



YES User Guide

Uploading Final Grades- CSV File

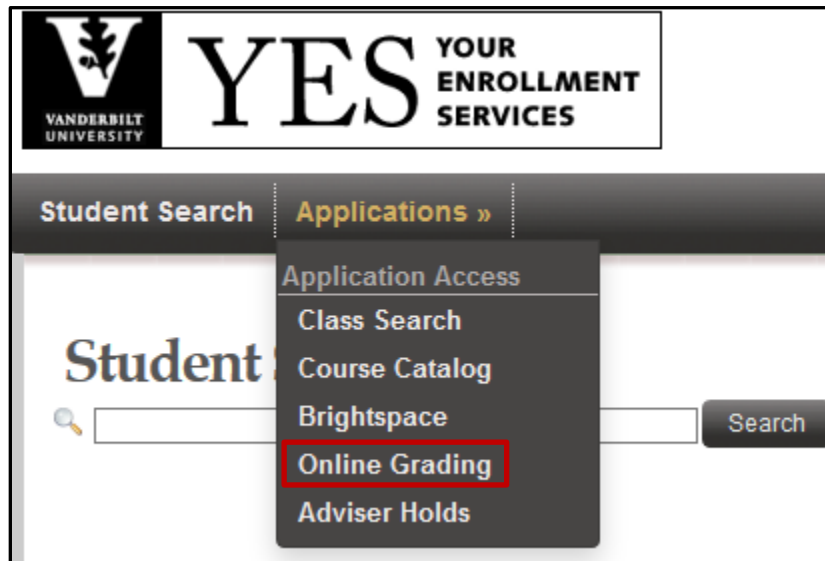
A step-by-step guide on uploading Final Grades using a CSV File, in the online grading portal. This function is available through the YES suite of applications.

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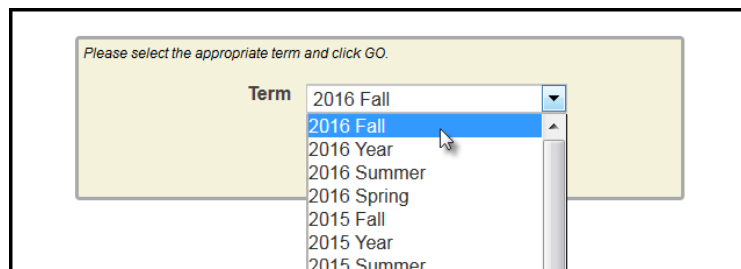
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View Courses by Term

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



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.

2016 Fall
 Any
 Any Any
 Search My Classes

(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 checked="" type="checkbox"/> Class Roll <input checked="" type="checkbox"/> Mid Term <input checked="" type="checkbox"/> Final Roster	Regular Academic Session
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<input checked="" type="checkbox"/> Class Roll <input checked="" type="checkbox"/> Mid Term <input checked="" type="checkbox"/> Final Roster	Regular Academic Session

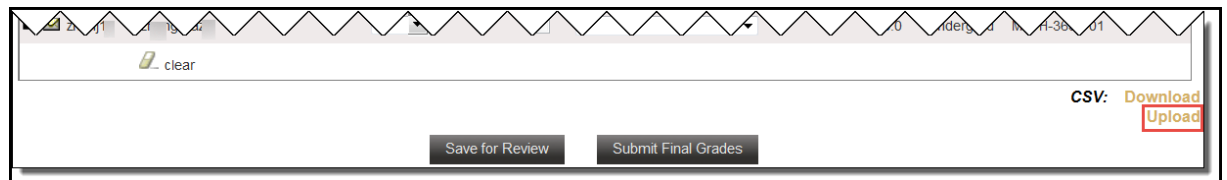
Uploading grades via CSV file

- 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.
 - NOTE:** Students are listed in alphabetical order by VUNetID (column A), rather than by last name/first name. Please be aware that other applications (e.g., Blackboard) may have other sorting orders.
 - Enter the grades (A, A-, etc.) in the Assigned Grade column (column B). Grades cannot be more than two characters.

CSV:

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














4. 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**.

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
 	[blurred]		A 	A	
 	[blurred]		B- 	B-	
 	[blurred]	Y	A	A	
 	[blurred]		B+ 	B+	

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

Grade Change Request

ENGL-3890-01-Movements in Literature-2018 Spring

Instructor(s) Original Grade

[blurred] B-

New Grade*

[blurred]

Grade Change Reason*

[blurred]

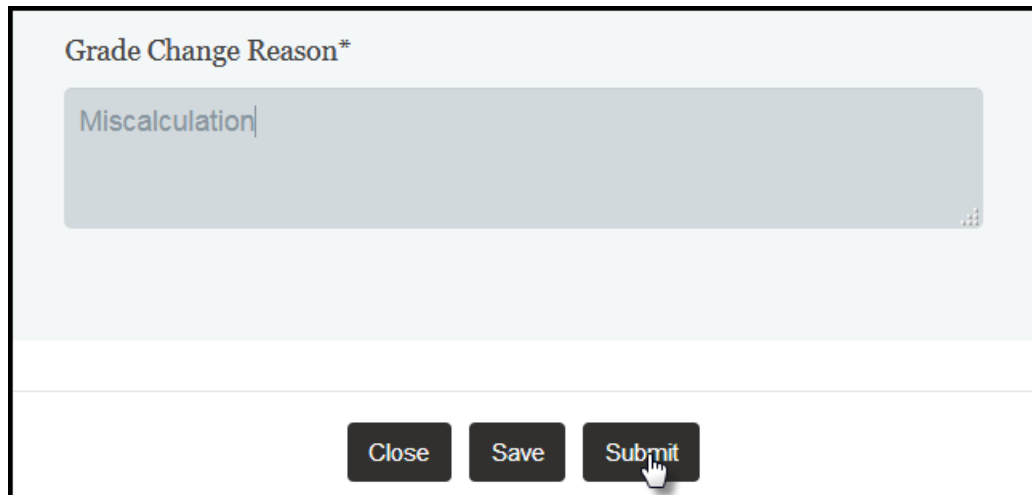
4. Select a new grade from the drop-down menu.

New Grade*

[blurred]

- A
- A-
- B+
- B
- C+
- C

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



The image shows a screenshot of a web form titled "Grade Change Reason*". The form has a text input field containing the word "Miscalculation". Below the input field are three buttons: "Close", "Save", and "Submit". A mouse cursor is hovering over 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 or 615-343-4306 if you have questions or need additional assistance.