



Online Grading

YES User Guide

Online Grading is an online tool that allows faculty to view the class roll, midterm deficiencies, and the final roster. Online Grading is available through the YES suite of applications.

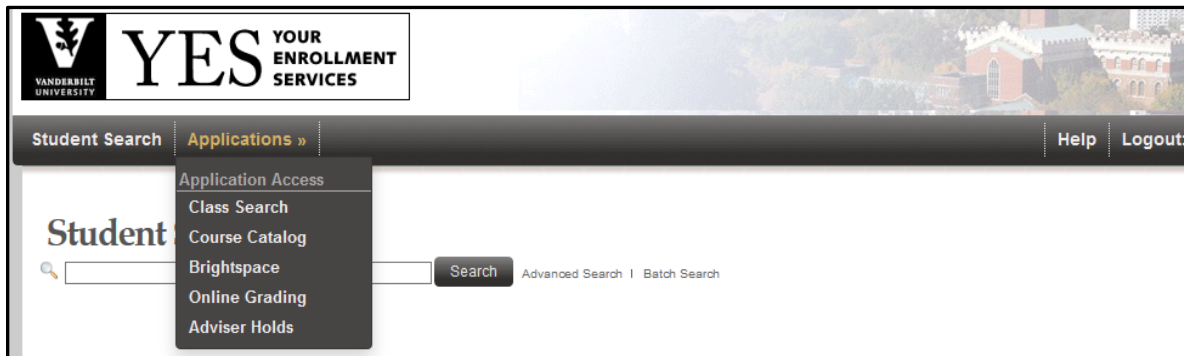


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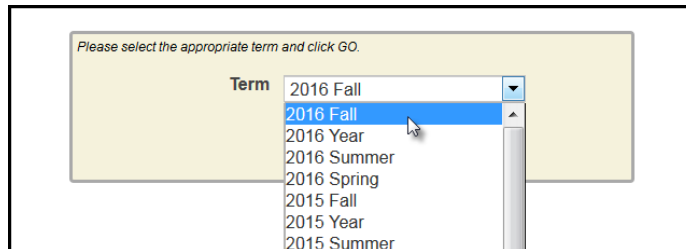
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Logging In and Selecting a Term

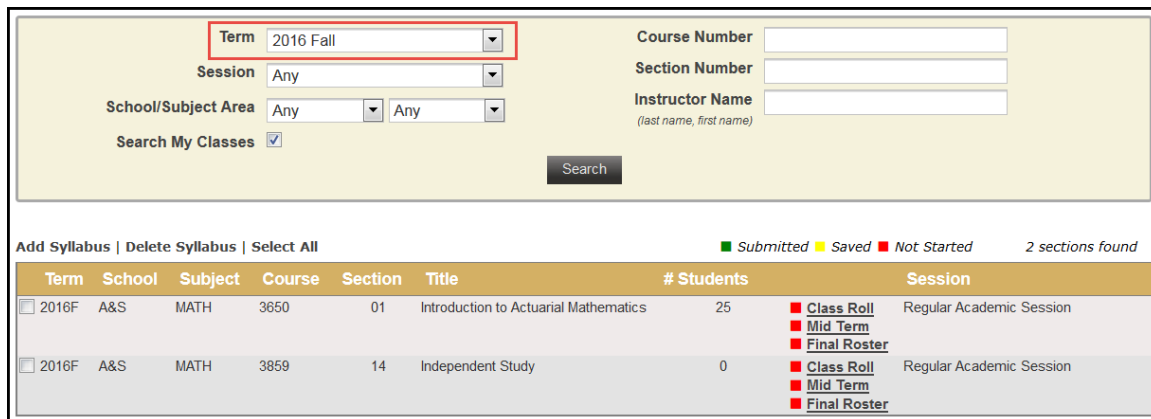
1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.



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

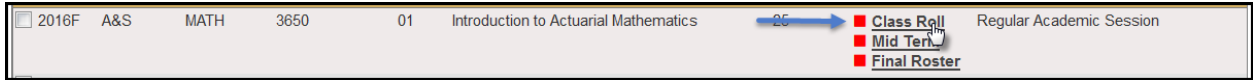


4. Confirm that all of your classes are displayed. If not, please contact your school's Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.

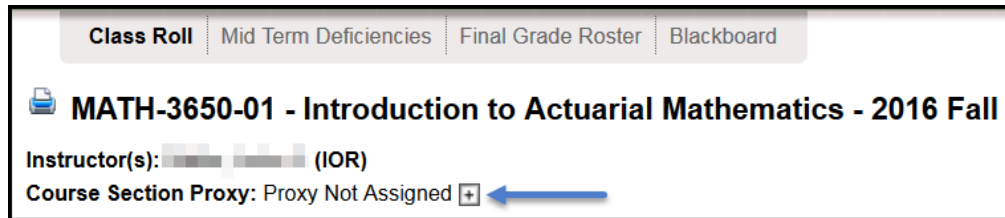


Adding a Course Section Proxy

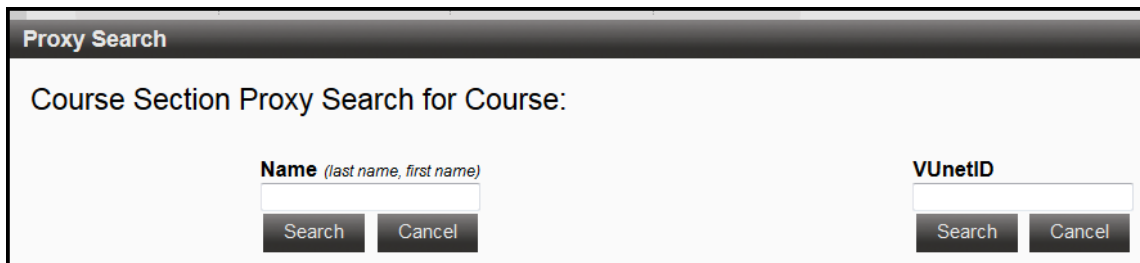
1. In the **Online Grading Application**, navigate to the class for which you want to add a proxy and click on **Class Roll**.



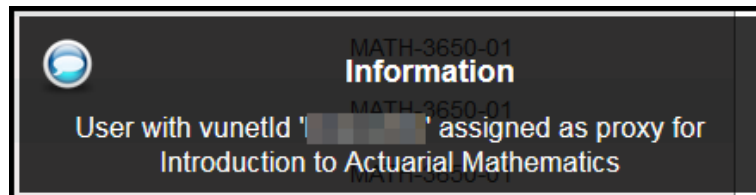
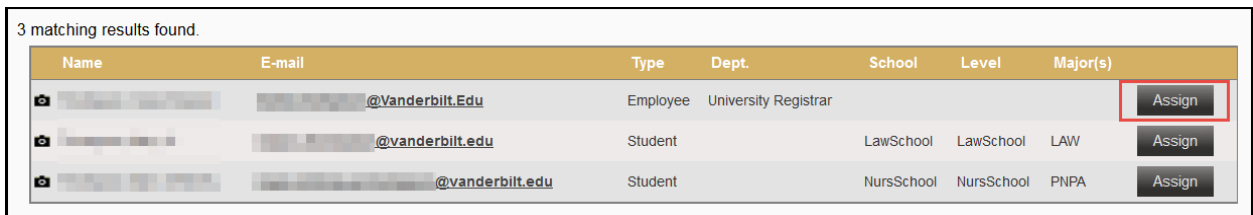
2. Select the plus sign next to Course Section Proxy.





3. You can search for an individual using their first and last name or VUNetID.



4. Choose the correct person and click **Assign**.
 - You will receive a confirmation message with your selection.
 - The new proxy will now display.




 **MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall**
Instructor(s): Rafter, John A. (IOR)
Course Section Proxy:
 [View Class Photos](#)


Viewing the Class Roll





1. Navigate to the class that you want to view and click **Class Roll**.

2016F A&S MATH 3650 01 Introduction to Actuarial Mathematics 20 Class Roll Mid Term Final Roster Regular Academic Session

2. You should now see your class list information.




- You can view class photos by clicking on  [View Class Photos](#).
- Click [Download CSV](#) to download the roster to an Excel file.

 [View Class Photos](#)25 students enrolled.

VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
		Junior	3.0	Undergrad	CS, ECON		MATH-3650-01	
		Junior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
		Senior	3.0	Undergrad	ECON		MATH-3650-01	
		Senior	3.0	Undergrad	ECON, MATH/Standard		MATH-3650-01	
		Junior	3.0	Undergrad	CS		MATH-3650-01	


[Download CSV](#)

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.












								
								
								

Hovering over the name "Joe" reveals a tooltip showing the full name: "Joseph M".


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NOTE: If a student submits a pronoun, it will be viewable next to their VUnetID. To see the pronouns, hover your mouse over the blue icon .






38 students enrolled.

VUnetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
  	[Redacted]	Senior	3.0	Undergrad	ECON		ECON-3230-01	
   	[Redacted]	Senior	3.0	Undergrad	ECON, PSCI		ECON-3230-01	
   He/Him/His p	[Redacted]	Senior	3.0	Undergrad	ECON	MSCS	ECON-3230-01	
  	[Redacted]	Senior	3.0	Undergrad	ECON	FNEC, MSCS	ECON-3230-01	

Pronoun information is also available via Class Photos.

Course: Urban Economics 


Instructor(s): _____ **Term:** 2018S
Class: Economics 3230-01 **Enrollment:** 38

He/Him/His


Submitting Class Roll Discrepancies

1. Click on the **Class Roll** link for each class for which the roster has not been submitted. (The box next the link indicates whether the roster has been submitted, saved, or not started.)

<input type="checkbox"/> 2016F A&S MATH 3650 01 Introduction to Actuarial Mathematics 26 	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster	Regular Academic Session
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■ Submitted ■ Saved ■ Not Started

2. The due date is listed at the top of the roster.

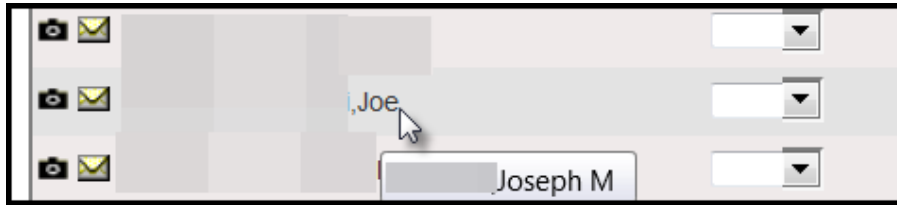
 **MATH-3650-01 - Introduction to Actuarial Mathematics - 2016 Fall**

Instructor(s): _____ (IOR)
 Course Section Proxy: _____

Due Date: 09-14-2016

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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. For each class, report discrepancies as follows:

A. No Discrepancy - Only students on the roster are attending.

- i. Scroll to the bottom of the page.
- ii. Click **Submit Class Roll**.

B. Discrepancy - Students attending who are not on the class roster.

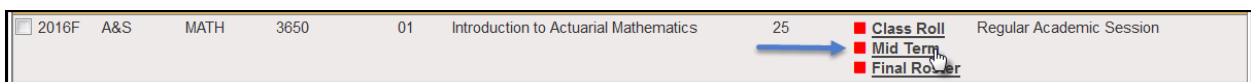
- i. Scroll to the bottom of the page.
- ii. Click **Report Discrepancy**.
- iii. **Obtain the student's VUnetID from the student.** Enter the VUnetID and select the type of discrepancy from the drop-down menu. To add additional students to the discrepancy list, repeat steps *ii.* and *iii.* until all have been reported.
- iv. Click **Submit Class Roll**.

C. Discrepancy - Students on the roster who are not attending.

- i. Click the green dot to the left of the student's VUnetID. To add additional students to the discrepancy list, repeat until all have been reported.
- ii. Click **Submit Class Roll** at the bottom of the page.


Entering Mid Term Deficiencies


1. In the Online Grading application, click on **Mid Term** for the appropriate section.



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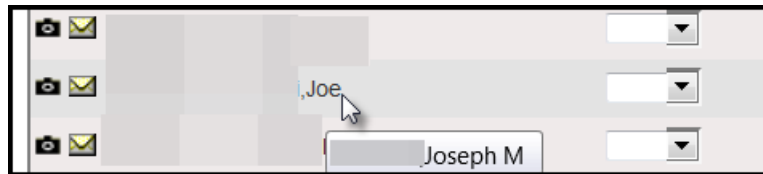
- The due date is listed at the top of the roster.

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

Instructor(s): (IOR)
Course Section Proxy: Proxy Not Assigned 

Due Date: 10-12-2016

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.





- Select the appropriate action under Course Section Proxy.
 - If you select No Deficiencies Earned or Insufficient Basis for Assigning Grades the Grade and Exc. Absences section will be grayed out.
 - If you select Deficiencies and/or Excessive Absences Earned are Reported Below, add the appropriate deficiency.

No Deficiencies Earned
 Deficiencies and/or Excessive Absences Earned are Reported Below
 Insufficient Basis for Assigning Grades

Due Date: 10-12-2016


Assign a grade and/or check the excessive absences checkbox for any students who should receive a mid-semester deficiency.

25 students enrolled.

VUnetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
		<input type="text"/>	<input type="checkbox"/>			3.0	Undergrad	MATH-3650-01	
		<input type="text"/>	<input type="checkbox"/>			3.0	Undergrad	MATH-3650-01	

- Click **Save for Review** or **Submit Deficiencies**.
 - Once you click **Submit Deficiencies** you will receive a request for confirmation.
 - Click **OK** to proceed or **Cancel** to go back.

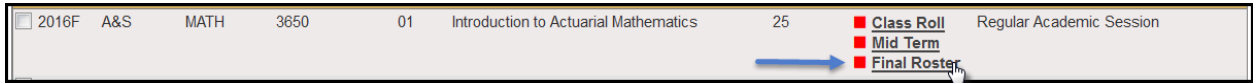
Are you sure that you are ready to submit all deficiencies? All deficiencies for a roster must be submitted at the same time. If you would like to save individual deficiencies for later review, please use the Save for Review button.



Mid Term Deficiencies have been submitted for this course.

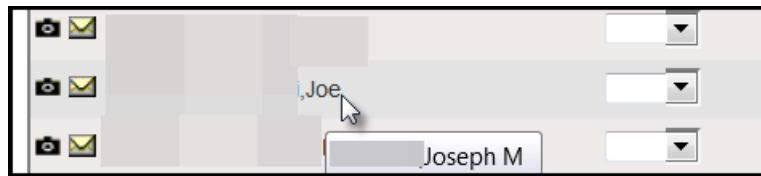
Entering Final Grades

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



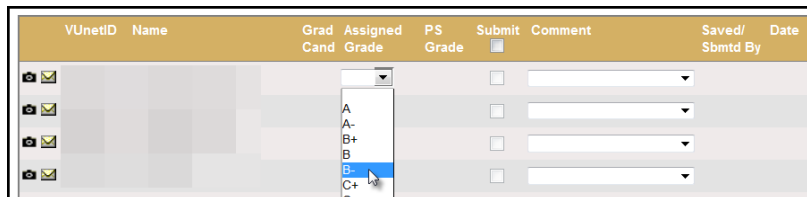
- Grades can either be added individually or uploaded from a CSV file.

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.

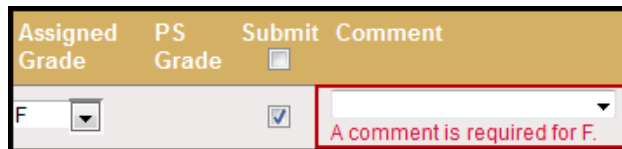


Entering final grades individually

1. 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.



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2. 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 Assigned Cand Grade	PS Grade	Submit	Comment	Saved/Sbmted 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"/>	ended least the clas				Underg

clear

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

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

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.

Assign Temp Grade

Have you discussed the possibility of an incomplete grade with the student, and have they requested it?

Yes No

Did the student experience extenuating circumstances in the last half of the semester that prevented completion of the course assignments?

Yes No

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

Has the student attended a significant majority of class sessions?

Yes No

What work is the student missing that you agree to accept late?

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

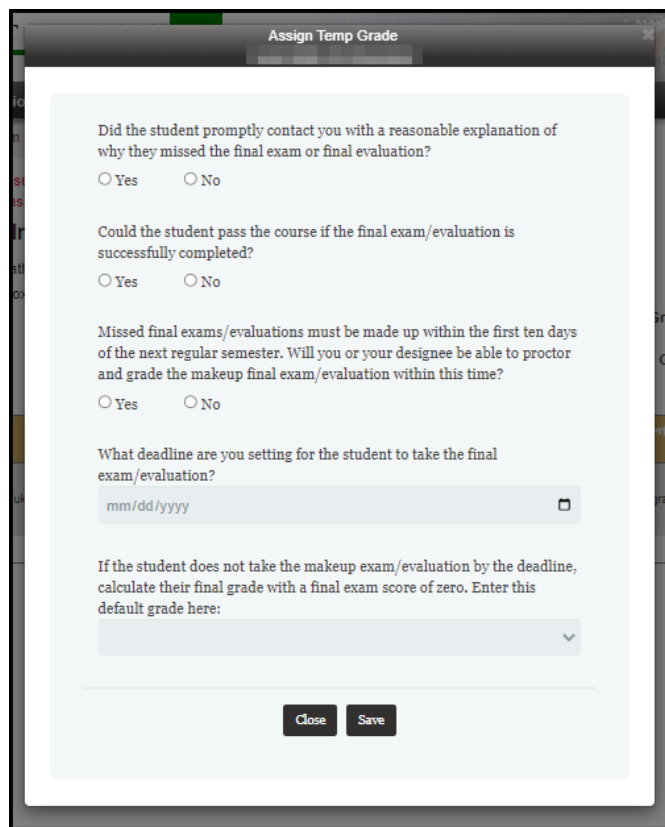
If the student does not submit the missing work by the deadline, calculate their final grade with zeros for all missing work. Enter this default grade here:

Close 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.



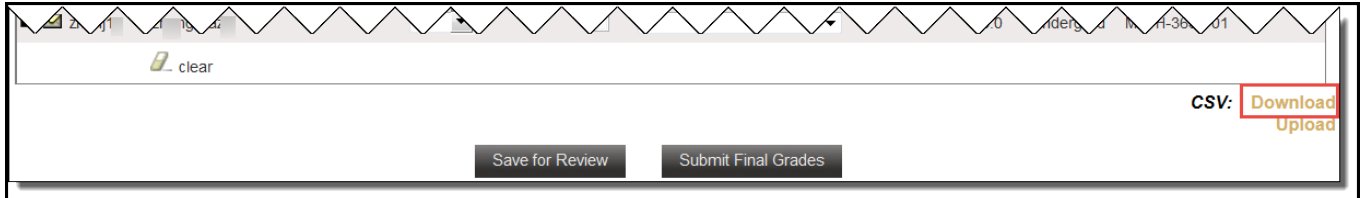
The screenshot shows a dialog box titled "Assign Temp Grade". It contains the following elements:

- Question 1: "Did the student promptly contact you with a reasonable explanation of why they missed the final exam or final evaluation?" with radio buttons for "Yes" and "No".
- Question 2: "Could the student pass the course if the final exam/evaluation is successfully completed?" with radio buttons for "Yes" and "No".
- Question 3: "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?" with radio buttons for "Yes" and "No".
- Question 4: "What deadline are you setting for the student to take the final exam/evaluation?" followed by a date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Question 5: "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:" followed by a dropdown menu.
- Buttons: "Close" and "Save" at the bottom.

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

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.

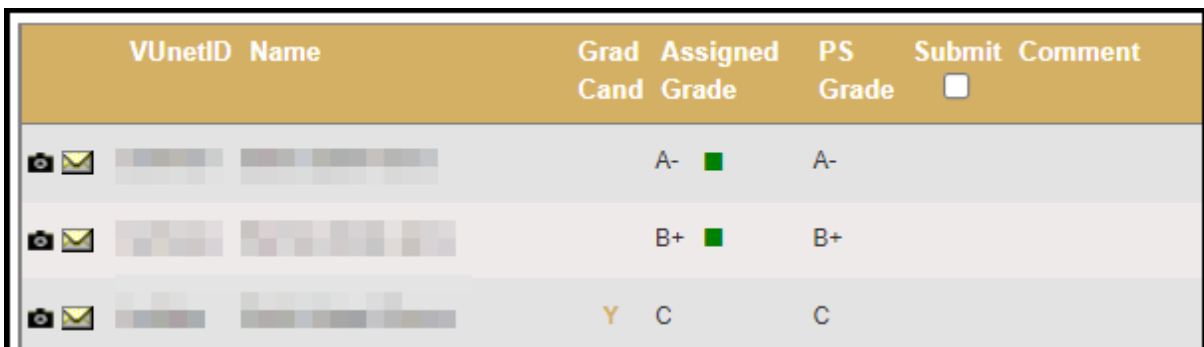










2. Use File/Save as to save the file to a secure location on your desktop.
 - Edit the file name as needed.
 - The Save As Type should be CSV (comma delimited).
 - Click **Save**. A message will appear asking if you want to save the file as a CSV file. Click yes.
 - **Note:** You will receive an additional 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).

Changing a Grade – Transcription and computational error

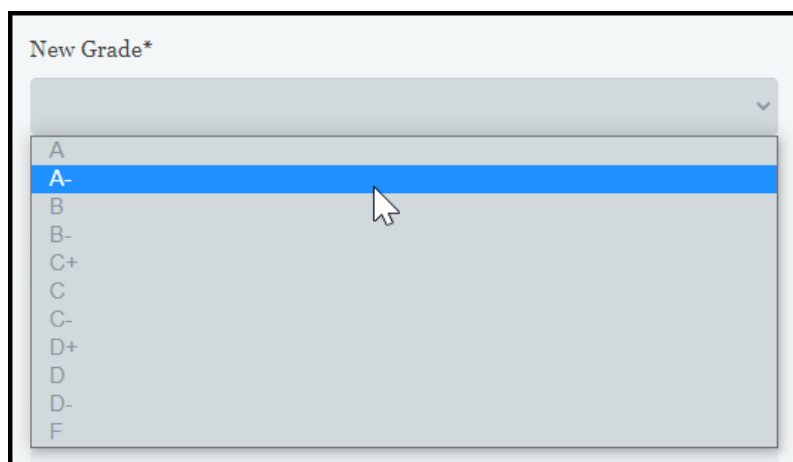
Once a grade has been submitted, if a transcription or computational error has occurred, grade changes prior to the end of the class change period of the succeeding regular semester will be routed automatically for posting to the student’s record. This option will not be available for students who have 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 YES and access the Online Grading application. Select the appropriate term from the drop-down menu and select Final Roster for the section for which you would like to submit a grade change.
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
 	[blurred]		A- 	A-	<input type="checkbox"/>	
 	[blurred]		B+ 	B+	<input type="checkbox"/>	
 	[blurred]	Y	C	C	<input type="checkbox"/>	

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



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- Under Grading Error, select Yes.

Grade Change Request

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

Instructor(s) Original Grade
B+

New Grade*

Grading Error*
Is this grade change being requested due to transcription or computational error?
 Yes No (*Requires Grade Change Reason)

Grade Change Reason

Close Save Submit

- Click submit.
- 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.

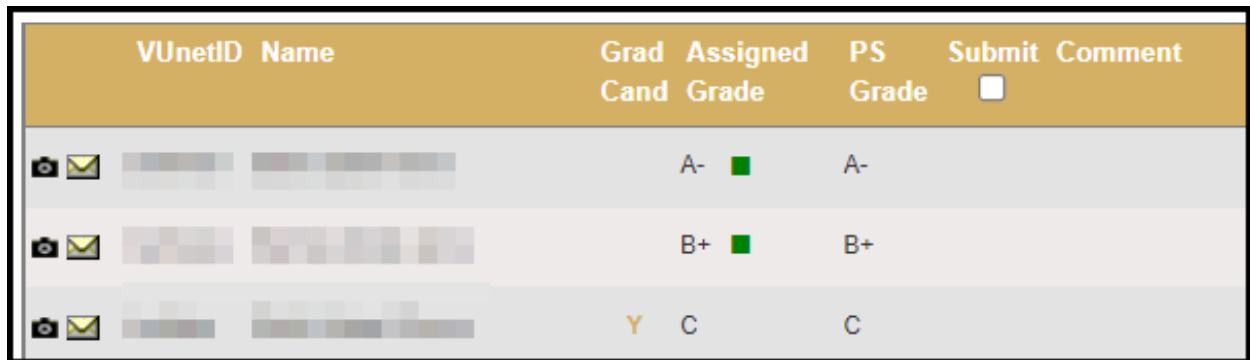
VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
[Redacted]	[Redacted]		A- <input checked="" type="checkbox"/>	A-	<input type="checkbox"/>	
[Redacted]	[Redacted]		B+ <input type="checkbox"/>	A-	<input type="checkbox"/>	

- 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.

Changing a Grade – Transcription and computational error (after class change period of succeeding regular semester) and other justifications

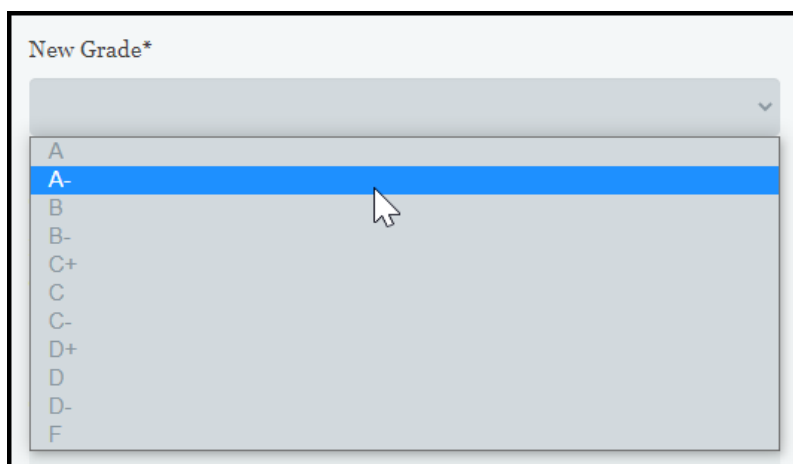
Once a grade has been submitted, transcription or computational error changes after the end of the class change period of the succeeding regular (fall/spring) semester and grade change requests with other justifications will be routed to the appropriate authority in the school for review and approval. 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 YES and access the Online Grading application. Select the appropriate term from the drop-down menu and select Final Roster for the section for which you would like to submit a grade change.
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.



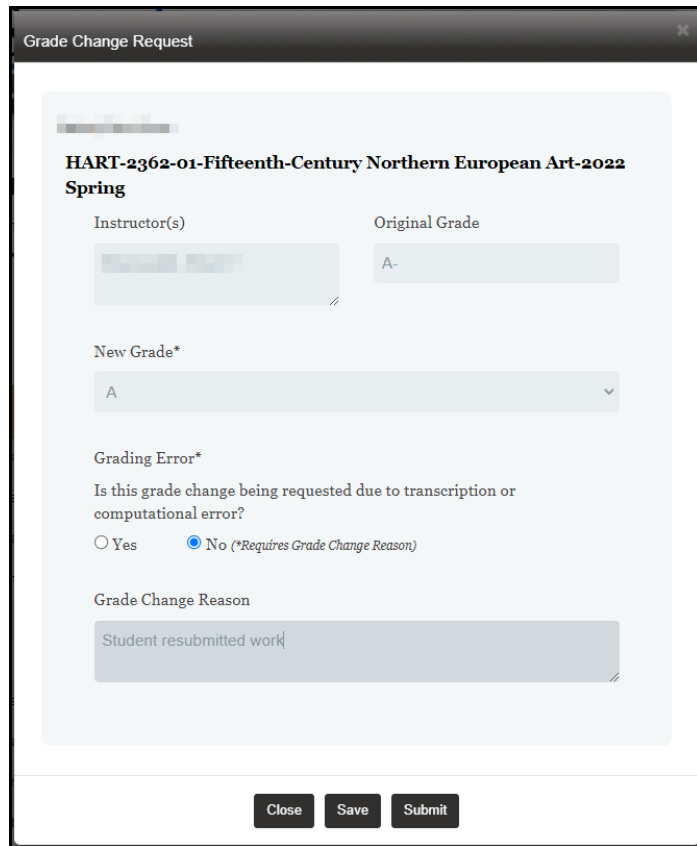
VUNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
[blurred]	[blurred]		A- ■	A-	<input type="checkbox"/>	
[blurred]	[blurred]		B+ ■	B+	<input type="checkbox"/>	
[blurred]	[blurred]	Y	C	C	<input type="checkbox"/>	

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



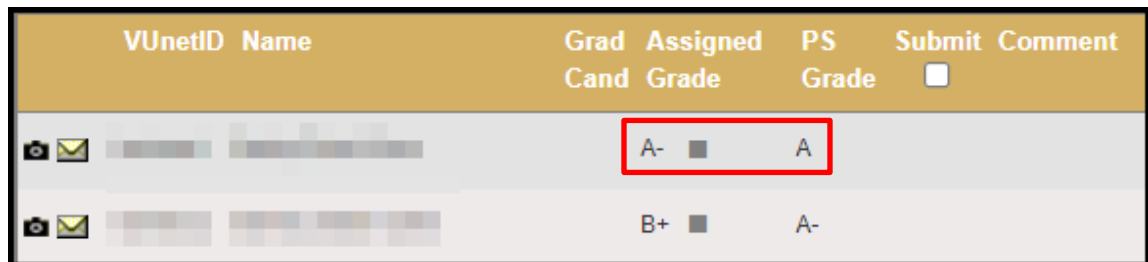
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4. Select Yes or No under Grading Error. For answers of No, include a Grade Change Reason.



The screenshot shows a web form titled "Grade Change Request" for the course "HART-2362-01-Fifteenth-Century Northern European Art-2022 Spring". The form includes fields for "Instructor(s)", "Original Grade" (A-), and "New Grade*" (A). Under "Grading Error*", there are radio buttons for "Yes" and "No (*Requires Grade Change Reason)", with "No" selected. A text area for "Grade Change Reason" contains the text "Student resubmitted work". At the bottom are "Close", "Save", and "Submit" buttons.

5. 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 the Online Grading application and the student will receive a notification once it has been approved.



The screenshot shows a table with columns: "VUnetID Name", "Grad Cand", "Assigned Grade", "PS Grade", "Submit", and "Comment". The first row shows a student with an assigned grade of A- and a PS grade of A, which is highlighted with a red box. The second row shows a student with an assigned grade of B+ and a PS grade of A-.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
[Redacted]	[Redacted]		A-	A	<input type="checkbox"/>	
[Redacted]	[Redacted]		B+	A-		

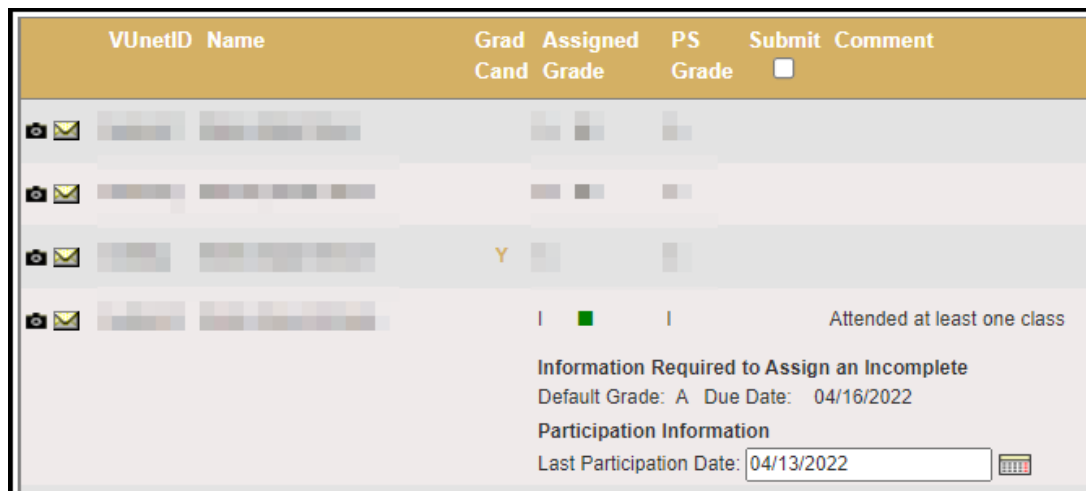
7. Once a change has been submitted, it can no longer be changed in the Online Grading application. You will need to use the paper grade change form.

Temporary Grades – Changing the incomplete default grade

Once a temporary grade (incomplete, missed final exam, missed final exam/incomplete) is submitted, instructors will have 30 days after the due date indicated when the temporary grade was assigned to change the grade. 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.

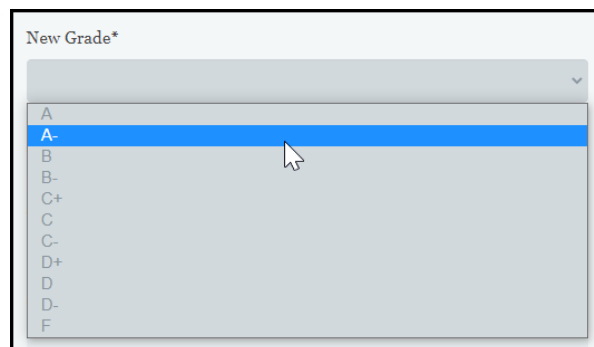


VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment
[icon]	[blurred]		[blurred]	[blurred]	<input type="checkbox"/>	
[icon]	[blurred]		[blurred]	[blurred]	<input type="checkbox"/>	
[icon]	[blurred]		Y	[blurred]	<input type="checkbox"/>	
[icon]	[blurred]		I	I	<input type="checkbox"/>	Attended at least one class

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

Participation Information
Last Participation Date:

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

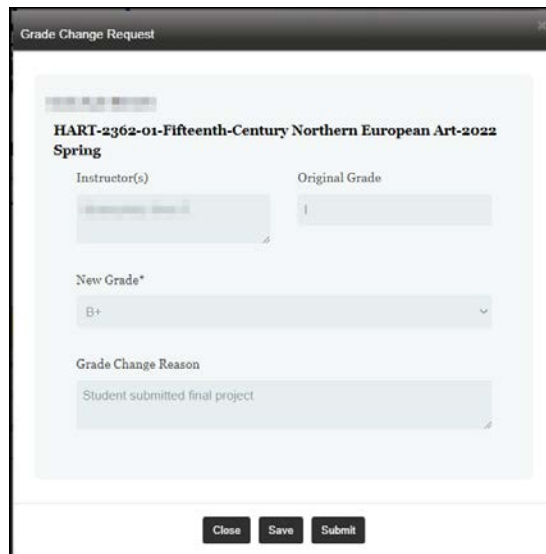


New Grade*

- A
- A-**
- B
- B-
- C+
- C
- C-
- D+
- D
- D-
- F

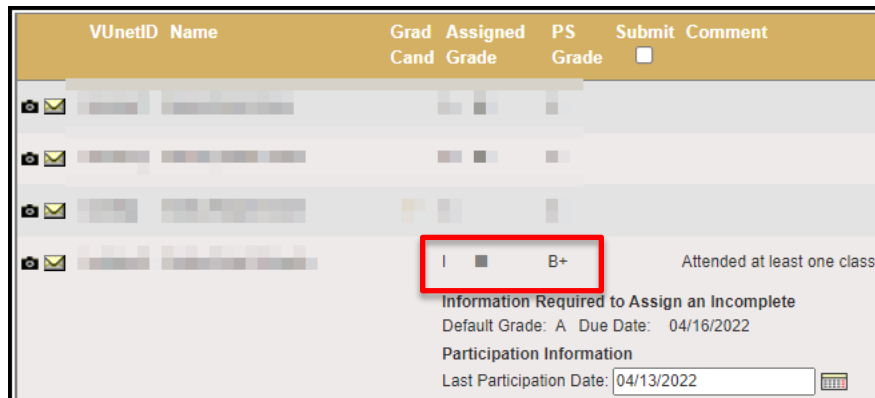
User Guide: Online Grading

4. Include a Grade Change Reason and click Submit.



A screenshot of a web form titled "Grade Change Request". The form is for a course identified as "HART-2362-01-Fifteenth-Century Northern European Art-2022 Spring". It contains several input fields: "Instructor(s)", "Original Grade", "New Grade*" (with a dropdown menu showing "B+"), and "Grade Change Reason" (with a text area containing "Student submitted final project"). At the bottom of the form are three buttons: "Close", "Save", and "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.



A screenshot of the Online Grading application interface. It features a table with columns for "VUnetID", "Name", "Grad Cand", "Assigned Grade", "PS Grade", "Submit", and "Comment". The "Assigned Grade" column shows a grade change from "I" to "B+", which is highlighted with a red box. Below the table, there is a section titled "Information Required to Assign an Incomplete" with fields for "Default Grade: A", "Due Date: 04/16/2022", and "Participation Information" with a "Last Participation Date" of "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.

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