



# Graduate School

## Online Grading – Graduate School

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### YES User Guide

Online Grading allows faculty to view the class roll and securely submit student grades online. This user guide is intended for faculty teaching graduate students in graduate-level courses.

Online Grading is an online tool available through the YES suite of applications.

## Contents

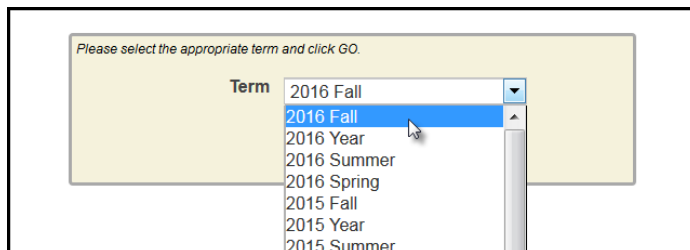
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## Logging In and Selecting a Term

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 your classes are displayed. If not, double-check the term. If still 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: 2023 Spring (highlighted with a red box)

Session: Any

School/Subject Area: Any

Search My Classes: ☒

Course Number:

Section Number:

Instructor Name (last name, first name):

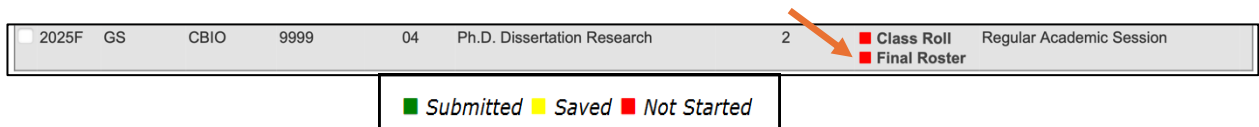
Search

Add Syllabus | Delete Syllabus | Select All Submitted Saved Not Started 3 sections found

Term	School	Subject	Course	Section	Title	# Students	Session
2023S	GS	CBIO	8315	01	Teaching Cell Biology	21	Class Roll Final Roster Regular Academic Session
2023S	GS	CBIO	8999	44	Non-Candidate Research	1	Class Roll Final Roster Regular Academic Session
2023S	GS	CBIO	9999	04	Ph.D. Dissertation Research	3	Class Roll Final Roster Regular Academic Session

## Entering Final Grades

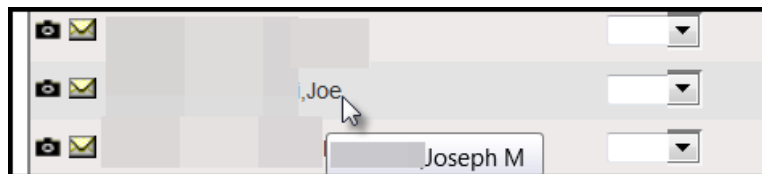
1. In the Online Grading application, click on Final Roster for the appropriate section.



**NOTE:** For cross-listed courses with a mixture of both graduate and non-graduate students, graduate students are listed with Graduate in the Career(s) column.



**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.



## Entering final grades individually

(see page 7 to enter via CSV file)

- 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. For graduate students in **graduate-level classes with letter grades**, passing grades range from A+ through C-.

A+	3.0	Under
A	3.0	Under
A-	3.0	Under
B+	3.0	Under
B	3.0	Under
B-	3.0	Under
C+	3.0	Under
C	3.0	Under
C-	3.0	Under
F	3.0	Under
I	3.0	Under
PI	3.0	Gradu

- A failing grade is an F, which will require a comment in the Comment column (Attended at least one class/Never attended), along with a date of last participation. Click on the drop-down arrow to select the appropriate reason.

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

- For graduate students in **classes without letter grades** (including all research classes), the grade choices are
  - I** - Incomplete (see temporary grades, below)
  - LP** - Low Pass (work is below expectations but still earns credit)
  - PI** - Permanent Incomplete (reserved for students who have left the program; does not earn credit)
  - S** - Satisfactory
  - U** - Unsatisfactory (work is below expectations; does not earn credit)

2 students enrolled.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
			I		<input type="checkbox"/>				0.0	Graduate	CBIO-9999-04	
			LP		<input type="checkbox"/>				0.0	Graduate	CBIO-9999-04	

clear

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

[Save for Review](#) [Submit Final Grades](#)

## Entering temporary grades

A temporary grade (I - Incomplete) assigned to graduate students will require (1) a default grade to be assigned automatically if the Incomplete is not resolved by the Instructor, and (2) a due date by which the Instructor must resolve the Incomplete. The due date cannot be later than the end of the next regular term (e.g., for an incomplete assigned in Spring 2026, the date cannot be later than the last day of Fall 2026 term). Starting in November 2025, the default grade will be visible to the student and administrators. See page 8 for instructions on entering the final grade to resolve the Incomplete (I) after the student has completed the missing work.

Assigned Grade	P/S Grade	Submit	Comment
I		<input checked="" type="checkbox"/>	

**Information Required to Assign an Incomplete**

Default Grade: ▼ Due Date:

**NOTE from the Graduate School:** There are specific concerns with awarding an Incomplete (I) in a research class if the student will take research for credit next semester. It is instead recommended to give a LP or U for research and to start next semester's research with a clean slate. If assigning an Incomplete, the student should be given written expectations to make clear what missing work must be completed to resolve the Incomplete, and how that work is different from next semester's research work.

## Submitting final grades

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 save grades but not submit them.
- 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.
- You have not officially submitted your grades until you click the **Submit Final Grades** button.

## Entering final grades via a CSV file

1. On the Final Grade Roster page, click on **Download** next to CSV at the bottom right edge of the page.

- Open the file with Microsoft Excel, which should be the default.
  - Enter the grades (A, B+, etc.) in the Assigned Grade column (column B). Grades cannot be more than two characters.
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 VUnetID.











- 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/Submitted By and Date section will update with your VUNetID and the current date.
- 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**.
- For any temporary grades assigned, you will be prompted to enter additional information (see above).
- You have not officially submitted your grades until you click the **Submit Final Grades** button.

## Temporary Grades – Assigning the final grade at a later date

Once an Incomplete (I) is submitted, instructors may assign the final grade until 30 days after the due date indicated when the Incomplete was assigned. All changes will be routed automatically to the student's record for posting. 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. Temporary grades that are left unchanged for more than 30 days after the established due date will be changed to the default grade indicated by the instructor without further approval or review.

1. Log into Online Grading and select Final Grade Roster.
2. If a grade can be changed, a green box will appear next to the grade. Click on the green box to open the Grade Change Request.



VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
 						
 						
 			Y			
 			I		I	Attended at least one class
<b>Information Required to Assign an Incomplete</b> Default Grade: A Due Date: 04/16/2022 <b>Participation Information</b> Last Participation Date: <input type="text" value="04/13/2022"/> 						

3. Select a new grade from the drop-down menu.
4. Include a Grade Change Reason and click Submit.

Grade Change Request

HART-2362-01-Fifteenth-Century Northern European Art-2022 Spring

Instructor(s)

Original Grade

New Grade\*

B+

Grade Change Reason

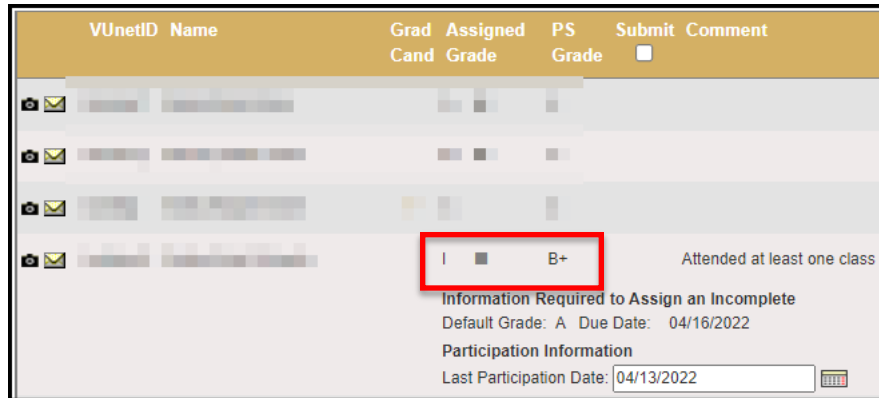
Student submitted final project

Close

Save

Submit

5. The request will be routed for immediate processing and the updated grade will appear in the Online Grading application. Please give Online Grading a few minutes to update.



VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
[icon]	[blurred]		I		<input type="checkbox"/>	
[icon]	[blurred]					
[icon]	[blurred]					
[icon]	[blurred]					

Information Required to Assign an Incomplete  
Default Grade: A Due Date: 04/16/2022  
Participation Information  
Last Participation Date: 04/13/2022

6. 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.

## What To Do If You Cannot Log In

1. Make sure you are using your VUnetID credentials (not VUMC) to log in, with your most recent password.
2. Try entering YES from the OneVU portal. Navigate to <https://onevu.vanderbilt.edu> then log in. Search for YES in the search bar.
3. If your VUnetID credentials are not working, contact VUIT at <https://it.vanderbilt.edu/faculty-staff/> or 615-322-7311.

**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 with Online Grading.**

**Please contact the Graduate School if you have questions about grading policies for graduate students.**