Grades Input on the Web for Course Directors and Section Directors
Welcome to the on-line tutorial for Grades Input on the Web

- To use this application, you must be either the Course or Section Director of a course that ends during the Fall, Winter or Summer Term
- You must be listed in the Student Information System as a Course Director or Section Director for your courses
- You must have Passport York Access to Class Lists on the Web
1. Go to www.sis.yorku.ca
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Class List”
4. Enter your Passport username and password.
5. If you are successfully authenticated and arrive at the screen shown, you have access to Class Lists on the Web
1. Go to: http://www.yorku.ca/yorkweb/fs.htm
2. Click on “Course Timetables and Schedules” under “Academic Resources”
3. Under “Search Current Courses By…” click on “Instructor”
4. Enter your last name
5. The courses site will return courses taught by you, if this information has been recorded in the Student Information System
1. Go to www.sis.yorku.ca
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Grades Input on the Web”
The Grades Input on the Web is Passport York protected. Enter your username and password.
Select the course you are going to grade

A list of your courses will be displayed.
Click on the course for which you are submitting grades.
The grades list now appears
Once you have arrived at the grades input screen, there are two options for inputting your grades:

1. This tutorial shows you how to upload grades for all or part of a class from a CSV (comma delimited format) file. Instructions for preparing a CSV file are also available at this site.

2. You can also enter grades for each student by using the drop down box where the grade is entered. This method will also be used if you need to change a grade after you have submitted grades for a class. Please go to the tutorial entitled “Inputting Grades on the Web for Course Directors and Section Directors, if you would like to see the training materials.
Locate your csv file to upload

1. Click on 'Select Grades From File'
2. A file upload pop-up menu will appear on your screen

Names and student numbers have been removed for this demonstration

3. Click on 'Browse' to locate the .csv file you want to upload from your computer
Locate your csv file on File Upload browser

Download this class list

Step 1: Choose your options:

Student Number:  
- Full
- Masked

Email Address:  
- Students Preferred email
- York Standard email

Step 2: Choose your format:

Download Formats:
- Comma-separated file (.csv)
- Excel format file (xlsx)
- Text file (.txt)
- Clicker device ID file (.lpf)

Display Format:
- Comma-separated format
- Listerv format

Course taught by: Meagan Hillman

Default grading scheme: Undergraduate including failures

Select Grades From File

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Surname</th>
<th>First Name</th>
<th>Instructional Format</th>
<th>Grade</th>
<th>Grading Scheme</th>
<th>Grade Qualifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMR01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Undergraduate including failures</td>
<td></td>
</tr>
<tr>
<td>SEMR01</td>
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<td></td>
<td></td>
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</table>

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Upload your csv file to browser

Grades Input (Version 3.2.4, Mon Dec 07 11:00:12 2009)

New Search

Download this class list

Step 1: Choose your options:

- Student Number: Full, Masked
- Email Address: Students Preferred email, York Standard email

Step 2: Choose your format:

Download Formats:
- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
- Clicker device I.D file (.tpl)

Display Formats:
- Comma separated format
- Listserv format

Course taught by: Meagan Hillman

Default grading scheme: Undergraduate including failures

Select Grades From File

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Load your grades csv file

1. Your csv file is now loaded into the File Upload page
2. Click on "Select Grades" to load your grade file
Error Messages

Grades Input will return an error message if:
1. Your csv file has more than four columns, or it is incorrectly formatted
2. You submit a grade for a student who is not enrolled in the course
3. You submit an invalid student number
4. You submit an invalid grade

Error messages can be downloaded for your records
You can submit all or part of your grades at any time.
Check the grades submitted from your file

1. Your grades will now appear on the Grades Input screen.
2. Use the scroll bar to review the grades you have submitted and to go to the bottom of the screen.
3. You can download what is on the screen by clicking on any of these formats or wait until you have submitted the grades.

Names and student numbers have been removed for this demonstration.
Save your grades to the Student Information System

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LECT01, TUTR01</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR05</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR04</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR06</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR03</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR04</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR06</td>
<td></td>
</tr>
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</tr>
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<td></td>
</tr>
<tr>
<td>LECT01, TUTR02</td>
<td></td>
</tr>
<tr>
<td>LECT01, TUTR01</td>
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<tr>
<td>LECT01, TUTR03</td>
<td></td>
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</table>

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Once you have reviewed the entered grades, click on the "Submit Grades" button to submit the grades to the Student Information System.

Submit Grades | Do Not Submit
Grades Input confirms that your grades have been saved to the Student Information System. You can download the list, for your records, in any of these formats.

13 Grades have been saved! To view the grades that have been saved, please download this class list.

Default grading scheme: Undergraduate including failures

Select Grades From File

Names and student numbers have been removed for this demonstration.
Logout or start a new search

Once your grades have been saved, you can:
1. Logout of Passport York and Grades Input
2. Start a new search and submit grades for a new course

Managing your grades:

- **Download this class list**
  - **Step 1:** Choose your options:
    - **Student Number:**
      - [ ] Full
      - [ ] Masked
    - **Email Address:**
      - [ ] Student's Preferred email
      - [ ] York Standard email
  - **Step 2:** Choose your format:
    - **Download Formats:**
      - Comma-separated file (.csv)
      - Excel format file (.xls)
      - Text file (.txt)
      - CSV file (.csv)
    - **Display Formats:**
      - Comma-separated format
      - Tabular format

Course taught by: York Prof

13 Grades have been saved! To view the grades that have been saved, please download this class list

**Default grading scheme:** Undergraduate including failures

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Names and student numbers have been removed for this demonstration
1. Grades can be put in for your whole class or part of your class

2. You do not have to enter grades in the order that you see them on the grades input screen. Each grade is matched by name and student number and is filled in automatically, if you are using a csv file, regardless of the order in which they are received

3. Once you have saved grades in a course, you must exit that session and re-enter, if you want to alter or add grades

4. If a student is not enrolled in your course, then the student will be required to petition to enrol late. The Registrar’s Office will receive the grade when the petition is granted.

5. Grades cannot be entered by Faculty beyond 5 days after the last day of exams..

6. If you experience problems or have questions about this application, contact us at: yugrades@yorku.ca

Thank you for using Grades Input on the Web.