



## Uploading Final Grades – CSV File

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### YES User Guide

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.



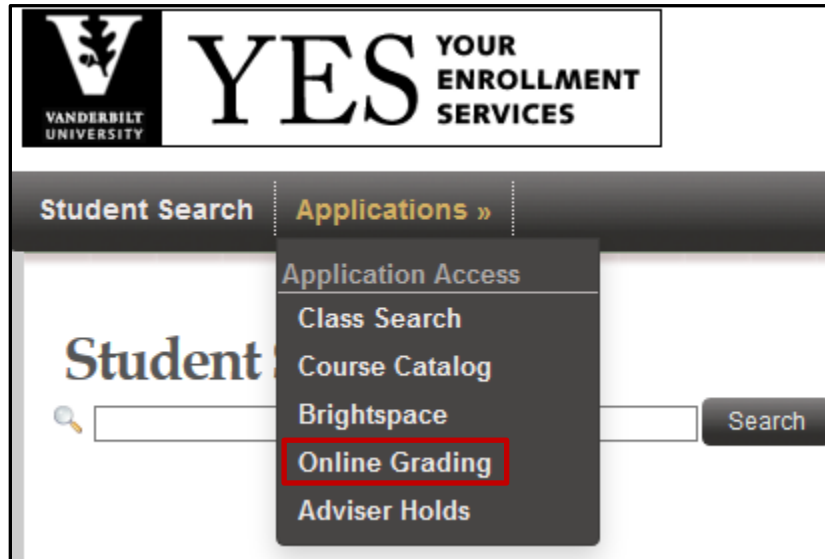
# User Guide: Uploading Final Grades – CSV File

## Contents

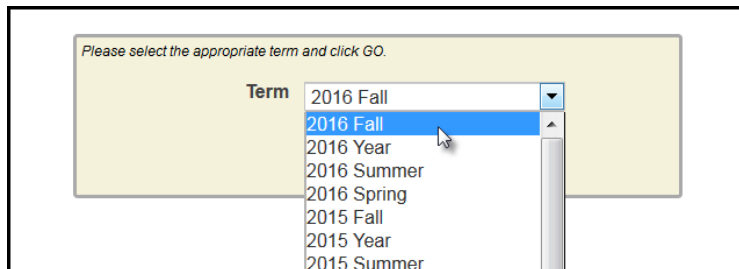
View Courses by Term .....	3
Uploading grades via CSV file .....	4
Changing a Grade .....	5

## 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.

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**Term** 2016 Fall ▾

**Session** Any ▾

**School/Subject Area** Any ▾ Any ▾

**Search My Classes**

**Course Number**

**Section Number**

**Instructor Name**   
(last name, first name)

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[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	<div style="font-size: 0.8em; margin: 0;"> <span style="color: red;">■</span> <a href="#">Class Roll</a>  <span style="color: red;">■</span> <a href="#">Mid Term</a>  <span style="color: red;">■</span> <a href="#">Final Roster</a> </div>	Regular Academic Session
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<div style="font-size: 0.8em; margin: 0;"> <span style="color: red;">■</span> <a href="#">Class Roll</a>  <span style="color: red;">■</span> <a href="#">Mid Term</a>  <span style="color: red;">■</span> <a href="#">Final Roster</a> </div>	Regular Academic Session

## Uploading grades via CSV file

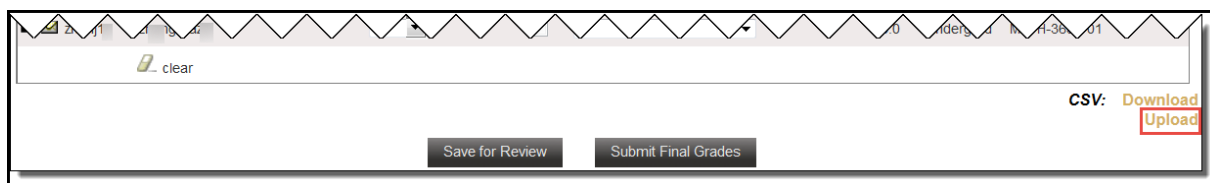
- On the Final Grade Roster page, click on Download next to CSV which appears on the bottom right edge of the page.
  - Open the file with Microsoft Excel, which should be the default.
  - NOTE:** Students are listed in alphabetical order by VUNetID (column A), rather than by last name/first name. Please 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:** Download Upload

- 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.

## User Guide: Uploading Final Grades – CSV File

- **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

If you need to change a grade after pressing submit, please see the Grade Change user guide [here](#).

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.