



Online Grading User Guide

A step by step guide to Online Grading navigation

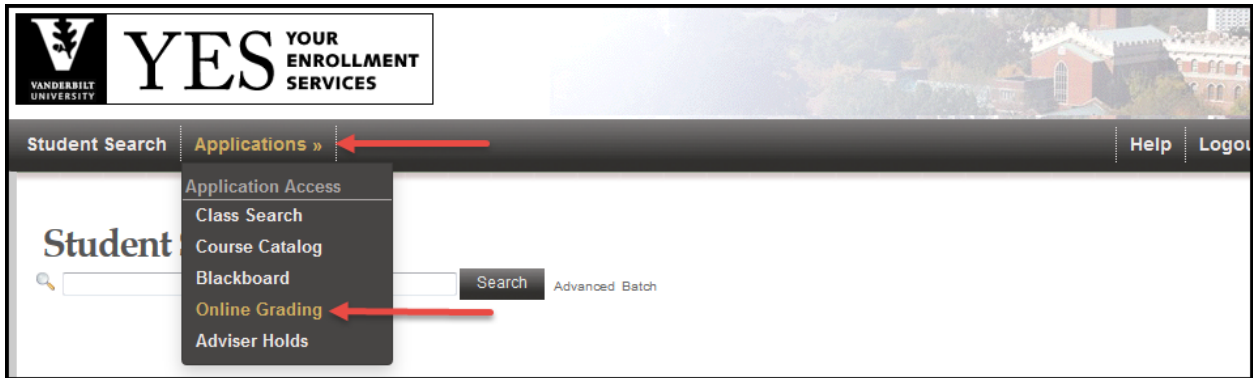


Table of Contents

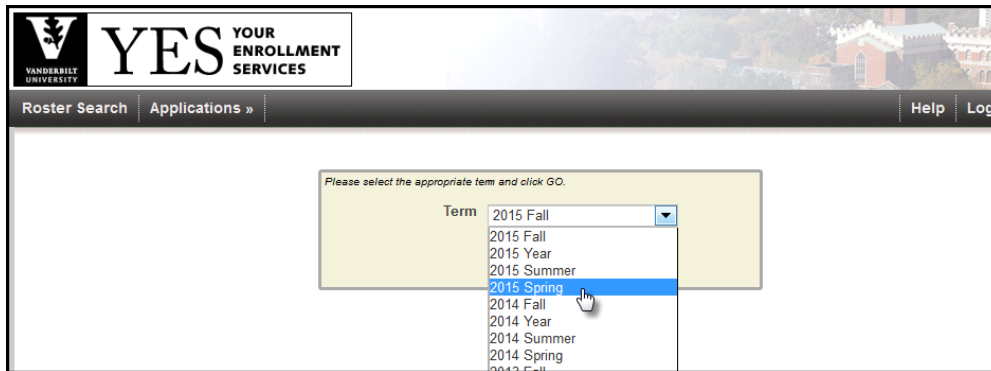
View Class Roll.....	3
Entering Mid-term deficiencies	5
Entering Final Grades	6
<i>Entering final grades individually.....</i>	<i>6</i>
<i>Uploading final grades via a CSV file</i>	<i>8</i>
Adding a Course Section Proxy	10
Adding a Syllabus	11

View Class Roll

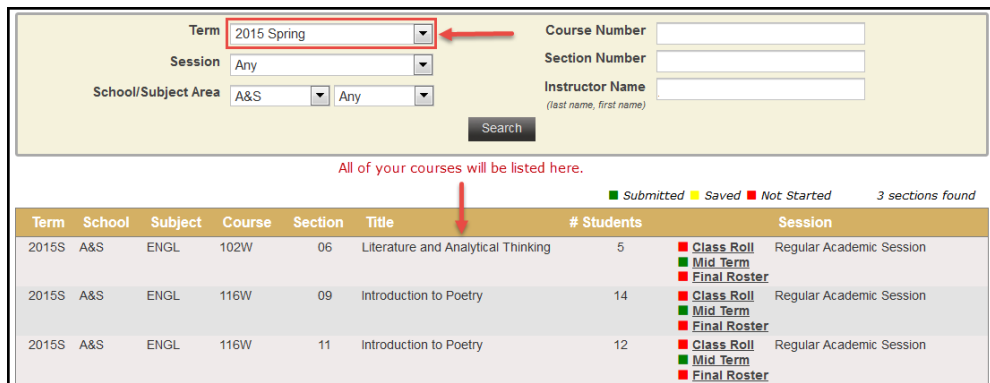
1. Log into YES (Your Enrollment Services) yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.



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



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



Online Grading User Guide



5. Go to the class that you want to view and click Class Roll.

Term	School	Subject	Course	Section	Title	# Students	Session
2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	Regular Academic Session

■ **Class Roll**
■ Mid Term
■ Final Roster

6. The boxes next to each link indicate whether the roster is ■ Submitted ■ Saved ■ Not Started

7. 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
Due Date: 01-26-2015

5 students enrolled.

	VUNetID	Name	Level	CHR	Career(s)	Major(s)	Minors(s)	Registered	Dropped
			Junior	3.0	Undergrad	ECON		ENGL-102W-06	
			Freshman	3.0	Undergrad	BME		ENGL-102W-06	
			Junior	3.0	Undergrad	ME		ENGL-102W-06	
			Sophomore	3.0	Undergrad	ANTH		ENGL-102W-06	
			Senior	3.0	Undergrad	H&OD/LOE	MSCS	ENGL-102W-06	

Download CSV

Class Roll discrepancies cannot be saved or submitted at this time. If you have questions, please send [email](#).
Sensitive information such as grades should not be included in emails.

Full Name (Last, First Middle)	VU Net ID	Discrepancy Type	Reported By	Reported On	Resolved By	Resolved On

Entering Mid-term Deficiencies

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



2. Select the appropriate action under Course Section Proxy.
 - Once mid-term deficiencies are open, be sure to pay attention to the Due Date indicated on the right side.
 - 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.

Class Roll | **Mid Term Deficiencies** | Final Grade Roster | OAK

ANTH-288A-01 - Independent Research - 2014 Spring

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 03-05-2014

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

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

One student enrolled.

VUNetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]	[Grade]	<input type="checkbox"/>			2.0	Undergrad	ANTH-288A-01	

or

3. Click **Save for Review** or **Submit Deficiencies**.
 - Once you click **Submit Deficiencies** you will receive the following message below.
 - 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.

ANTH-288A-01 - Independent Research - 2014 Spring

Instructor(s): [Name] (IOR)

Course Section Proxy: Proxy Not Assigned

Due Date: 03-05-2014

Mid Term Deficiencies have been submitted for this course.

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

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

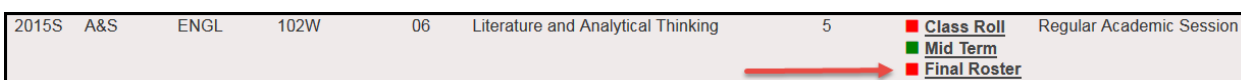
One student enrolled.

VUNetID	Name	Grade	Exc. Absences	Saved by	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]	C-	<input checked="" type="checkbox"/>	[Name]	02-18-2014	2.0	Undergrad	ANTH-288A-01	



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.

Entering final grades individually

2. 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.
 - Depending on the grade that you select, a comment may be required. For example, a grade of “F” will require a comment in the Comment column.
 - Click on the drop down arrow to select the appropriate reason.

Class Roll | **Final Grade Roster** | OAK

BCHM-GS-302-01 - Advanced Biochemistry, Cell Biology, And Genetics - 2013 Fall

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

Due Date: 12-16-2013
 Graduation Due Date: N/A

0 of 9 grades submitted.

9 students enrolled.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmt By	Date	CHR	Career(s)	Registered	Dropped
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	
✓	...		▼		<input type="checkbox"/>	▼			3.0	Graduate	BCHM-GS-302-01	

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

Assigned Grade PS Grade Submit Comment

F ▼ ▼

A comment is required for F.

Online Grading User Guide



VANDERBILT

- After all grades have been entered, proof your entry for accuracy.
 - The submit box will automatically become 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.

BCHM-GS-302-01 - Advanced Biochemistry, Cell Biology, And Genetics - 2013 Fall

Instructor(s): [Name] (IOR)
Course Section Proxy: Proxy Not Assigned

Due Date: 12-16-2013
Graduation Due Date: N/A

0 of 9 grades submitted.
9 students enrolled.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmt By	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		C		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		B		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		A		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		A-		<input checked="" type="checkbox"/>				3.0	Graduate	BCHM-GS-302-01	
[icon]	[Name]		F		<input checked="" type="checkbox"/>	Attended at least one clas			3.0	Graduate	BCHM-GS-302-01	

clear

Save for Review OR Submit Final Grades

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.



Uploading final grades via a CSV file

- On the Final Grade Roster page, click on Download next to CSV which appears on the bottom right edge of the page.
 - Open the file with Microsoft Excel, which should be the default.
 - Enter the grades (A, A+, etc.) in the **Assigned Grade** column (column B). Grades cannot be more than two characters.

Class Roll | **Final Grade Roster** | OAK

BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall

Instructor(s): [William Stahl \(IOR\)](#)

Course Section Proxy: Proxy Not Assigned

Due Date: 12-16-2013
Graduation Due Date: N/A

0 of 2 grades submitted.

2 students enrolled.

VUNetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/Sbmted By	Date	CHR	Career(s)	Registered	Dropped
	William Stahl (IOR)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>			7.0	Graduate	BCHM-GS-379-02	
	William Stahl (IOR)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>			7.0	Graduate	BCHM-GS-379-02	

[clear](#)

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

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

- 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.
- 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 VUNet ID.
 - 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/Sbmted By** and **Date** section will update with your VUNet ID and the current date.

Online Grading User Guide



- 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**.

Class Roll | **Final Grade Roster** | OAK

BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall

Instructor(s): [Name] (IOR)
Course Section Proxy: Proxy Not Assigned

Due Date: 12-16-2013
Graduation Due Date: N/A

0 of 2 grades submitted. 2 students enrolled.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]		[Grade]		<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	
[icon]	[Name]		[Grade]		<input type="checkbox"/>				7.0	Graduate	BCHM-GS-379-02	

clear

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

Save for Review Submit Final Grades

Class Roll | **Final Grade Roster** | OAK

BCHM-GS-379-02-final-grades-4.csv upload was successful.

BCHM-GS-379-02 - Non-Candidate Research - 2013 Fall

Instructor(s): [Name] (IOR)
Course Section Proxy: Proxy Not Assigned

Due Date: 12-16-2013
Graduation Due Date: N/A

0 of 2 grades submitted. 2 students enrolled.

VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Submit	Comment	Saved/ Sbmtd By	Date	CHR	Career(s)	Registered	Dropped
[icon]	[Name]		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	
[icon]	[Name]		S		<input checked="" type="checkbox"/>			01-28-2014	7.0	Graduate	BCHM-GS-379-02	

clear

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

Save for Review Submit Final Grades

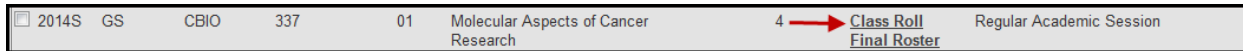
Are you sure that you are ready to submit checked grades?
Once submitted, grade changes must be made with a grade change form.

→

2 of 2 grades submitted.
All grades have been submitted for this course.

Adding a Course Section Proxy

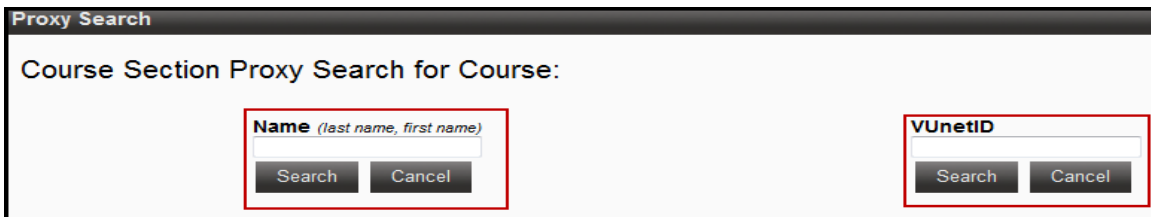
1. In the Online Grading Application, go to the class that you want to add a proxy to by clicking on **Class Roll**.



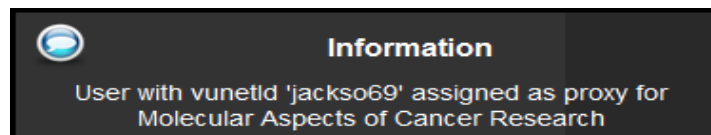
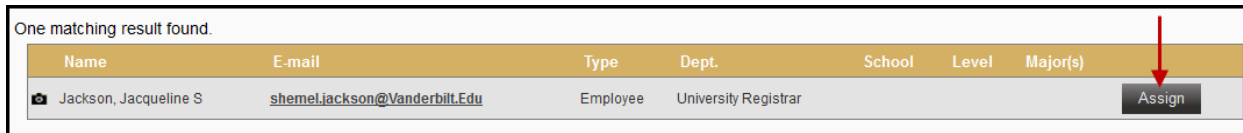
2. Select the plus sign next to Course Section Proxy.



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



4. Once you have located the correct person, click **Assign**.
 - You will receive a confirmation message with your selection.
 - The new proxy will now display.






Adding a Syllabus

1. In the Online Grading Application, check the box to the left of the section for which you wish to add a syllabus.
2. Click **Add Syllabus**.

Add Syllabus Delete Syllabus Select All 4 sections found										
Term	School	Subject	Course	Section	Title	# Students	Session			
<input type="checkbox"/>	2014S	GS	BCHM-GS	337	01	Molecular Aspects Of Cancer Research	0	Class Roll	Regular Academic Session	
								Final Roster		

3. Select Browse to locate the syllabus file that you have saved.
 - Click **Save**.
 - A confirmation message will appear.
 - You should now see  to the right of the class. This symbol indicates that there is a syllabus.

Add Syllabus

Choose a Syllabus file to be saved for the following sections:
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

Syllabus: Syllabus.docx

Add Syllabus

Choose a Syllabus file to be saved for the following sections:
BCHM-GS-337-01 Molecular Aspects Of Cancer Research

Your syllabus has been saved.

Add Syllabus Delete Syllabus Select All 4 sections found										
Term	School	Subject	Course	Section	Title	# Students	Session			
<input type="checkbox"/>	2014S	GS	BCHM-GS	337	01	Molecular Aspects Of Cancer Research	0	Class Roll	Regular Academic Session	
								Final Roster		