Grades Input on the Web for Course Directors and Section Directors

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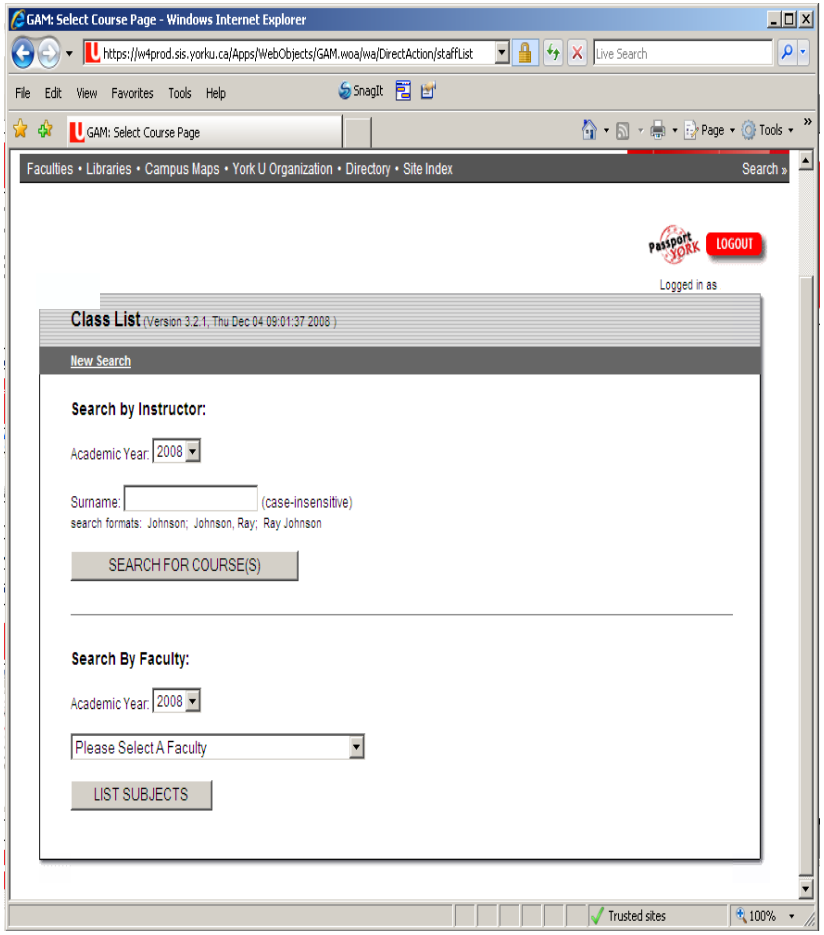
Overview

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 course(s)
- You must have Passport York Access to Class Lists on the Web

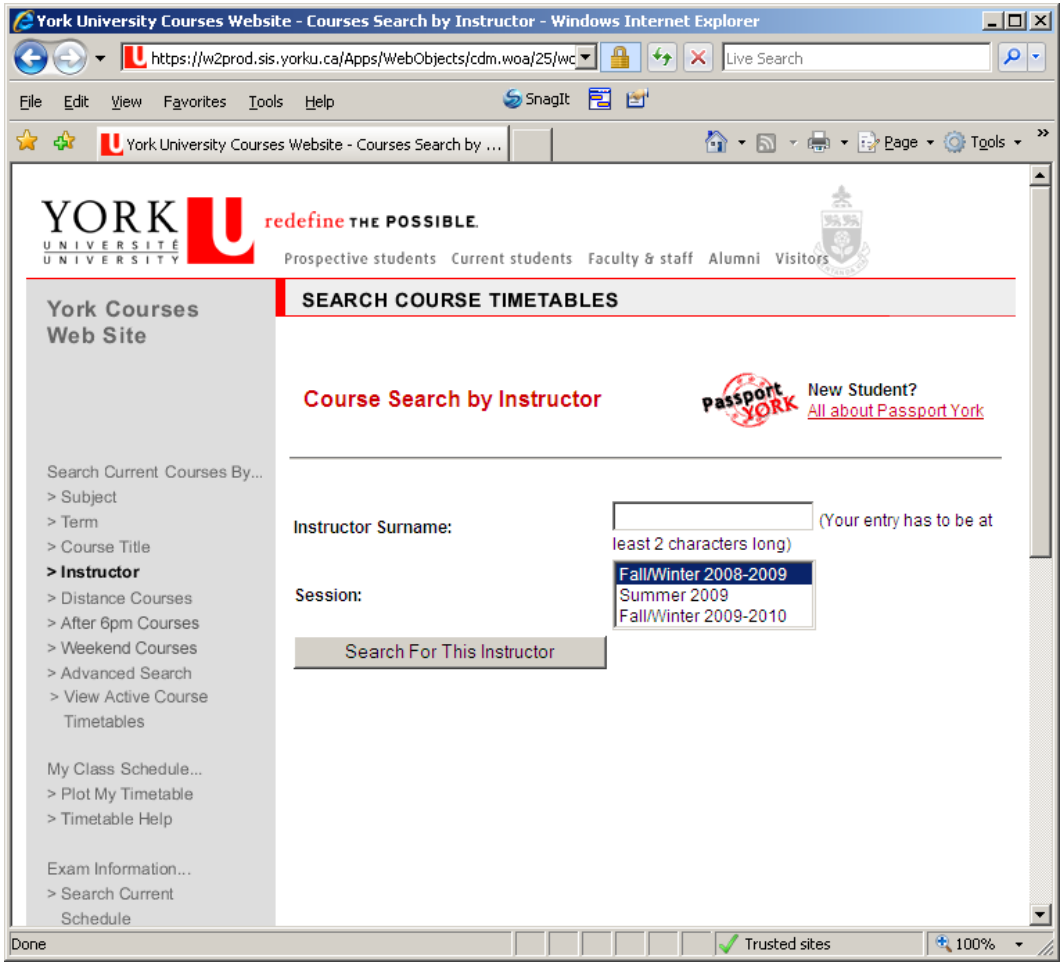
Verifying you have access to Class Lists

1. Go to class list tool
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Class List”
4. Enter your Passport York 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

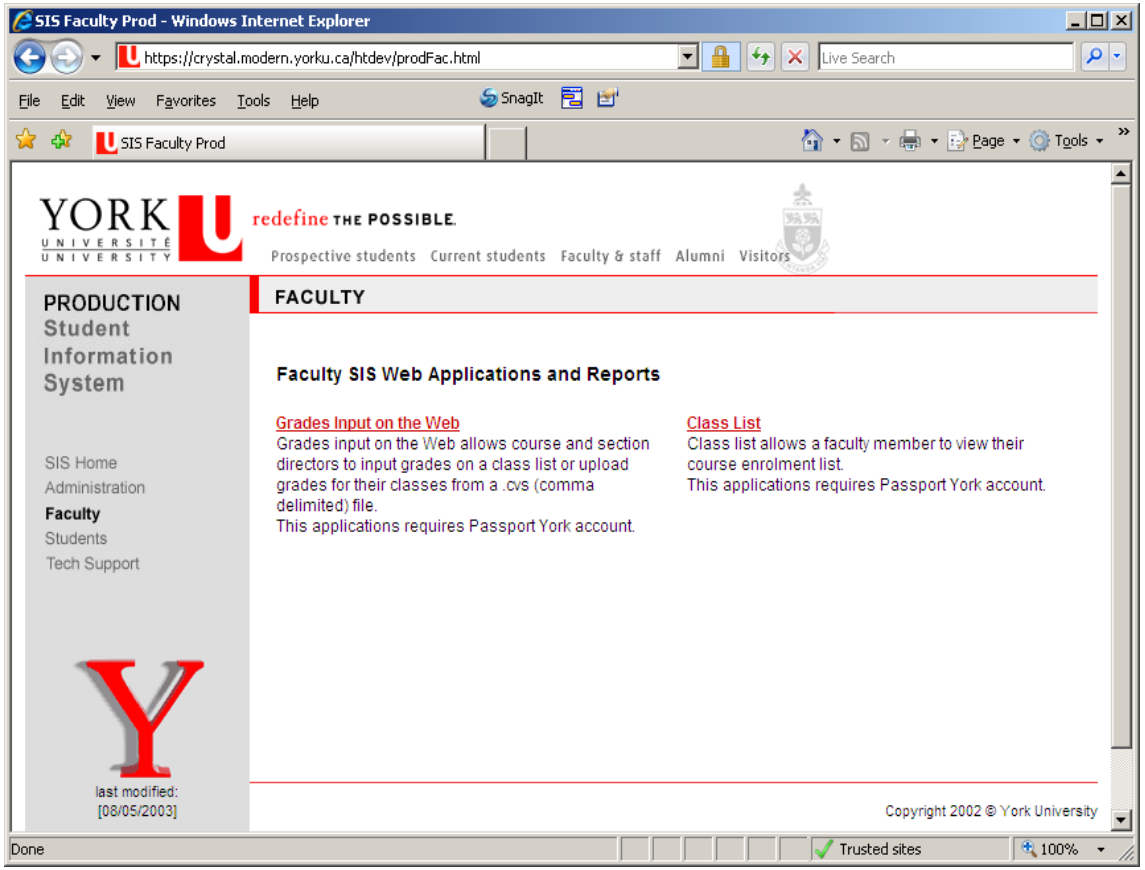
1. Go to:
   Courses search - search courses by instructor
2. Click on “Course Timetables and Schedules” under “Academic Resources”
3. Under “Search Current Courses By…” click on “Instructor”
4. Enter your last name
5. The courses site will return courses taught by you, if this information has been recorded in the Student Information System



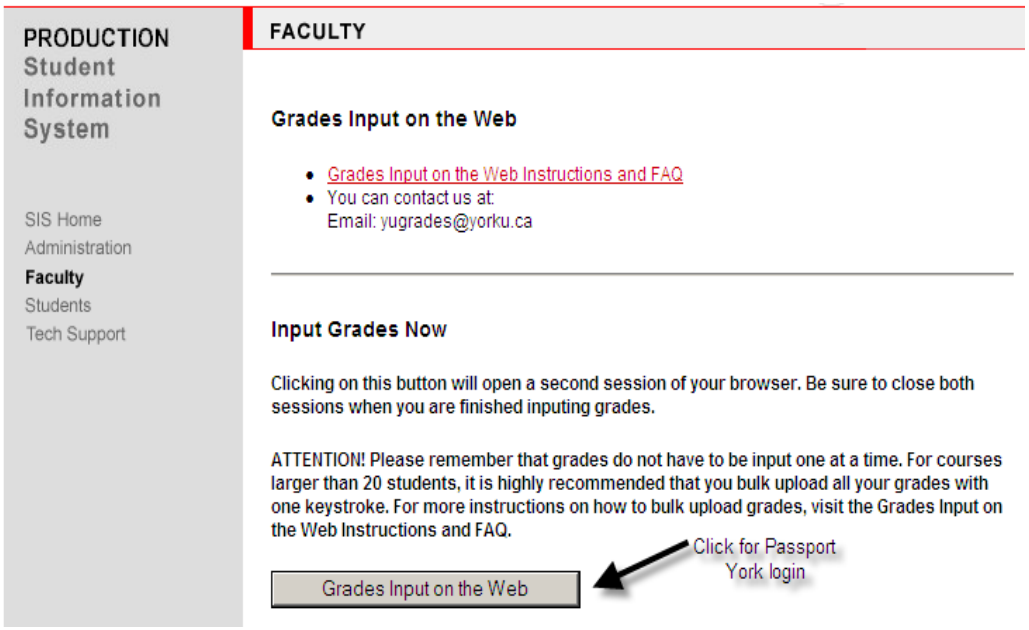
Grades Input on the Web

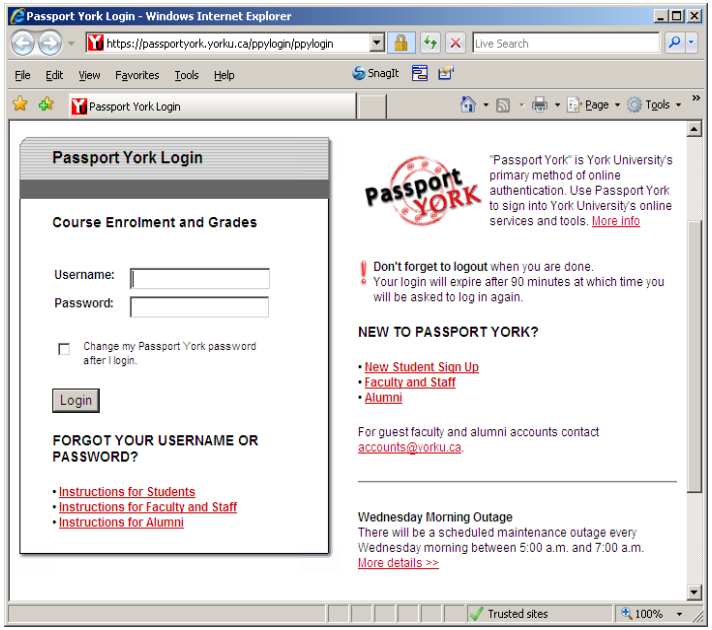
1. Go to
   Faculty SIS
   Web Applications

2. Click on “Grades Input on the Web”



Grades Input on the Web





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

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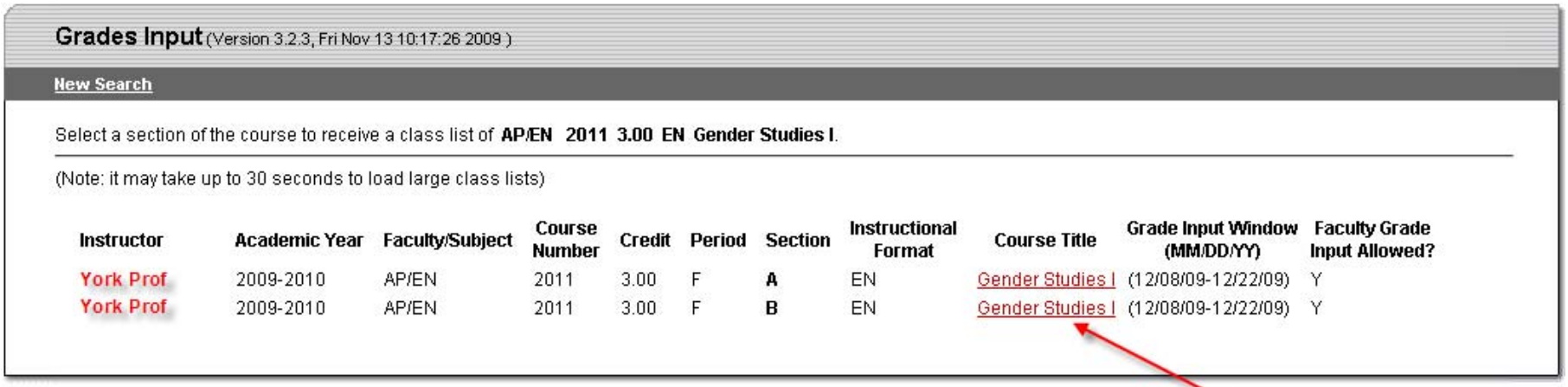
Select the course you are going to grade



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**.

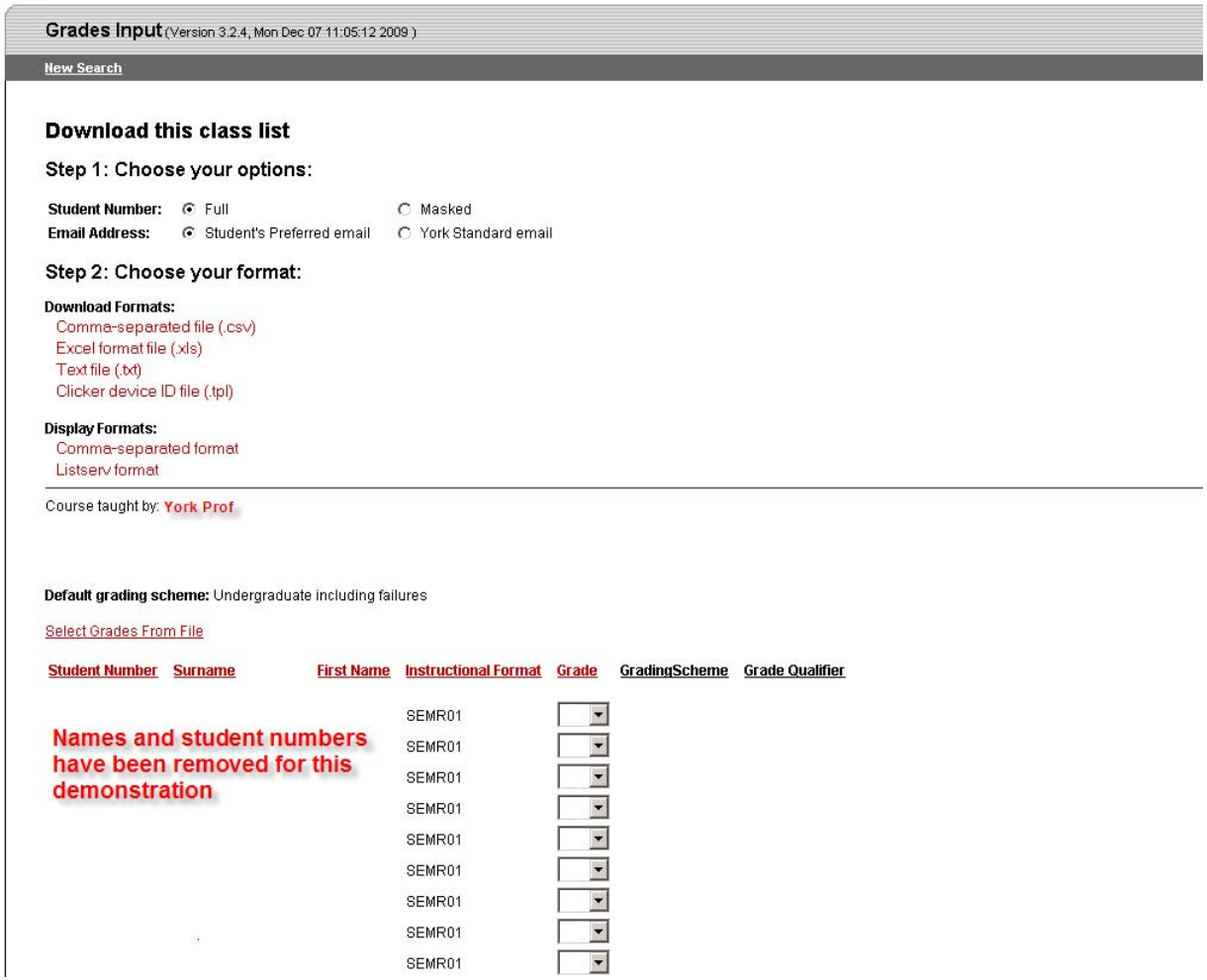
(Note: it may take up to 30 seconds to load large class lists)

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

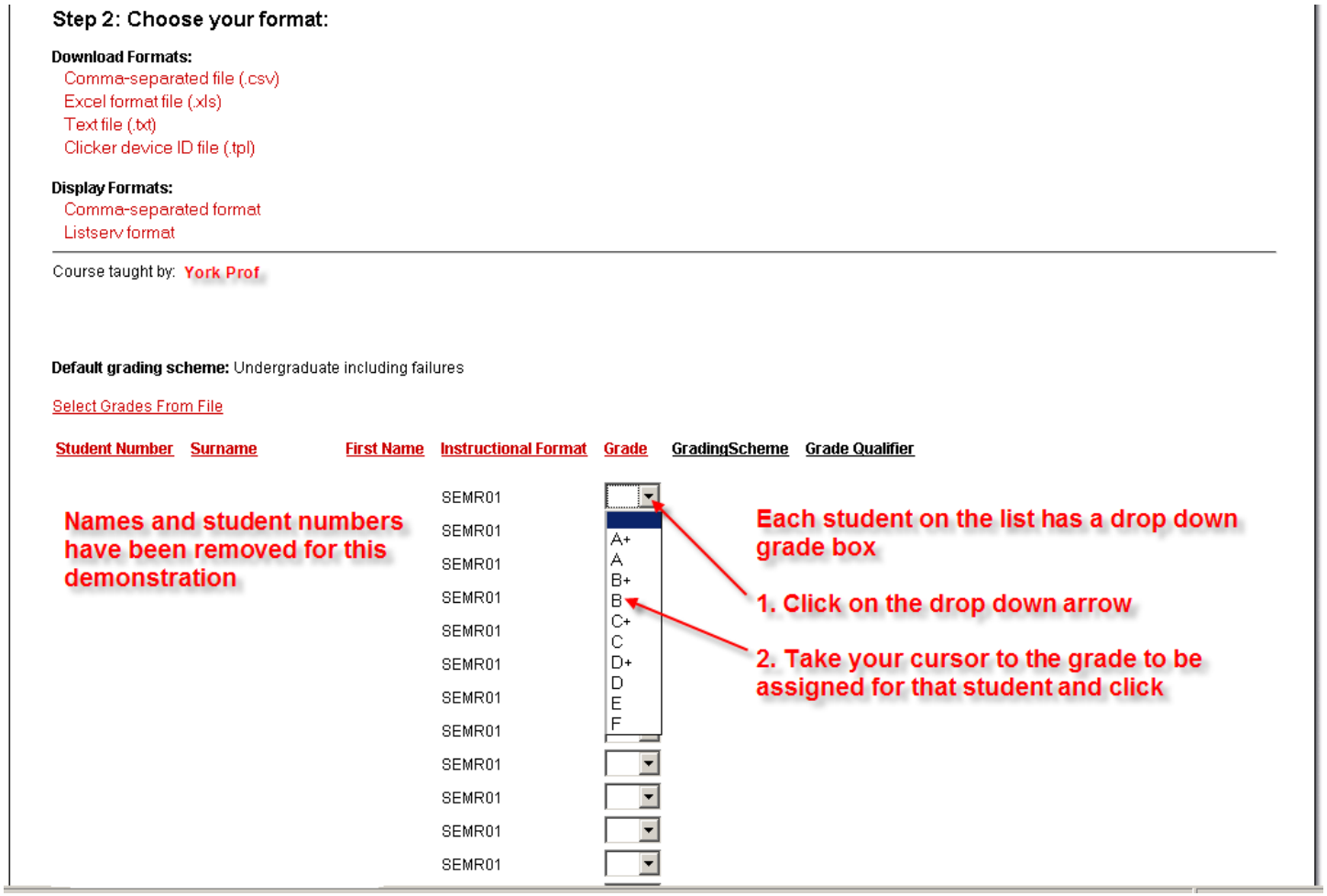


Inputting your grades

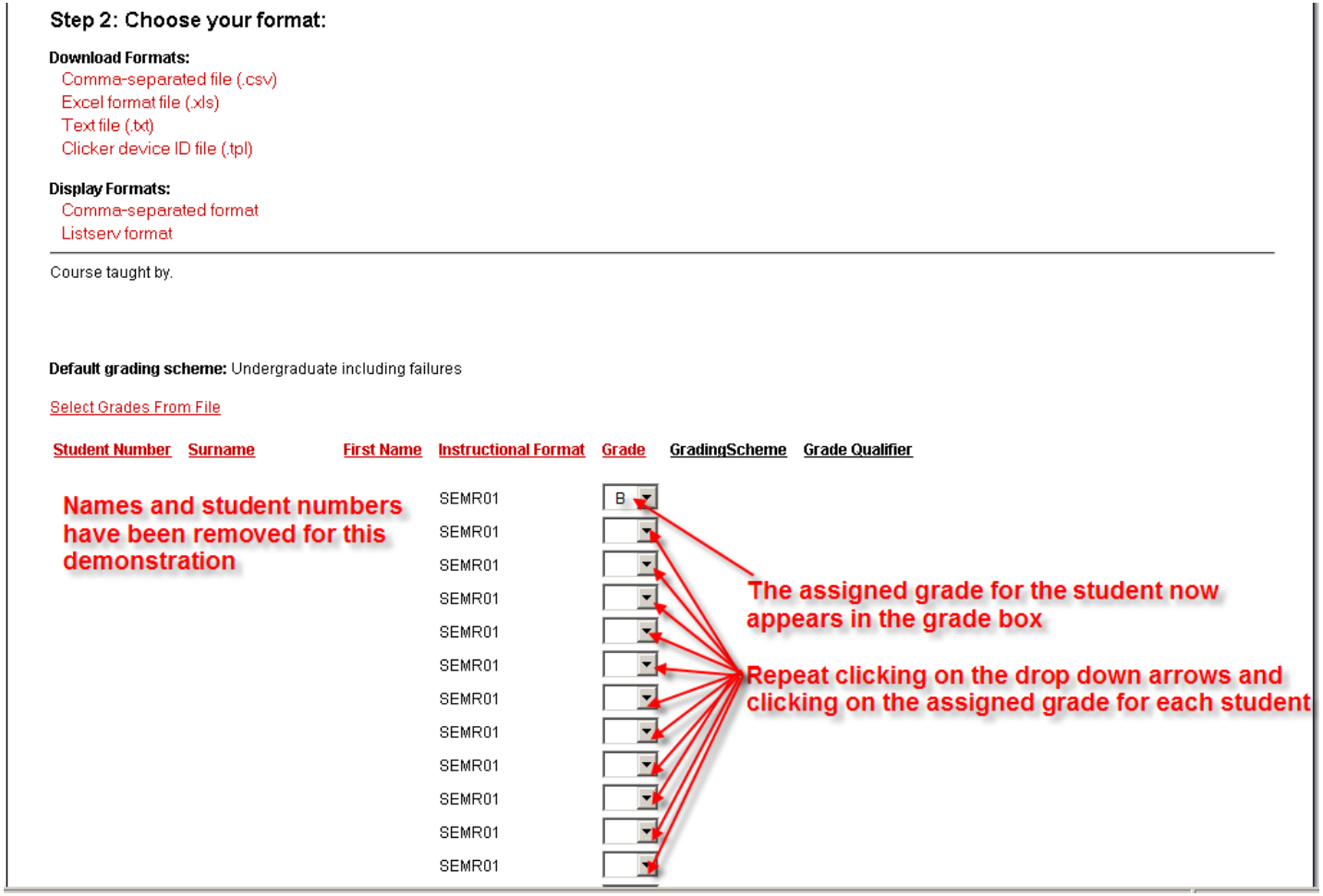
Once you have arrived at the grades input screen, there are two options for inputting your grades:

1. This tutorial shows how grades can be entered 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.
2. You can also upload grades for all or part of a class from a CSV (comma delimited format) file. Please see the tutorial entitled, “Uploading Grades from a CSV File”. Instructions for preparing a CSV file are also available at this site.

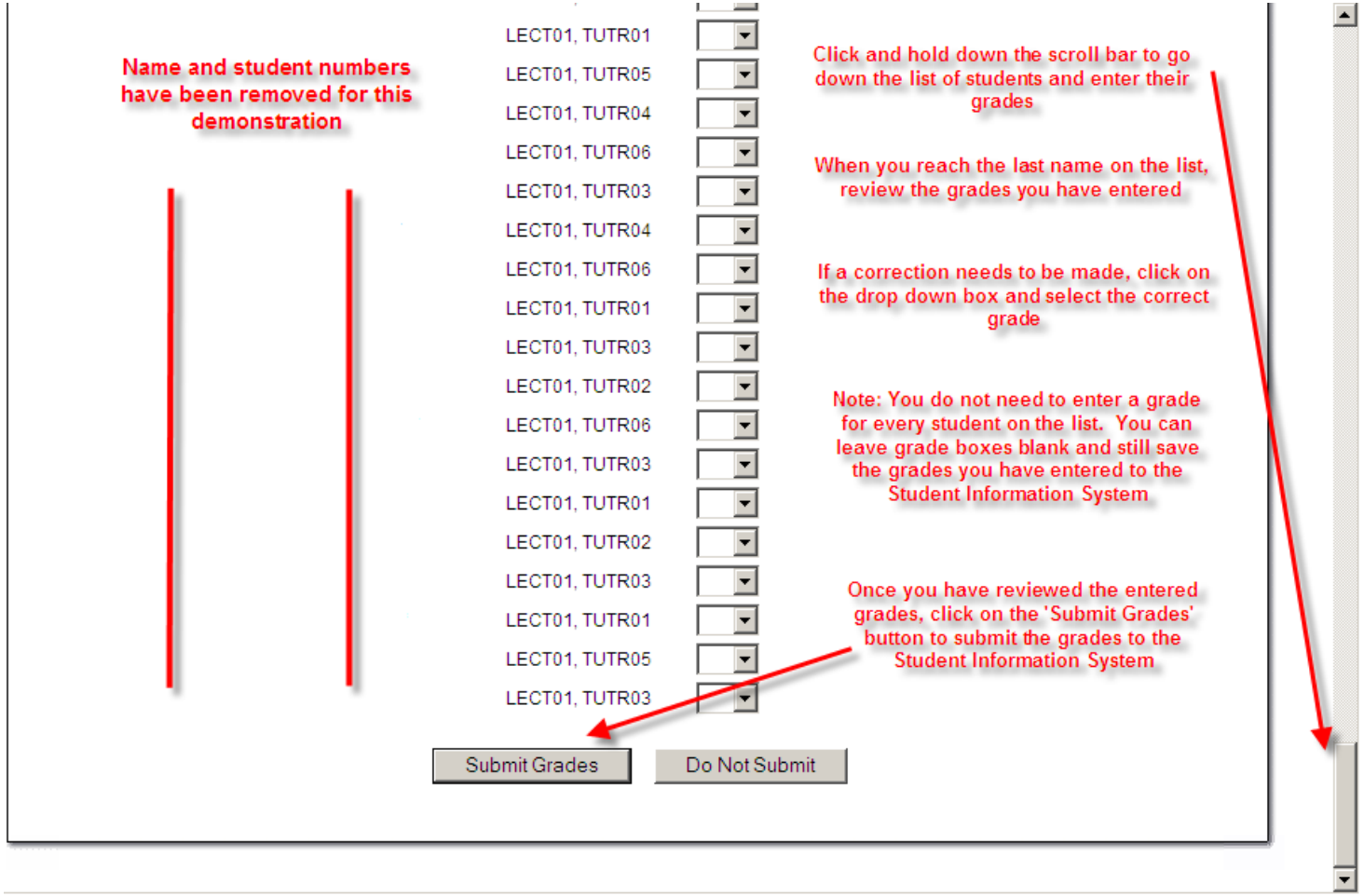
1. Entering grades on the Grades list



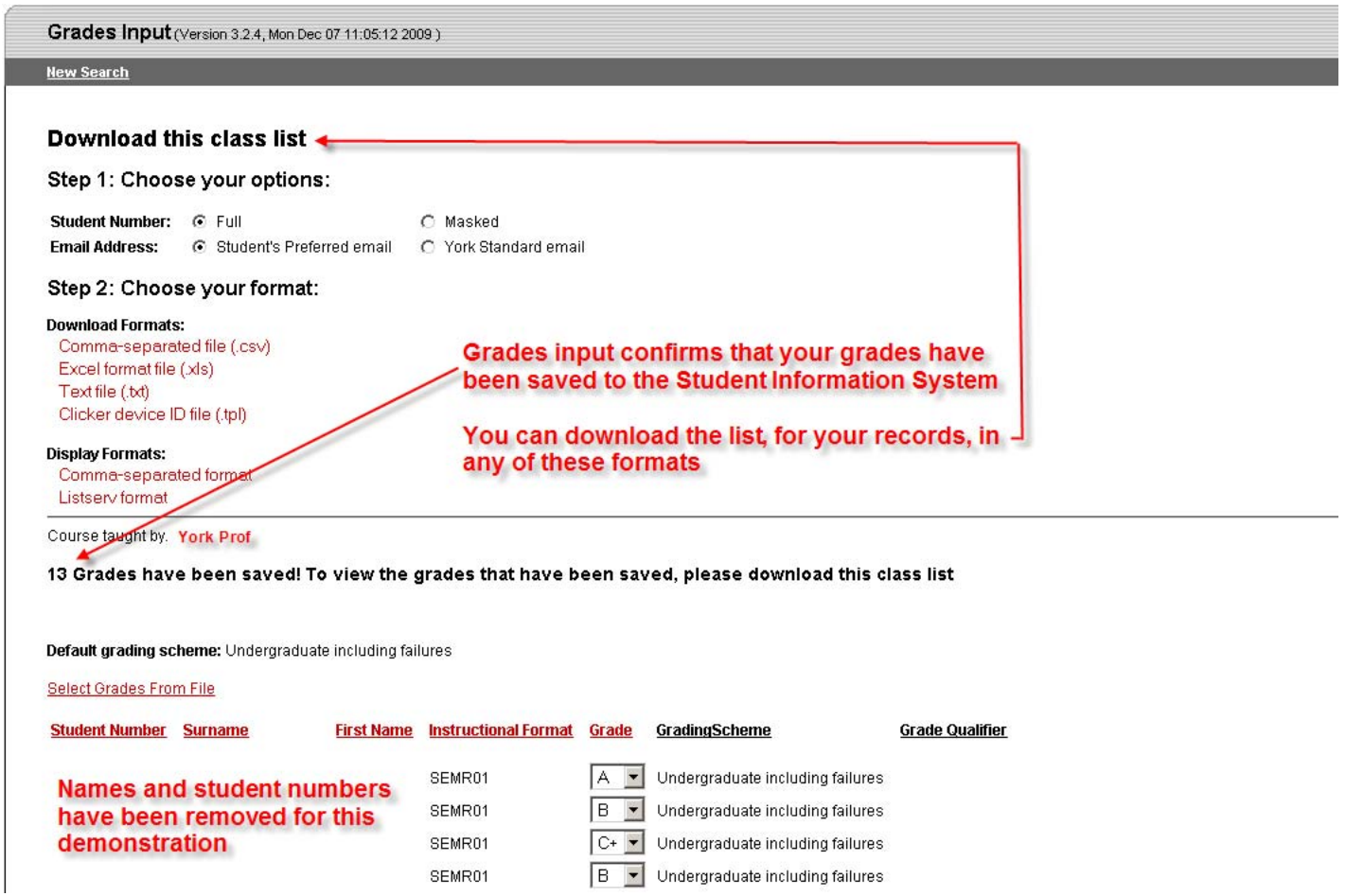
Continue to enter grades



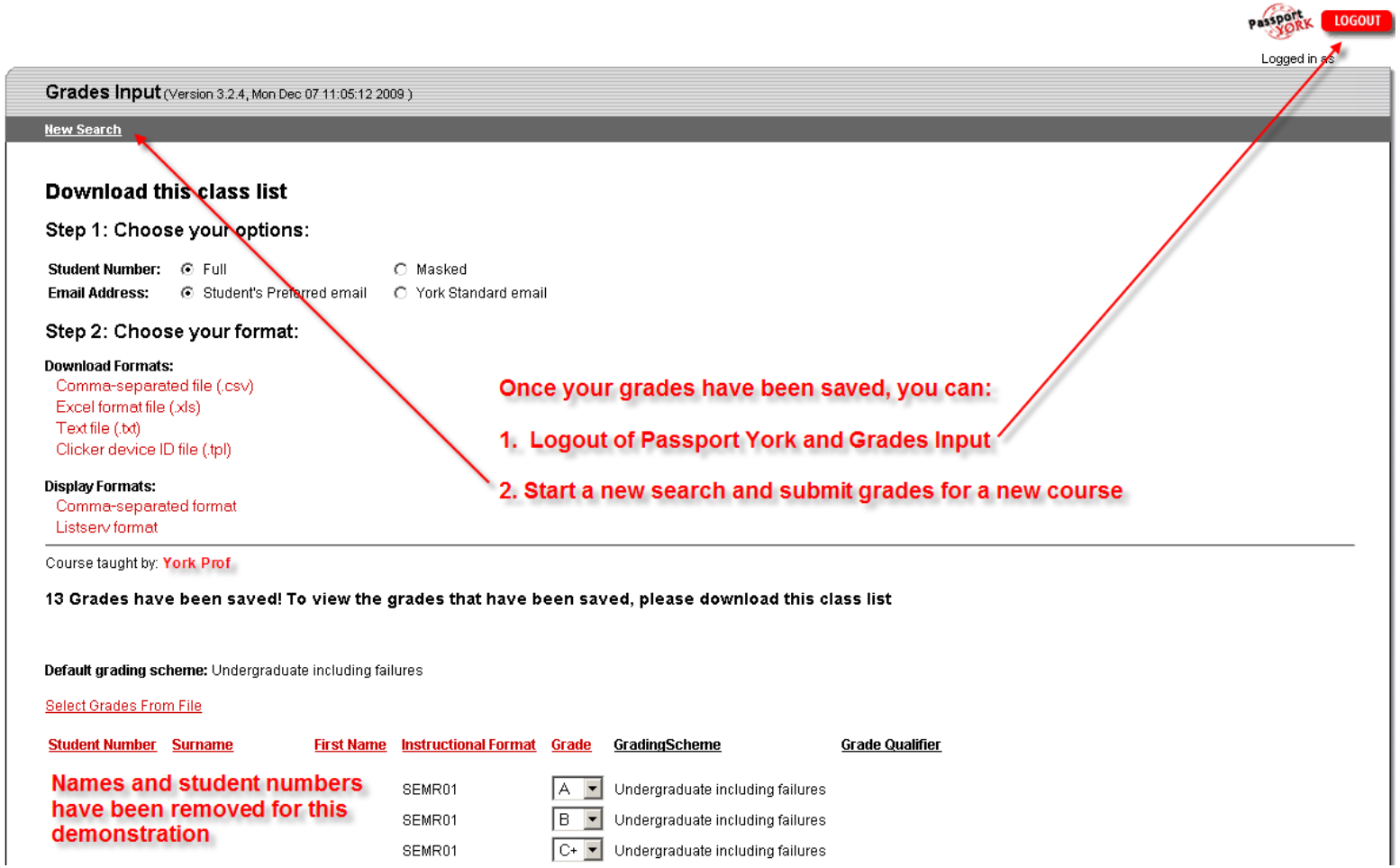
Finish entering grades and click on the "Submit Grades" button



Grades Input confirms grades have been saved



Logout or start a new search



Grades Input Tips

1. Grades can be put in for a whole class or part of a class
2. Once you have saved grades in a course, you must exit that session and re-enter, if you want to alter or add grades
3. 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.
4. Grades cannot be entered by Faculty beyond 5 days after the last day of exams.
5. 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.