing a Grade

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.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Comment
			A	<span style="background-color: green; color: green;">A</span>	
			B-	<span style="background-color: green; color: green;">B-</span>	
			Y A	A	
			B+	<span style="background-color: green; color: green;">B+</span>	

3. Click on the green box to open the Grade Change Request.

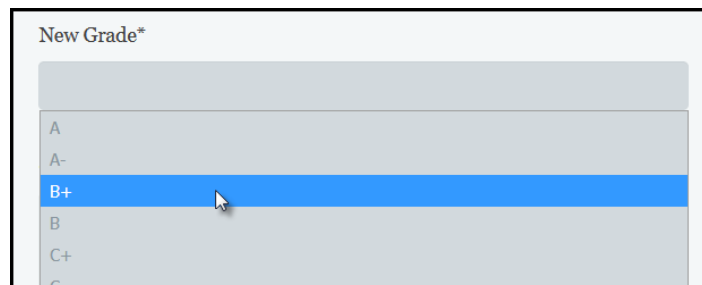


The screenshot shows a window titled "Grade Change Request" with a close button in the top right corner. The main content area is light gray and contains the following fields:

- ENGL-3890-01-Movements in Literature-2018 Spring**
- Instructor(s)**: A text input field with a blurred value.
- Original Grade**: A text input field containing "B-".
- New Grade\***: A dropdown menu that is currently closed.
- Grade Change Reason\***: A large text area for entering the reason.

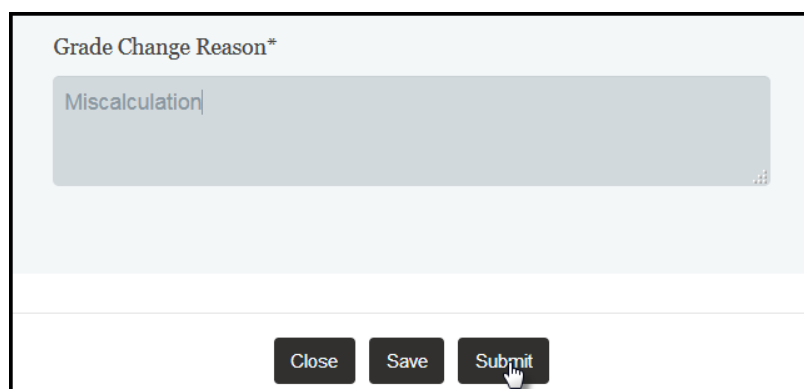
At the bottom of the form are three buttons: "Close", "Save", and "Submit".

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



This image is a close-up of the "New Grade\*" dropdown menu. The menu is open, showing a list of grade options: A, A-, B+, B, C+, and C. The "B+" option is highlighted in blue, and a mouse cursor is pointing at it.

5. Enter the reason for the request and click submit.



This image is a close-up of the "Grade Change Reason\*" text area. The text "Miscalculation" is entered into the field. At the bottom of the form are three buttons: "Close", "Save", and "Submit". A mouse cursor is clicking on the "Submit" button.

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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.