

Grades Input on the Web for Course Directors and Section Directors



Overview



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

Verifying you have access to Class Lists



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

Verifying you are listed as teaching courses in the Student Information System



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

York University Courses Website - Courses Search by Instructor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print Address Bar

Address <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/3/woj/bkBYaC45xtt5ZsK4jCisF0/0.1.84.17>

Search Web Mail My Yahoo! Movies Music Answers

YORK UNIVERSITY **U** *redefine THE POSSIBLE.*

Prospective students Current students Faculty & staff Alumni Visitors

York Courses Web Site

SEARCH COURSE TIMETABLES

Course Search by Instructor

Search By...

- > Subject
- > Term
- > Course Title
- > Instructor**
- > Distance Courses
- > Advanced Search
- > View Active Course Timetables

My Class Schedule...

- > Plot My Timetable
- > Timetable Help

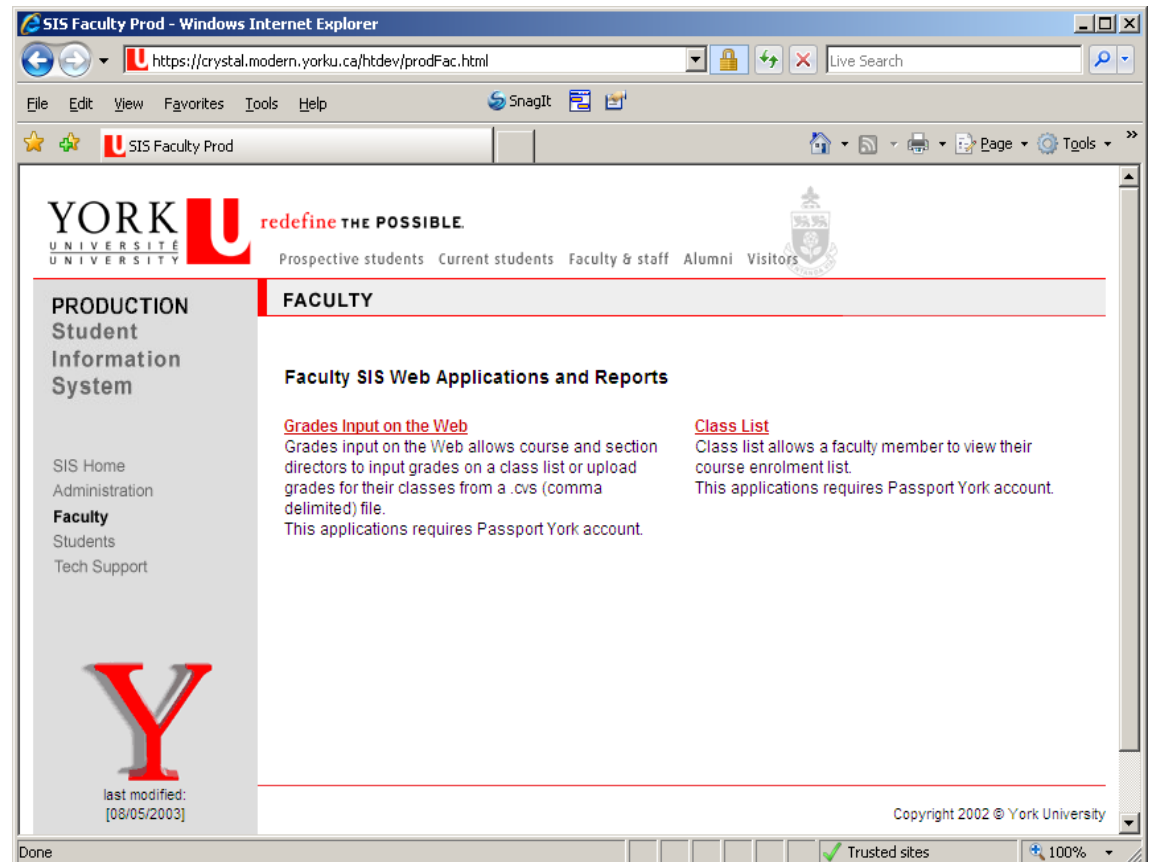
Instructor Surname: (Your entry has to be at least 2 characters long)

Session:

Grades Input on the Web



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”



Grades Input on the Web



PRODUCTION
Student
Information
System

[SIS Home](#)
[Administration](#)
Faculty
[Students](#)
[Tech Support](#)

FACULTY

Grades Input on the Web

- [Grades Input on the Web Instructions and FAQ](#)
- You can contact us at:
Email: yugrades@yorku.ca

Input Grades Now

Clicking on this button will open a second session of your browser. Be sure to close both sessions when you are finished inputing grades.

ATTENTION! Please remember that grades do not have to be input one at a time. For courses larger than 20 students, it is highly recommended that you bulk upload all your grades with one keystroke. For more instructions on how to bulk upload grades, visit the [Grades Input on the Web Instructions and FAQ](#).

Grades Input on the Web

Click for Passport
York login

Passport York Login - Windows Internet Explorer

https://passport.york.yorku.ca/pplogin/pplogin

File Edit View Favorites Tools Help

Passport York Login

Passport York Login

Course Enrolment and Grades

Username:

Password:

☐ Change my Passport York password after I login.

Login

FORGOT YOUR USERNAME OR PASSWORD?

- [Instructions for Students](#)
- [Instructions for Faculty and Staff](#)
- [Instructions for Alumni](#)

"Passport York" is York University's primary method of online authentication. Use Passport York to sign into York University's online services and tools. [More info](#)

Don't forget to logout when you are done.
Your login will expire after 90 minutes at which time you will be asked to log in again.

NEW TO PASSPORT YORK?

- [New Student Sign Up](#)
- [Faculty and Staff](#)
- [Alumni](#)

For guest faculty and alumni accounts contact accounts@yorku.ca

Wednesday Morning Outage
There will be a scheduled maintenance outage every Wednesday morning between 5:00 a.m. and 7:00 a.m. [More details >>](#)

Trusted sites 100%

The Grades Input on the Web is Passport York protected. Enter your username and password.

Select the course you are going to grade



Grades Input (Version 3.2.3, Fri Nov 13 10:17:26 2009.)

[New Search](#)

Select a section of the course to receive a class list of **AP/EN 2011 3.00 EN Gender Studies I.**

(Note: it may take up to 30 seconds to load large class lists)

Instructor	Academic Year	Faculty/Subject	Course Number	Credit	Period	Section	Instructional Format	Course Title	Grade Input Window (MM/DD/YY)	Faculty Grade Input Allowed?
York Prof	2009-2010	AP/EN	2011	3.00	F	A	EN	Gender Studies I	(12/08/09-12/22/09)	Y
York Prof	2009-2010	AP/EN	2011	3.00	F	B	EN	Gender Studies I	(12/08/09-12/22/09)	Y

A list of your courses will be displayed

Click on the course for which you are submitting grades

The grades list now appears

**Grades Input** (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

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)
- Clicker device ID file (.tpl)

Display Formats:

Comma-separated format
Listserv format


Course taught by: **York Prof**

Default grading scheme: Undergraduate including failures

Select Grades From File

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
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**Names and student numbers
have been removed for this
demonstration**

SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	

Inputting your grades



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



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

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Display Formats:

- Comma-separated format
- Listserv format

Course taught by: **York Prof**

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

Names and student numbers have been removed for this demonstration

Student Number	Surname	First Name	Instructional Format	Grade	GradingScheme	Grade Qualifier
SEMR01					Undergraduate including failures	
SEMR01					Undergraduate including failures	
SEMR01					Undergraduate including failures	

GAM: File Upload Page - Windows Internet Explorer

https://remando... Certific... Live Search

File Edit View Favorites Tools Help

SnagIt

GAM: File Upload Page

Please select a grades input file (.csv file format only):

File Format: SISID, SURNAME, FIRSTNAME, GRADE
Example: 204588821, Doe, John, A+

[CLOSE](#)

Trusted sites 100%

1. Click on 'Select Grades From File'

2. A file upload pop-up menu will appear on your screen

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

Locate your csv file on File Upload browser



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

New Search

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Step 2: Choose your format:

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- Excel format file (.xls)
- Text file (.txt)
- Clicker device ID file (.tpl)

Display Formats:

- Comma-separated format
- Listserv format

Course taught by: Meagan Hillman

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
Names and student numbers have been removed for this demonstration			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	

File Upload

Look in: Desktop

Recent Desktop My Documents My Computer My Network Places

csv instructions 1
csv instructions 2
Grades Input Instruction
grades yu 3333
gradesheet1

1) When you click on Browse, a second pop-up menu appears, which allows you to locate the file on your computer that you want to upload. It is recommended that you save your csv file to your desktop.

2) Click here to see dropdown of folders where you keep files

File name:

Files of type: All Files

Open Cancel

Upload your csv file to browser



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

New Search

Download this class list

Step 1: Choose your options:

Student Number: ☒ Full ☐ Masked

Email Address: ☒ Student's Preferred email ☐ York Standard email

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Download Formats:

- Comma-separated file (.csv)
- Excel format file (.xls)
- Text file (.txt)
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Display Formats:

- Comma-separated format
- Listserv format

Course taught by: Meagan Hillman

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

Student Number	Surname	First Name	Instructional Format	Grade	Grading Scheme	Grade Qualifier
Names and student numbers have been removed for this demonstration						
SEMR01				<input type="text"/>	Undergraduate including failures	
SEMR01				<input type="text"/>	Undergraduate including failures	
SEMR01				<input type="text"/>	Undergraduate including failures	
SEMR01				<input type="text"/>	Undergraduate including failures	

File Upload

Look in: Desktop

Files:

- csv instructions 1
- csv instructions 2
- Grades Input Instruction
- grades yu 3311
- Worksheet1

Type: Microsoft Excel Comma Separated Values File
Size: 666 bytes

1) Click on your csv file to highlight it

2) It will appear in the "File name:" box

3) Click on open to upload your file

File name: grades yu 3311

Files of type: All Files

Open Cancel

Load your grades csv file



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

Download this class list

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Display Formats:

- Comma-separated format
- Listserv format

Course taught by: Meagan Hillman

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>Grading Scheme</u>	<u>Grade Qualifier</u>
Names and student numbers have been removed for this demonstration			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	

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.

Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

New Search

Download this class list

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Display Formats:

- Comma-separated format
- Listserv format

Course taught by:

⚠ The following lines could not be loaded from file:

Line #1: [REDACTED], Adams-Murphy, Briana,
Invalid grade/grading scheme, please check grade drop down menu for the student

Line #2: [REDACTED], Ahmed, Arifa,
Invalid grade/grading scheme, please check grade drop down menu for the student

Line #3: [REDACTED], Balasubramaniyam, Sinduja,
Invalid grade/grading scheme, please check grade drop down menu for the student

Line #4: [REDACTED], Carapellucci, Maria,
Invalid grade/grading scheme, please check grade drop down menu for the student

Line #5: [REDACTED], Chiu, Lily,
Invalid grade/grading scheme, please check grade drop down menu for the student

Save errors to a file in one of the formats:

- [Comma-separated file \(.csv\)](#)
- [Excel Workbook file \(.xls\)](#)
- [Text file \(.txt\)](#)

If you receive error messages, they can be downloaded for your records

Check the grades submitted from your file



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

Download this class list

Step 1: Choose your options:

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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)
- Clicker device ID file (.tpl)

Display Formats:

- Comma-separated format
- Listserv format

Course taught by:

Default grading scheme: Undergraduate including failures

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
SEMR01				B+		
SEMR01				B+		
SEMR01				B+		

Names and student numbers have been removed for this demonstration

Save your grades to the Student Information System



Name and student numbers
have been removed for this
demonstration

LECT01, TUTR01

LECT01, TUTR05

LECT01, TUTR04

LECT01, TUTR06

LECT01, TUTR03

LECT01, TUTR04

LECT01, TUTR06

LECT01, TUTR01

LECT01, TUTR03

LECT01, TUTR02

LECT01, TUTR06

LECT01, TUTR03

LECT01, TUTR01

LECT01, TUTR02

LECT01, TUTR03

LECT01, TUTR01

LECT01, TUTR05

LECT01, TUTR03

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 grades have been saved



Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

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Display Formats:

- Comma-separated format
- Listserv 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

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
Names and student numbers have been removed for this demonstration			SEMR01	A	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	
			SEMR01	C+	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	

Logout or start a new search



 **LOGOUT**
 Logged in as

Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 2009)

[New Search](#)

Download this class list

Step 1: Choose your options:

Student Number: ☒ Full ☐ Masked
Email Address: ☒ Student's Preferred email ☐ York Standard email

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Display Formats:

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- Listserv 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

[Select Grades From File](#)

<u>Student Number</u>	<u>Surname</u>	<u>First Name</u>	<u>Instructional Format</u>	<u>Grade</u>	<u>GradingScheme</u>	<u>Grade Qualifier</u>
Names and student numbers have been removed for this demonstration						
SEMR01				A	Undergraduate including failures	
SEMR01				B	Undergraduate including failures	
SEMR01				C+	Undergraduate including failures	

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

Grades Input Tips



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.