



Uploading Final Grades – CSV File

YES User Guide

A step-by-step guide to 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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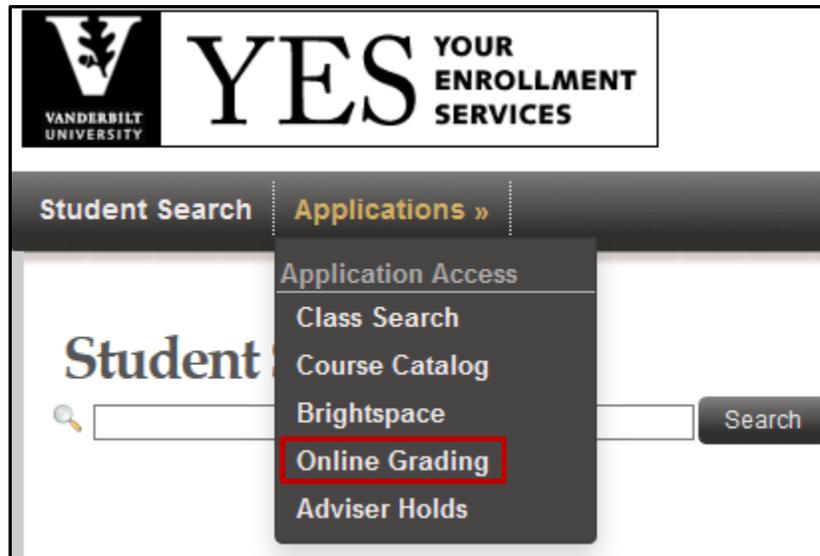
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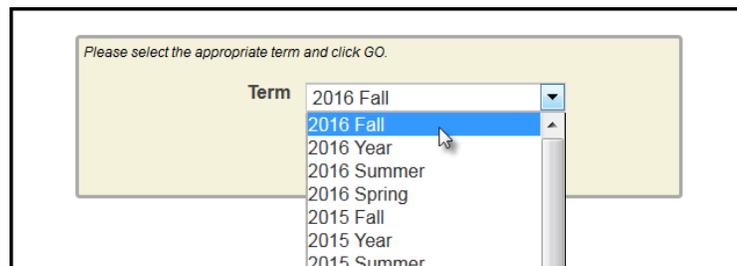
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View Courses by Term

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.



- 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.

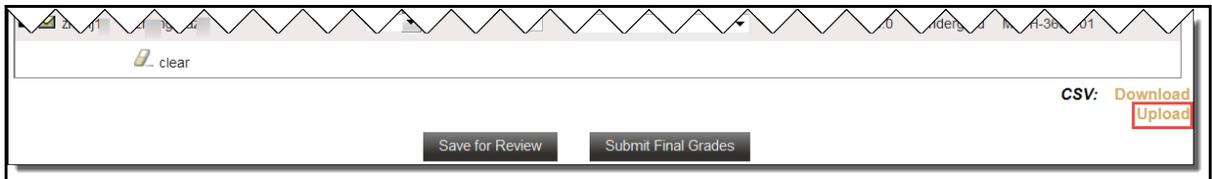
Term	School	Subject	Course	Section	Title	# Students	Session
2016F	A&S	MATH	3850	01	Introduction to Actuarial Mathematics	25	Regular Academic Session
2016F	A&S	MATH	3859	14	Independent Study	0	Regular Academic Session

Uploading grades via CSV file

- On the Final Grade Roster page, click on the Download link next to CSV (at 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 **and must be entered as a capital letter.**

- 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.

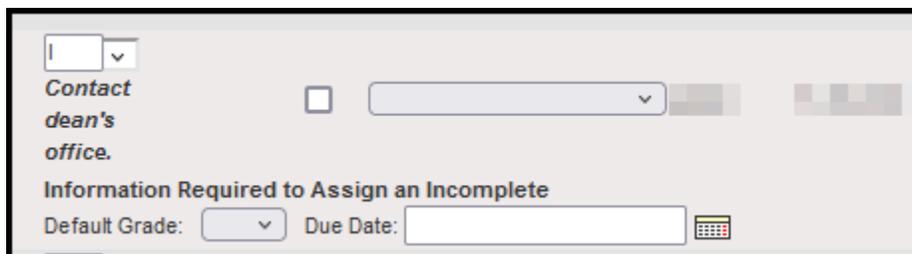


4. Click on Submit Final Grades to submit grades to the student records system. **Be sure that the submit box has been marked for the grades that you want to submit prior to clicking on Submit Final Grades (available to the instructor of record only).**
 - You will receive a message to confirm if you are ready to submit your grades. If you are ready to proceed, click **OK**.

PS Grade	Submit	Comment
	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>

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.

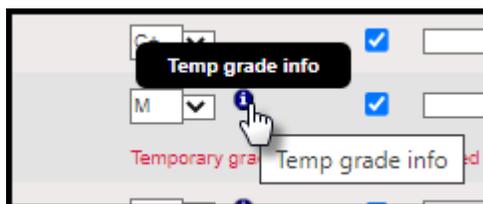


The screenshot shows a form with a dropdown menu at the top left containing the letter 'I'. Below it is the text "Contact dean's office." followed by a checkbox and a dropdown menu. Underneath is the heading "Information Required to Assign an Incomplete" and two fields: "Default Grade:" with a dropdown menu and "Due Date:" with a text input field and a calendar icon.

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 cannot be submitted without first providing additional information. Click the Temp grade info icon to 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.

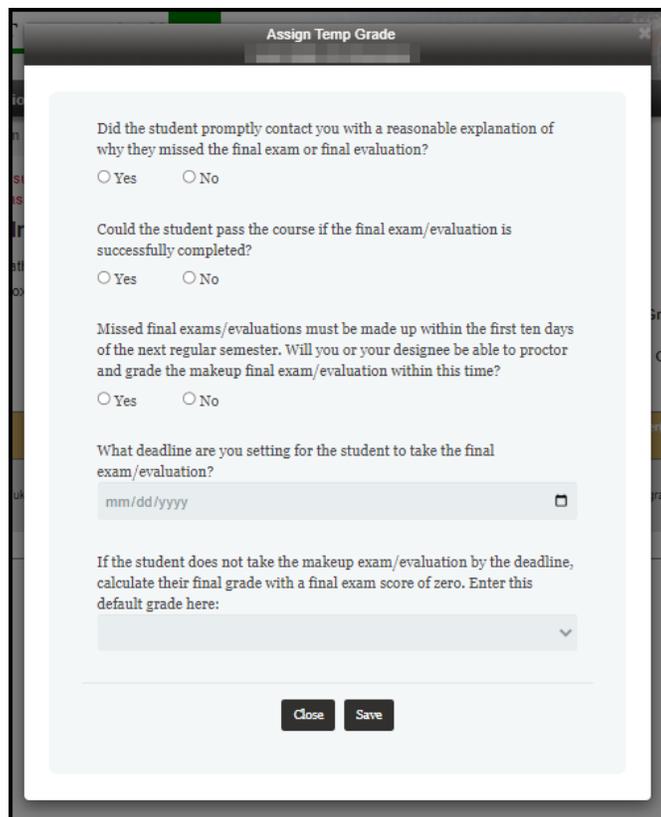
The screenshot shows a web form titled "Assign Temp Grade". It contains several sections with questions and input fields:

- Question: "Have you discussed the possibility of an incomplete grade with the student, and have they requested it?" with radio buttons for "Yes" and "No".
- Question: "Did the student experience extenuating circumstances in the last half of the semester that prevented completion of the course assignments?" with radio buttons for "Yes" and "No".
- Question: "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.)" with radio buttons for "Yes" and "No".
- Question: "Has the student attended a significant majority of class sessions?" with radio buttons for "Yes" and "No".
- Text: "What work is the student missing that you agree to accept late?" followed by a text input field.
- Text: "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." followed by a date input field with the placeholder "mm/dd/yyyy".
- Text: "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:" followed by a dropdown menu.
- Buttons: "Close" and "Save" at the bottom.

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 web form titled "Assign Temp Grade". It contains the following sections:

- 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 the 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.
- At the bottom, there are two buttons: "Close" and "Save".

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

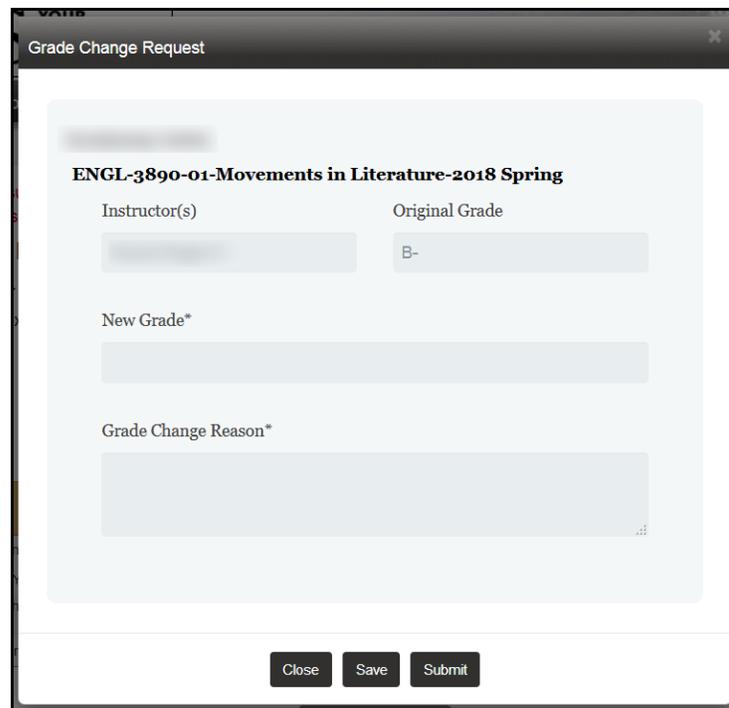
Changing a Grade

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.

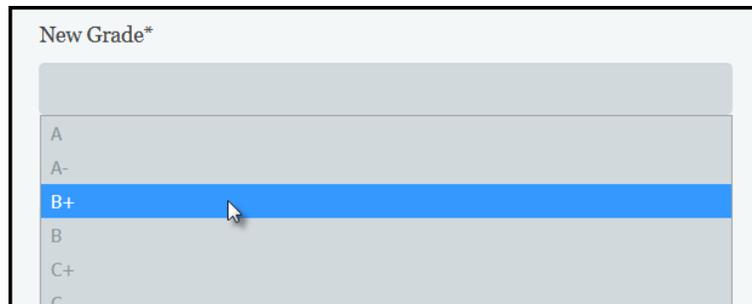
VUnetID	Name	Grad Cand	Assigned Grade	PS Grade	Comment
  ericksge	Erickson, Gillian Elizabeth		A 	A	
  gundamy	Gundamaraju, Yuthika		B- 	B-	
  ravikuvi	Ravikumar, Vishvaas Immanuel	Y	A	A	
  wellivdc	Welliver, Dawning C		B+ 	B+	

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



The image shows a 'Grade Change Request' dialog box. At the top, it displays the course name 'ENGL-3890-01-Movements in Literature-2018 Spring'. Below this, there are two input fields: 'Instructor(s)' and 'Original Grade'. The 'Original Grade' field contains the value 'B-'. There is a 'New Grade*' field with a dropdown menu. Below that is a 'Grade Change Reason*' field with a text area. At the bottom of the dialog, there are three buttons: 'Close', 'Save', and 'Submit'.

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



A screenshot of a web form titled "New Grade*". Below the title is a dropdown menu with a list of grade options: A, A-, B+, B, C+, and C. The "B+" option is highlighted in blue, and a mouse cursor is pointing at it.

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



A screenshot of a web form titled "Grade Change Reason*". Below the title is a text input field containing the text "Miscalculation". At the bottom of the form are three buttons: "Close", "Save", and "Submit". A mouse cursor is pointing at 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.