



# Overview



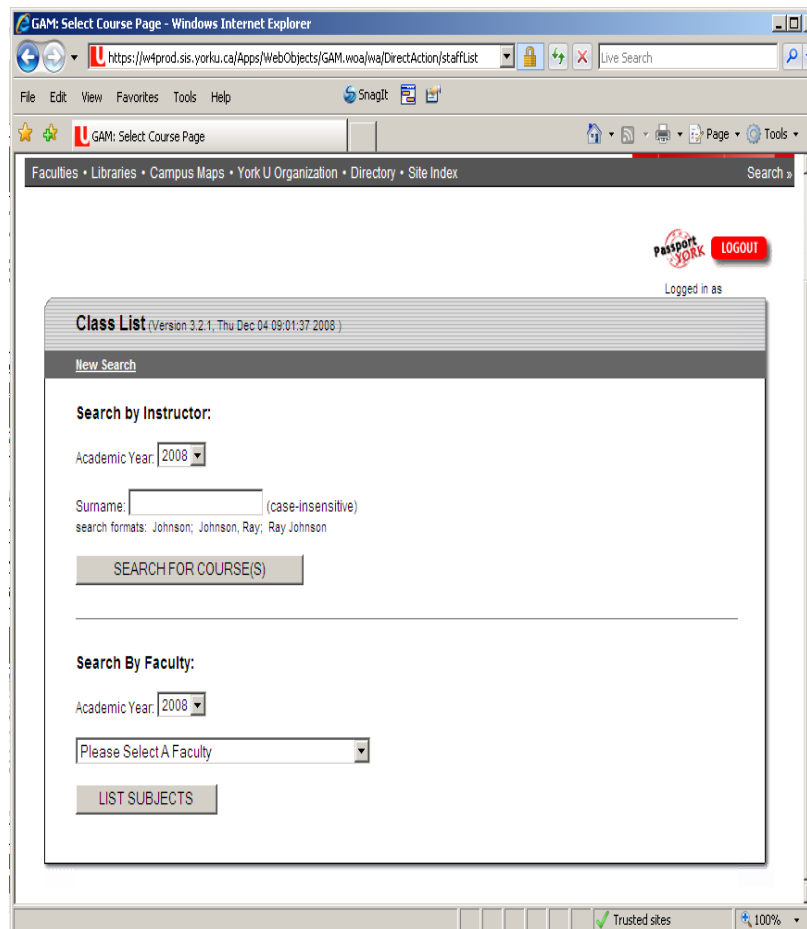
Welcome to the on-line tutorial for Grades Input on the Web

- 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](http://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

# Grades Input on the Web



1. Go to [www.sis.yorku.ca](http://www.sis.yorku.ca)
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Grades Input on the Web”

The screenshot shows a Windows Internet Explorer browser window displaying the 'SIS Faculty Prod' website. 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 features a section for 'Faculty SIS Web Applications and Reports'. This section contains two links: 'Grades Input on the Web' and 'Class List'. The 'Grades Input on the Web' link is highlighted in red and includes a description: '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' link also includes a description: '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 page, there is a large red 'Y' logo and the text 'last modified: [08/05/2003]'. The footer 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

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**FACULTY**

**Grades Input on the Web**


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

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**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.yorku.ca/pplogin/pplogin

File Edit View Favorites Tools Help SnagIt

Passport York Login

**Passport York Login**

**Course Enrolment and Grades**

Username:

Password:

Change my Passport York password after I login.

**FORGOT YOUR USERNAME OR PASSWORD?**

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

**Passport YORK**

"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](mailto: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**

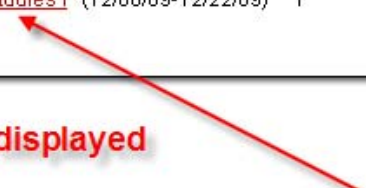
Select a section of the course to receive a class list of **AP/EN 2011 3.00 EN Gender Studies I.**

(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	<a href="#">Gender Studies I</a>	(12/08/09-12/22/09)	Y
York Prof	2009-2010	AP/EN	2011	3.00	F	B	EN	<a href="#">Gender Studies I</a>	(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](#)

Student Number	Surname	First Name	Instructional Format	Grade	GradingScheme	Grade Qualifier
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		
			SEMR01	<input type="text"/>		

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



# 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](#)

**Download this class list**

**Step 1: Choose your options:**

Student Number:  Full  Masked  
 Email Address:  Student's Preferred email  York Sta

**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](#)

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

**1. Click on 'Select Grades From File'**

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

<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>
<b>Names and student numbers have been removed for this demonstration</b>			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	

# Locate your csv file on File Upload 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

**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: 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>
<b>Names and student numbers have been removed for this demonstration</b>			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 3311  
 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:  Open  
 Files of type: All Files 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

**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

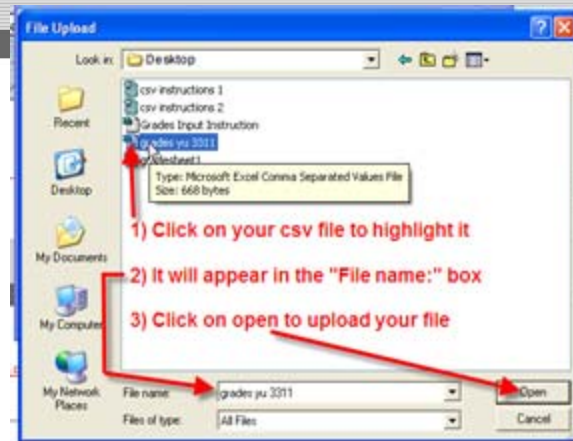
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Course taught by: Meagan Hillman

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>
<b>Names and student numbers have been removed for this demonstration</b>			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	



# Load your grades csv 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:**

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: 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>
<b>Names and student numbers have been removed for this demonstration</b>			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	

# 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**

**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:

**⚠ 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:**

**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:

**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**

						B+
						B+
						B+

**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**

# Save your grades to the Student Information System



Name and student numbers  
have been removed for this  
demonstration

- LECT01, TUTOR1
- LECT01, TUTOR5
- LECT01, TUTOR4
- LECT01, TUTOR6
- LECT01, TUTOR3
- LECT01, TUTOR4
- LECT01, TUTOR6
- LECT01, TUTOR1
- LECT01, TUTOR3
- LECT01, TUTOR2
- LECT01, TUTOR6
- LECT01, TUTOR3
- LECT01, TUTOR1
- LECT01, TUTOR2
- LECT01, TUTOR3
- LECT01, TUTOR1
- LECT01, TUTOR5
- LECT01, TUTOR3

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](#)

**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](#)


Student Number	Surname	First Name	Instructional Format	Grade	GradingScheme	Grade Qualifier
<b>Names and student numbers have been removed for this demonstration</b>			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>
<b>Names and student numbers have been removed for this demonstration</b>			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](mailto:yugrades@yorku.ca)

Thank you for using Grades Input on the Web.