

# Grades Input on the Web for Departments





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

- Access to Grades Input on the Web is granted through Passport York
- Departmental Staff will be given access based on Faculty and Subject Acronyms
- Inquiries about access should be directed to:  
[yugrades@yorku.ca](mailto:yugrades@yorku.ca)

# 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 website header includes the York University logo and the tagline 'redefine THE POSSIBLE.' Below the header, there is a navigation menu with 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.' On the left side of the page, there is a sidebar with the title 'PRODUCTION Student Information System' and a list of links: '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 of the page includes the copyright notice 'Copyright 2002 © York University'. The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom level.

# 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](mailto:yugrades@yorku.ca)

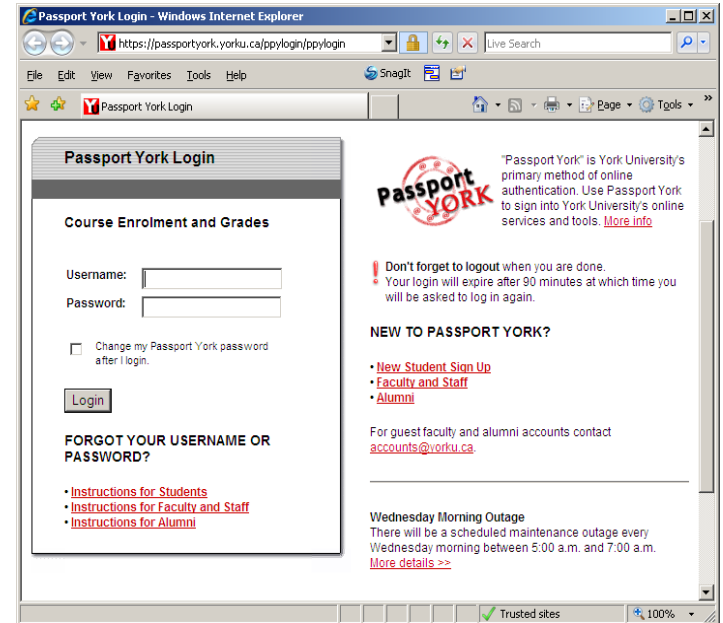
**Input Grades Now**

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

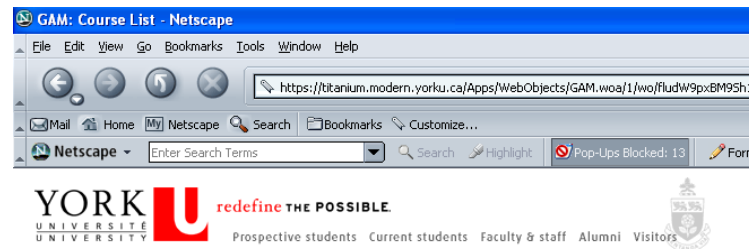


Grades Input on the Web is Passport York Protected. Enter your username and password

# Obtaining your course information



Once you have been authorized through Passport York, you will come to this screen, listing the courses offered by your Department



Grades Input				
New Search				
Select a course to list sections offered:				
AS/EN	1100	6.00	EN A	<a href="#">Major Authors in English Literature</a>
AS/EN	1200	6.00	EN A	<a href="#">An Introduction to Literary Genres</a>
AS/EN	1250	3.00	EN A	<a href="#">A Writer's Introduction to Literary Forms</a>
AS/EN	1300	6.00	EN A	<a href="#">Literature and Theory: An Introduction</a>
AS/EN	1350	3.00	EN A	<a href="#">A Writer's Introduction to Literary Theory</a>
AS/EN	1400	6.00	EN A	<a href="#">Introduction to English Literary History</a>
AS/EN	1980	9.00	EN A	<a href="#">Professional Writing: Process and Practice</a>
AS/EN	2060	6.00	EN A	<a href="#">The Grammatical Structure of English</a>
AS/EN	2070	6.00	EN A	<a href="#">Approaches to Grammar</a>
AS/EN	2110	6.00	EN A	<a href="#">Introduction to Poetry</a>
AS/EN	2120	6.00	EN A	<a href="#">Drama</a>
AS/EN	2130	6.00	EN A	<a href="#">Introduction to Poetics</a>
AS/EN	2210	3.00	EN A	<a href="#">Horror and Terror: Variations on Gothic</a>
AS/EN	2220	3.00	EN A	<a href="#">Coming of Age in Fiction: Novels of Maturation and Initiation</a>
AS/EN	2250	3.00	EN A	<a href="#">What is Real? Asked the Rabbit: 20th-Century Children's Literature</a>
AS/EN	2251	3.00	EN A	<a href="#">Come, Take this Book Dear Child: Children's Literature, 1590-1900</a>
AS/EN	2260	3.00	EN A	<a href="#">Going Far?: Travel Writing in English</a>
AS/EN	2270	3.00	EN A	<a href="#">Comics and Cartoons I: 1900-Cold War in the United States</a>
AS/EN	2280	3.00	EN A	<a href="#">The English Detective Novel</a>
AS/EN	2280	6.00	EN A	<a href="#">Fiction of the United States Since 1965</a>

# Select the course for which you are entering grades



GAM: Course List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://remando.sis.yorku.ca/Apps/WebObjects/GAM.woa/3/wo/cBEbXvFDhw2FZbXrOD7wFM/6.3.21.1.1.12.1

Most Visited Getting Started Latest Headlines

AP/EN 2002	3.00	EN	A	<a href="#">Literary Theory I</a>
AP/EN 2011	3.00	EN	A	<a href="#">Gender Studies I</a>
AP/EN 2012	3.00	EN	A	<a href="#">Gender Studies II</a>
AP/EN 2100	6.00	EN	A	<a href="#">Poetry</a>
AP/EN 2120	6.00	EN	A	<a href="#">Prose Narrative</a>
AP/EN 2140	6.00	EN	A	<a href="#">Drama</a>
AP/EN 2150	6.00	EN	A	<a href="#">Satire</a>
AP/EN 2220	6.00	EN	A	<a href="#">Canadian Literature</a>
AP/EN 2230	6.00	EN	A	<a href="#">Introduction to American Literature</a>
AP/EN 2240	6.00	EN	A	<a href="#">Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and the South Pacific</a>
AP/EN 2250	6.00	EN	A	<a href="#">Introduction to British Literature</a>
AP/EN 2300	3.00	EN	A	<a href="#">Horror and Terror: Variations on Gothic</a>
AP/EN 2301	3.00	EN	A	<a href="#">Coming of Age in Fiction: Novels of Maturation and Initiation</a>
AP/EN 2302	3.00	EN	A	<a href="#">Apocalyptic Science Fiction</a>
AP/EN 2303	3.00	EN	A	<a href="#">Come, Take this Book Dear Child: Children's Literature, 1590-1900</a>
AP/EN 2304	3.00	EN	A	<a href="#">What is Real? Asked the Rabbit: 20th-Century Children's Literature</a>
AP/EN 2305	3.00	EN	A	<a href="#">Travel Writing in English</a>
AP/EN 2306	3.00	EN	A	<a href="#">Comics and Cartoons I: 1900-Cold War in the United States</a>
AP/EN 2307	3.00	EN	A	<a href="#">Comics and Cartoons II: Cold War-Today in the United States</a>
AP/EN 2308	3.00	EN	A	<a href="#">The English Detective Novel</a>
AP/EN 2309	3.00	EN	A	<a href="#">The Art of the Personal Essay</a>
AP/EN 2600	6.00	EN	A	<a href="#">Introduction to Creative Writing</a>
AP/EN 2710	3.00	EN	A	<a href="#">Grammar &amp; Proofreading</a>
AP/EN 2720	6.00	EN	A	<a href="#">Prose: Style &amp; Argument</a>
AP/EN 3000	6.00	EN	A	<a href="#">Contemporary Literary and Cultural Theory</a>
AP/EN 3020	6.00	EN	A	<a href="#">Psychoanalysis and Approaches to Literature</a>
AP/EN 3031	6.00	EN	A	<a href="#">Diaspora Theory</a>
AP/EN 3060	6.00	EN	A	<a href="#">Healing Fiction: Literature and Medicine</a>
AP/EN 3070	6.00	EN	A	<a href="#">Filming Literature</a>
AP/EN 3080	6.00	EN	A	<a href="#">Theatre in Review</a>
AP/EN 3130	6.00	EN	A	<a href="#">Modernisms</a>
AP/EN 3132	3.00	EN	A	<a href="#">Modernist Movements: Dada/Surrealism in Europe and North America</a>
AP/EN 3135	6.00	EN	A	<a href="#">Modern and Postmodern Conditions: Wars, Cities, Identities</a>
AP/EN 3150	6.00	EN	A	<a href="#">Women in Literature: A Comparative Analysis</a>
AP/EN 3180	6.00	EN	A	<a href="#">Literary Nonfiction</a>

1. Click on the Scroll Bar and scroll down to the course for which you will be entering grades

2. Double click on the course you have selected

Done remando.sis.yorku.ca

# 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







# Inputting your grades



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

1. This tutorial demonstrates how you can 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. 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. This method is covered in a separate tutorial entitled “Grades Input on the Web for Departments”.

# 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](#)

<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	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	
			SEMR01	<input type="text"/>	Undergraduate including failures	

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

**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**

# 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

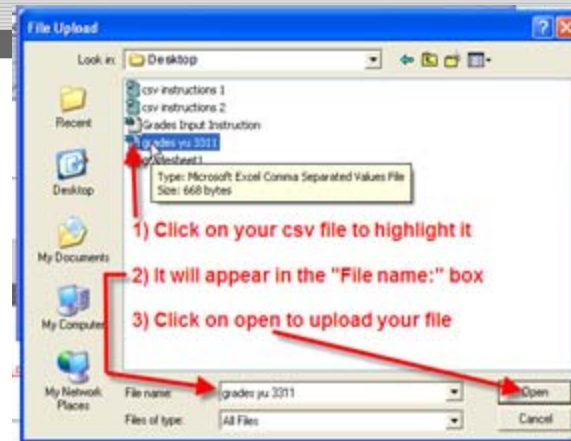
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Course taught by: Meagan Hillman

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	

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**

**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](#)

**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**

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

<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+		

# 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
			SEMR01	A	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	
			SEMR01	C+	Undergraduate including failures	
			SEMR01	B	Undergraduate including failures	


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

**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.