

Grades Input on the Web

Frequently Asked Questions

Do I have to use Grades on the Web to report my grades?

Yes. The old bubblesheets are no longer available.

Do I have access to the Grades Input on the Web?

If you are a Course or Section Director:

- SB, ES, LW instructors: Contact your Faculty office for student and academic services.
- For all other instructors:
 - If you have access to [Class List](#) on the web through Passport York, you should have access to input Grades on the Web.
 - If you don't have access to Class List on the web through Passport York, please send an email with your name, Passport York username, employee number, Faculty name, department name and office telephone number to yugrades@yorku.ca. The Registrar's Office will contact your Faculty SIS Account Manager for approval and advise you when your access has been arranged.

If you are an administrative support staff member:

- Send an email with your name, Passport York username, employee number, Faculty name, department name and office telephone number to yugrades@yorku.ca. The Registrar's Office will contact your Faculty SIS Account Manager for approval and advise you when your access has been arranged.

How do I get training to use Grades on the Web?

Click [here](#) to be redirected to the Grades on the Web Instructions page.

What if I still have questions?

Contact: yugrades@yorku.ca

What is a CSV file and how do I generate one?

Click [here](#) to be redirected to the Grades on the Web Instructions page.

When is the Grades on the Web system available?

Access to Grades on the Web is available beginning the day after the last day of classes.

When is the last day to input grades?

Grades are due on the system ten business days after the last day of classes for courses with no formal exam. If there is a formal exam, grades are due five business days after the exam.

What if I miss the deadline to input grades?

Contact: yugrades@yorku.ca