

Grades Input on the Web for Course Directors and Section Directors



Overview



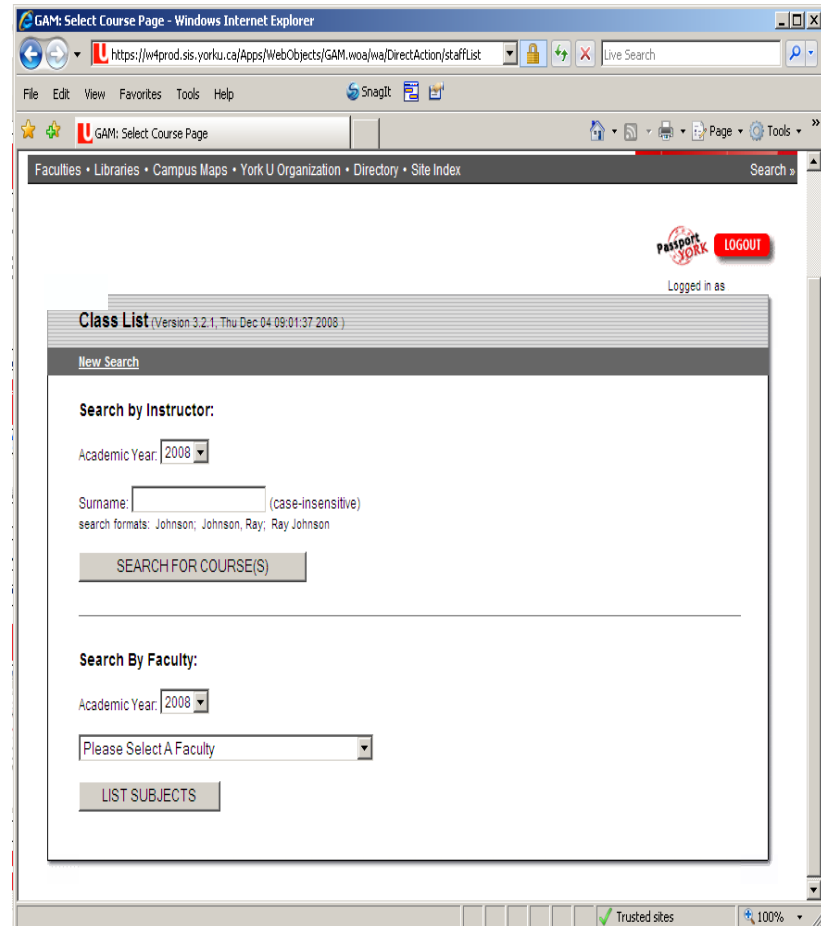
Welcome to the on-line tutorial for Grades Input on the Web

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

Verifying you have access to Class Lists



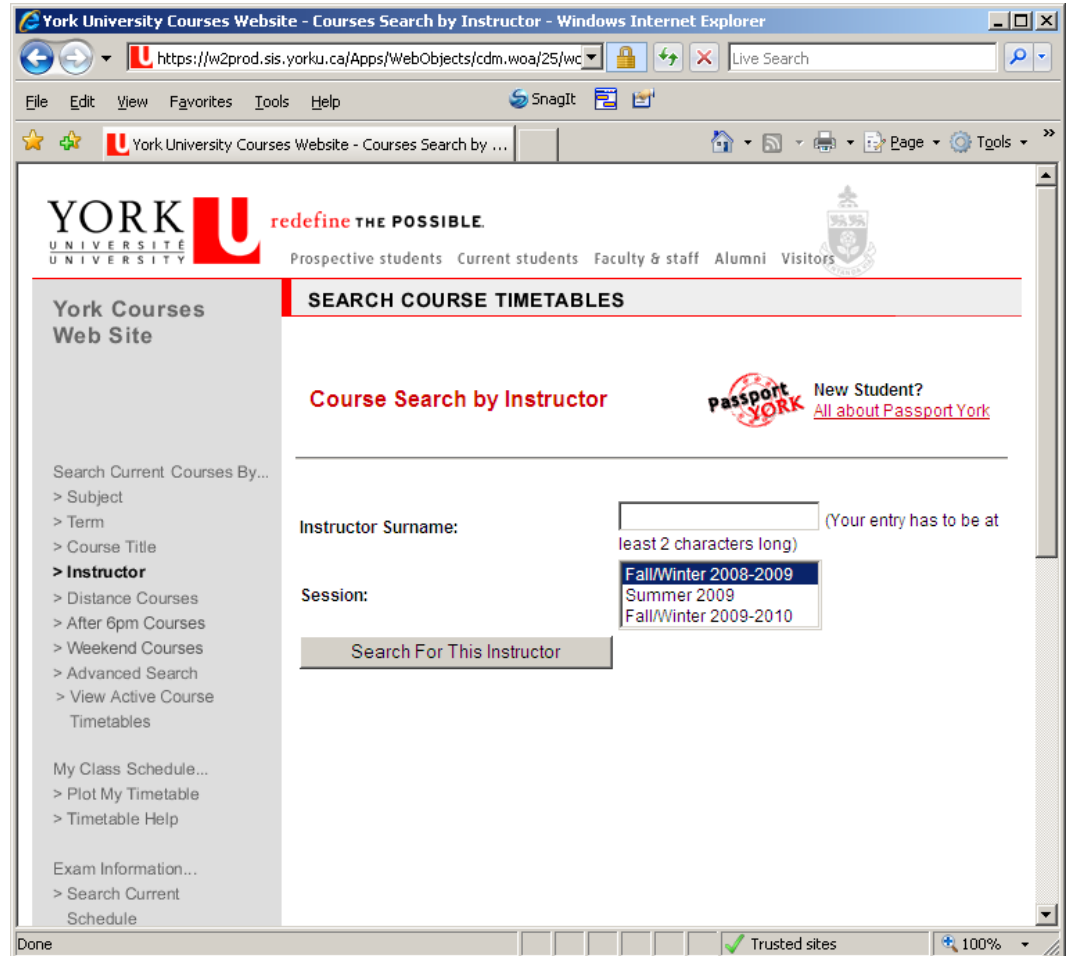
1. Go to [class list tool](#)
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Class List”
4. Enter your Passport York username and password.
5. If you are successfully authenticated and arrive at the screen shown, you have access to Class Lists on the Web



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



The screenshot shows a web browser window displaying the York University Courses Website. The page title is "York University Courses Website - Courses Search by Instructor". The URL in the address bar is "https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/25/wc". The page features the York University logo and the tagline "redefine THE POSSIBLE". The main navigation menu includes "Prospective students", "Current students", "Faculty & staff", "Alumni", and "Visitors". The page is titled "SEARCH COURSE TIMETABLES" and has a sub-header "Course Search by Instructor". There is a "passport YORK" logo and a link "New Student? All about Passport York". The search form includes fields for "Instructor Surname:" (with a note "(Your entry has to be at least 2 characters long)") and "Session:". The "Session:" dropdown menu is open, showing options: "Fall/Winter 2008-2009", "Summer 2009", and "Fall/Winter 2009-2010". A "Search For This Instructor" button is located below the form. The left sidebar contains a "York Courses Web Site" menu with options like "Search Current Courses By...", "My Class Schedule...", and "Exam Information...". The status bar at the bottom shows "Done", "Trusted sites", and "100%".

Grades Input on the Web



1. Go to
[Faculty SIS Web Applications](#)
2. Click on “Grades Input on the Web”

The screenshot shows a Windows Internet Explorer browser window displaying the 'SIS Faculty Prod' page. The address bar shows the URL: <https://crystal.modern.yorku.ca/htdev/prodFac.html>. The page header includes the York University logo and the tagline 'redefine THE POSSIBLE.' with navigation links for 'Prospective students', 'Current students', 'Faculty & staff', 'Alumni', and 'Visitors'. The main content area is titled 'FACULTY' and contains a section for 'Faculty SIS Web Applications and Reports'. This section lists two applications: 'Grades Input on the Web' and 'Class List'. The 'Grades Input on the Web' application description states: 'Grades input on the Web allows course and section directors to input grades on a class list or upload grades for their classes from a .csv (comma delimited) file. This applications requires Passport York account.' The 'Class List' application description states: 'Class list allows a faculty member to view their course enrolment list. This applications requires Passport York account.' A sidebar on the left contains a 'PRODUCTION Student Information System' menu with links for 'SIS Home', 'Administration', 'Faculty', 'Students', and 'Tech Support'. At the bottom of the sidebar is a large red 'Y' logo and the text 'last modified: [08/05/2003]'. The footer of the page includes 'Copyright 2002 © York University'. The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

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

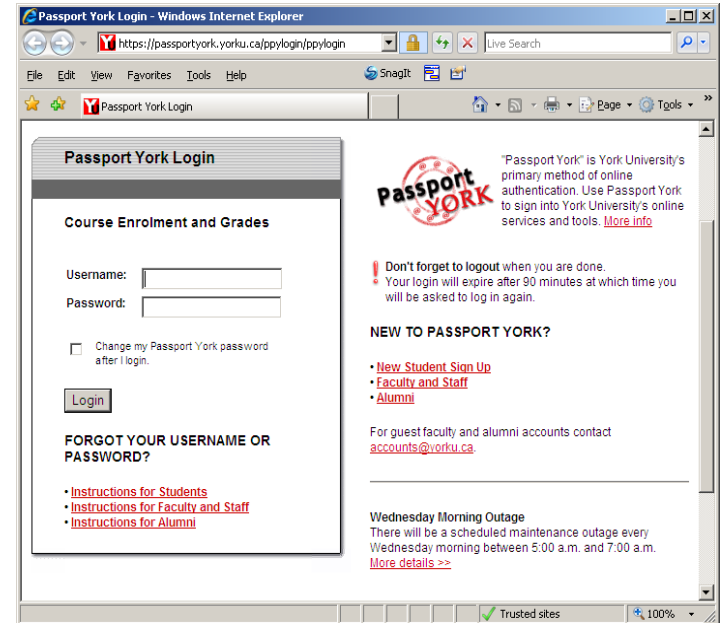
Input Grades Now

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



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

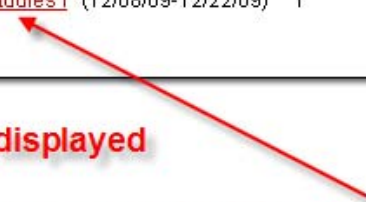
Select a section of the course to receive a class list of **AP/EN 2011 3.00 EN Gender Studies I.**

(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



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



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](#)

Student Number Surname First Name Instructional Format Grade GradingScheme Grade Qualifier

Names and student numbers have been removed for this demonstration

SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	

Each student on the list has a drop down grade box

1. Click on the drop down arrow

2. Take your cursor to the grade to be assigned for that student and click

Continue to enter grades



Step 2: Choose your format:

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- 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](#)

Student Number **Surname** **First Name** **Instructional Format** **Grade** **GradingScheme** **Grade Qualifier**

**Names and student numbers
have been removed for this
demonstration**

SEMR01	B
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	
SEMR01	

The assigned grade for the student now appears in the grade box

Repeat clicking on the drop down arrows and clicking on the assigned grade for each student

Finish entering grades and click on the “Submit Grades” button



Name and student numbers have been removed for this demonstration

LECT01, TUTR01	<input type="text"/>
LECT01, TUTR05	<input type="text"/>
LECT01, TUTR04	<input type="text"/>
LECT01, TUTR06	<input type="text"/>
LECT01, TUTR03	<input type="text"/>
LECT01, TUTR04	<input type="text"/>
LECT01, TUTR06	<input type="text"/>
LECT01, TUTR01	<input type="text"/>
LECT01, TUTR03	<input type="text"/>
LECT01, TUTR02	<input type="text"/>
LECT01, TUTR06	<input type="text"/>
LECT01, TUTR03	<input type="text"/>
LECT01, TUTR01	<input type="text"/>
LECT01, TUTR02	<input type="text"/>
LECT01, TUTR03	<input type="text"/>
LECT01, TUTR01	<input type="text"/>
LECT01, TUTR05	<input type="text"/>
LECT01, TUTR03	<input type="text"/>

Click and hold down the scroll bar to go down the list of students and enter their grades

When you reach the last name on the list, review the grades you have entered

If a correction needs to be made, click on the drop down box and select the correct grade

Note: You do not need to enter a grade for every student on the list. You can leave grade boxes blank and still save the grades you have entered to the Student Information System

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

Grades Input confirms grades have been saved



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**

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	

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

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

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**

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 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.