Grades Input on the Web for Departments

YORK UNIVERSITÉ UNIVERSITY

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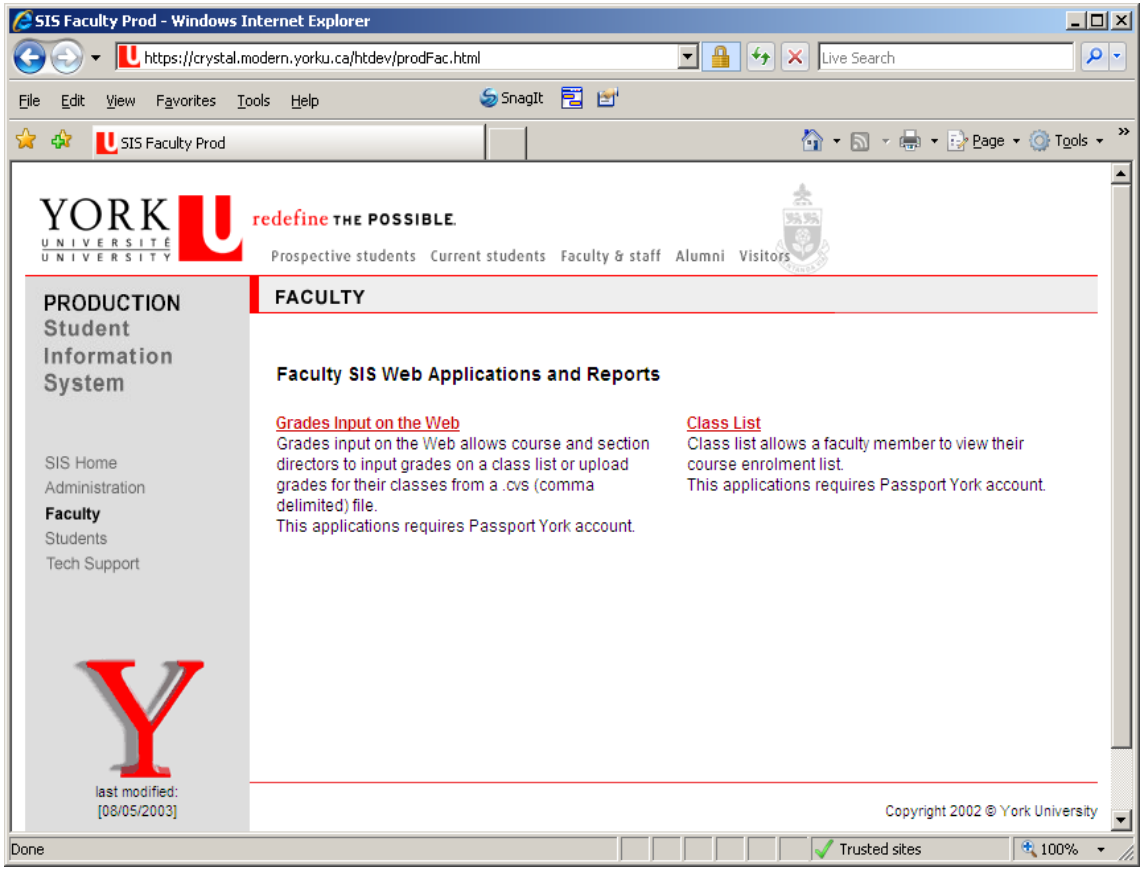
Overview

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

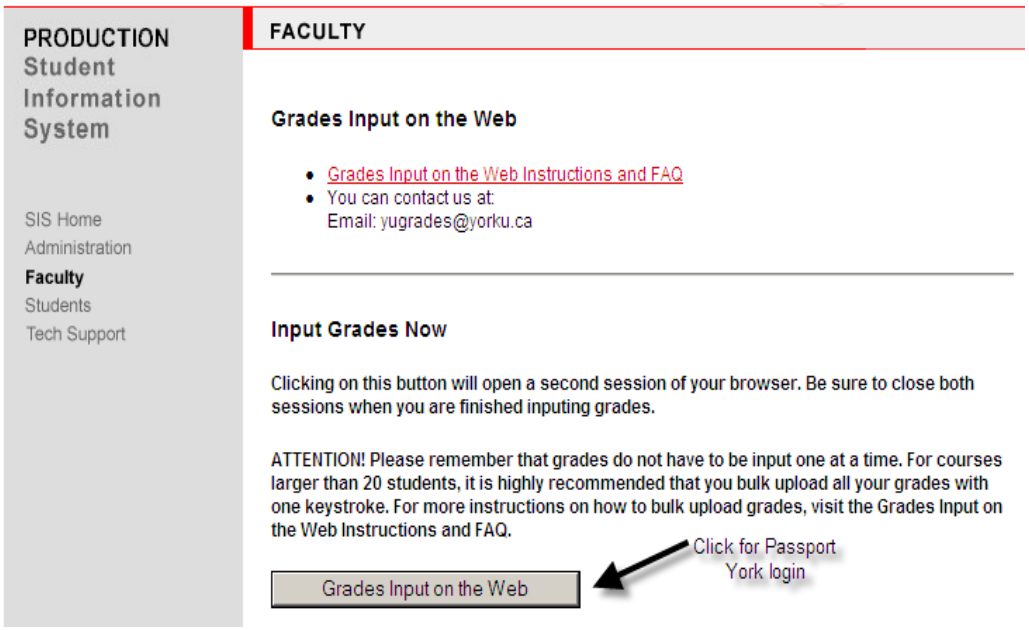
- Access to Grades Input on the Web is granted through Passport York
- Departmental Staff will be given access based on Faculty and Subject Acronyms
- Inquiries about access should be directed to:
  yugrades@yorku.ca

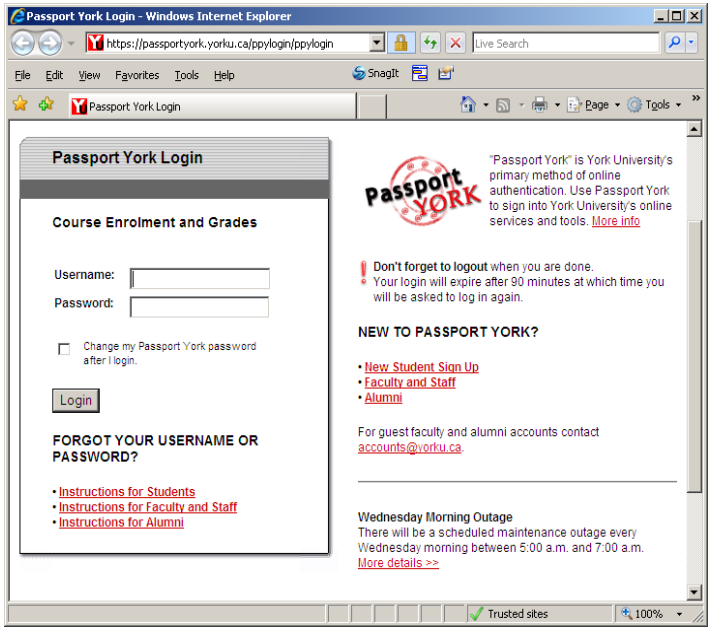
Grades Input on the Web

1. Go to www.sis.yorku.ca
2. Under “For Faculty” click on “more info on these applications”
3. Click on “Grades Input on the Web”



Grades Input on the Web

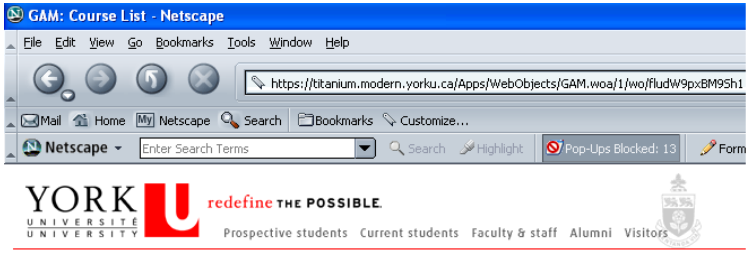


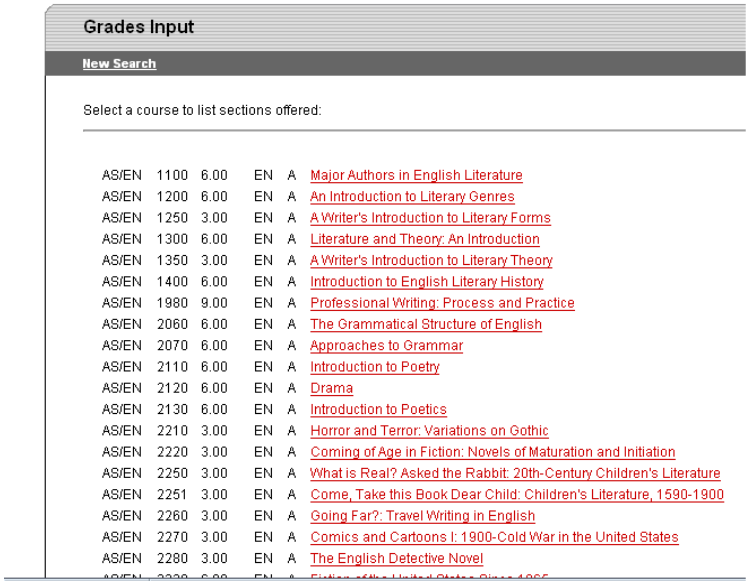


Grades Input on the Web is Passport York Protected. Enter your username and password

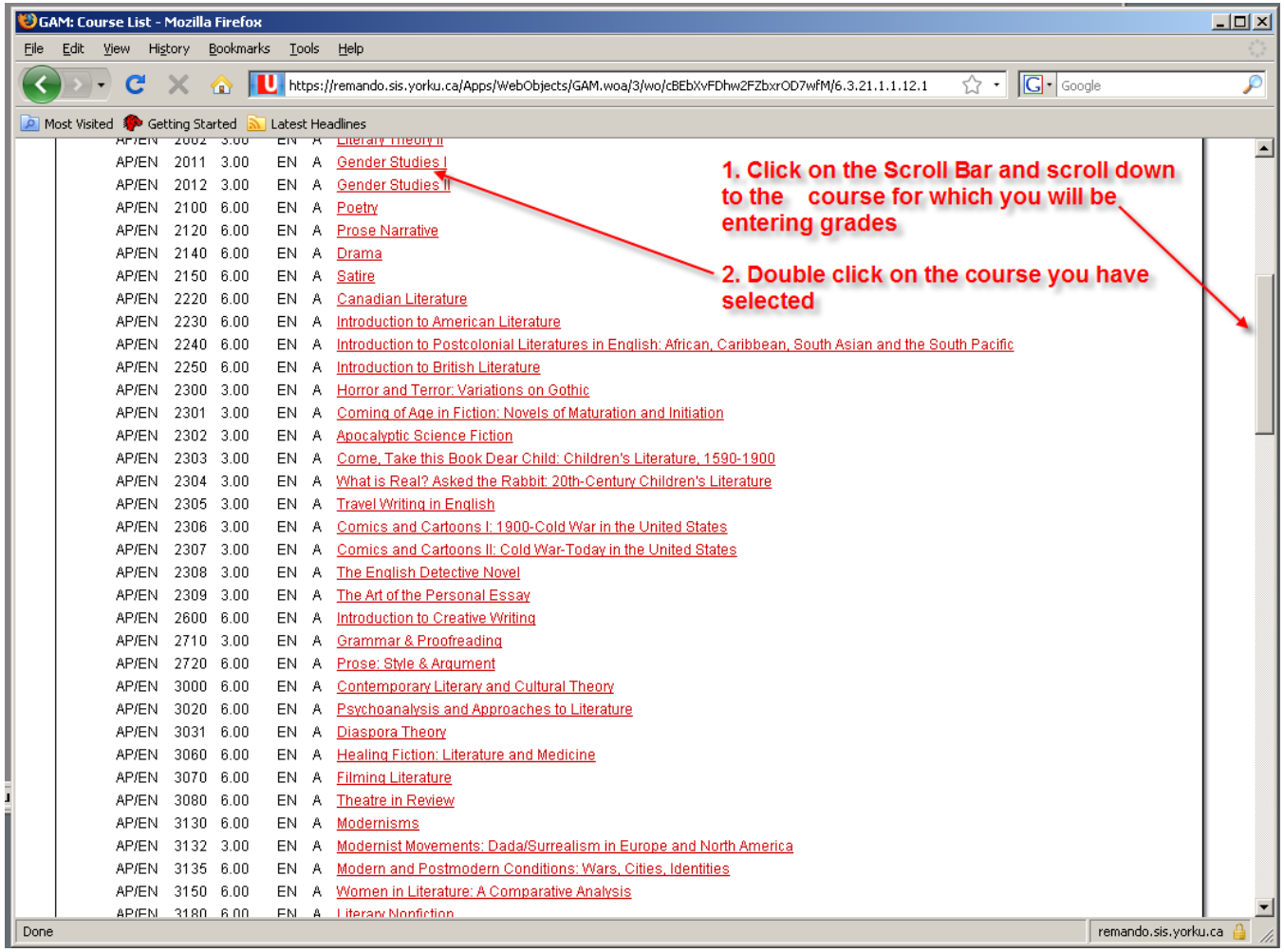
Obtaining your course information

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

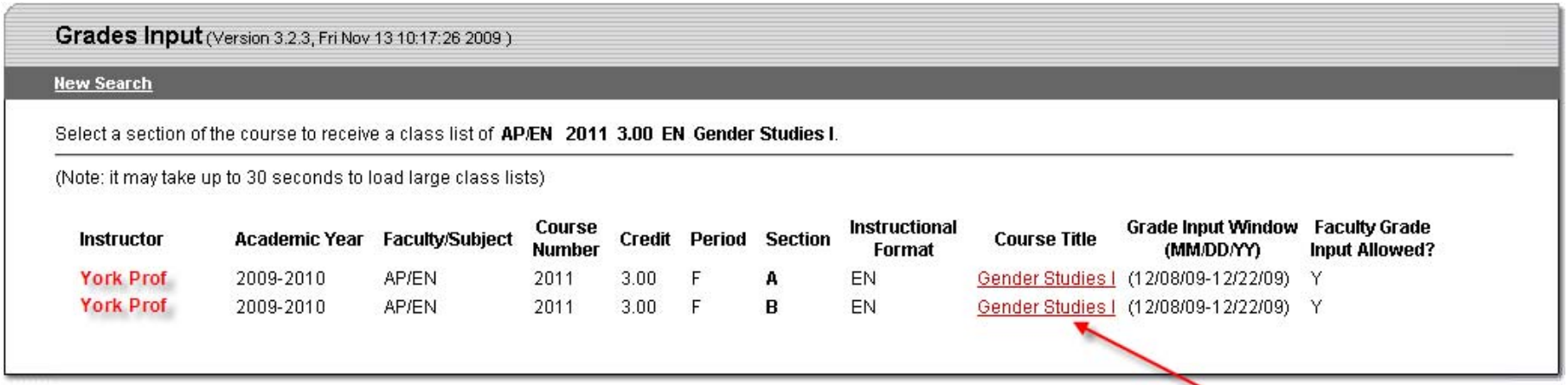




Select the course for which you are entering grades



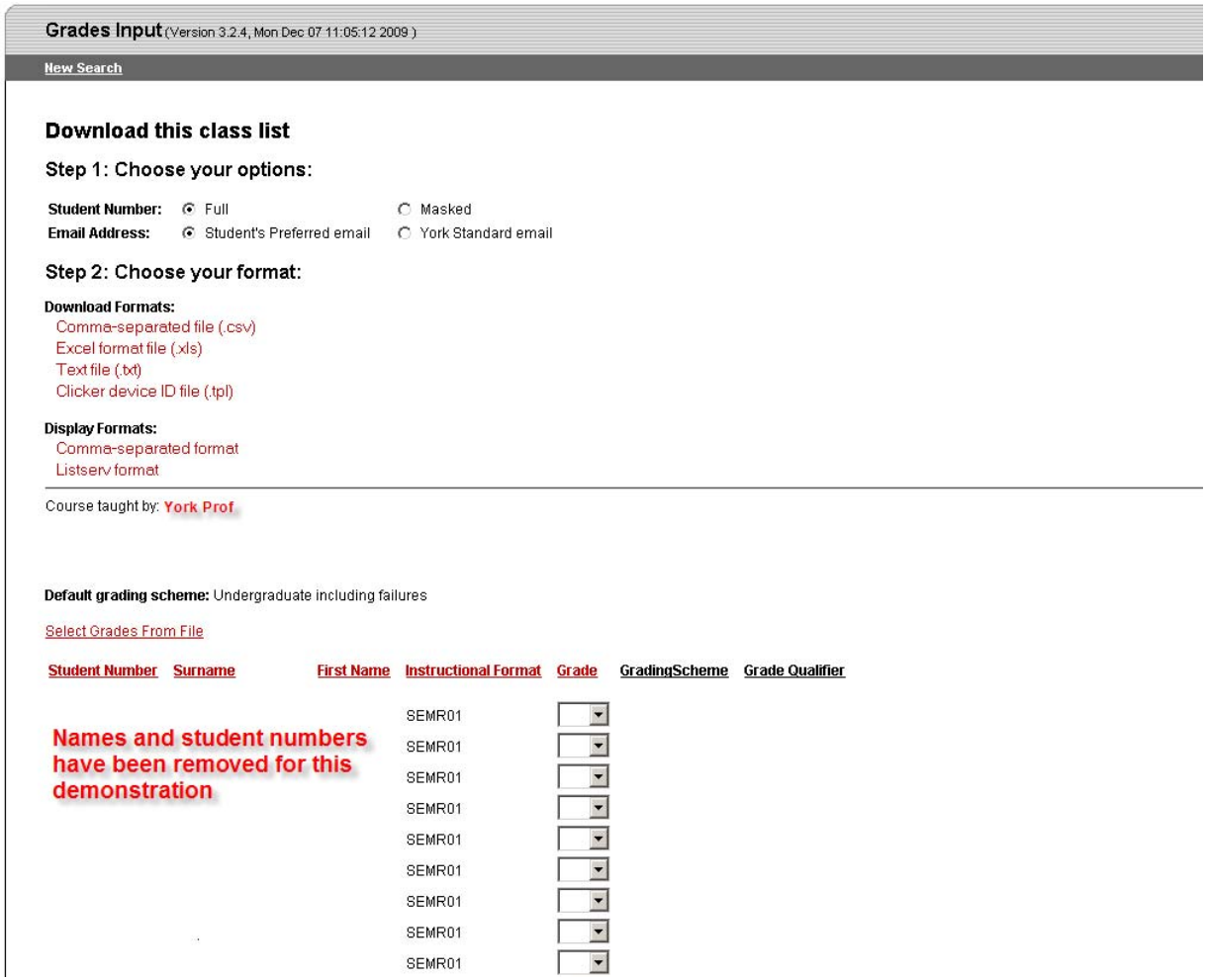
Select the course you are going to grade



A list of your courses will be displayed

Click on the course for which you are submitting grades

The grades list now appears

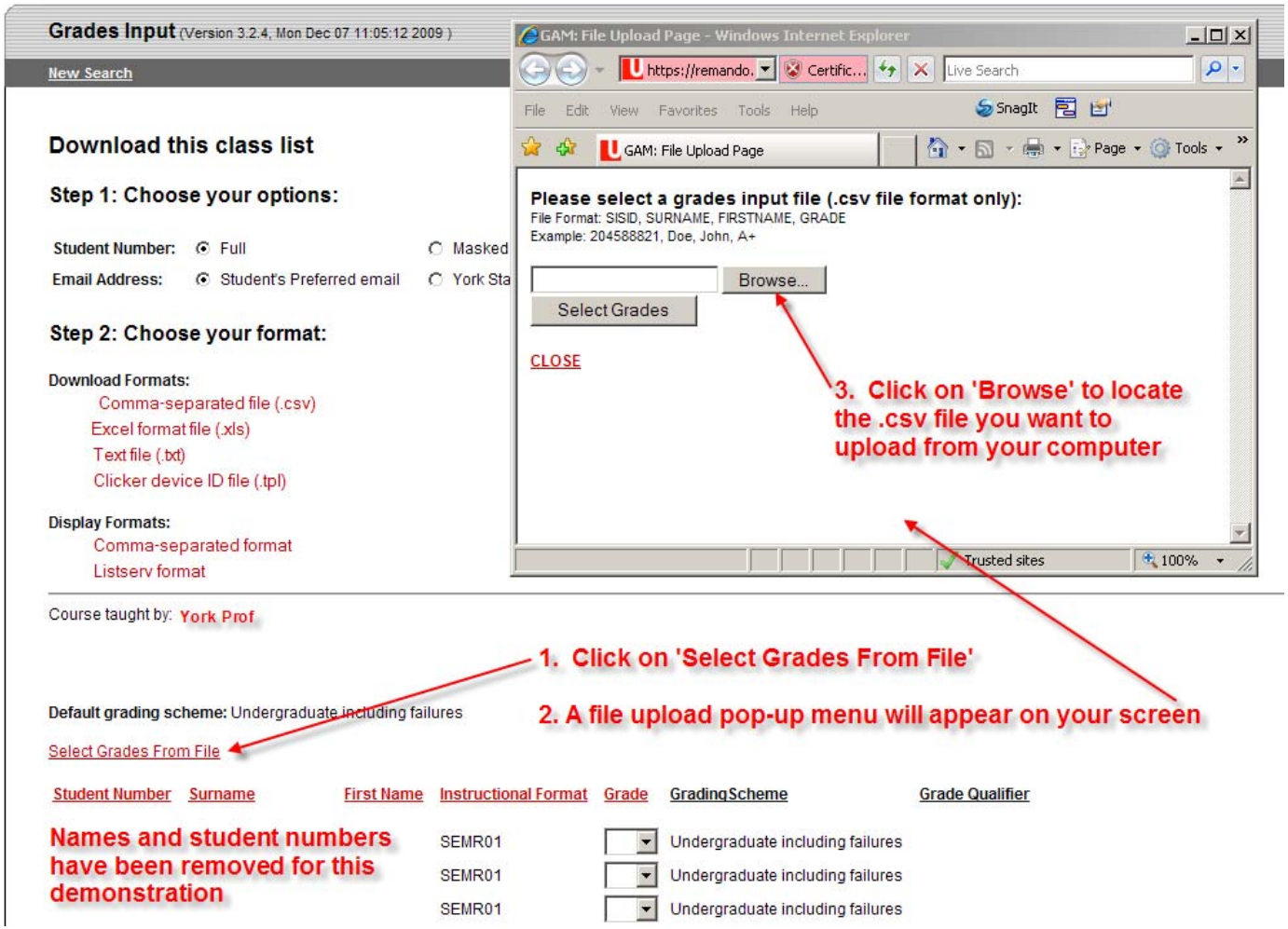


Inputting your grades

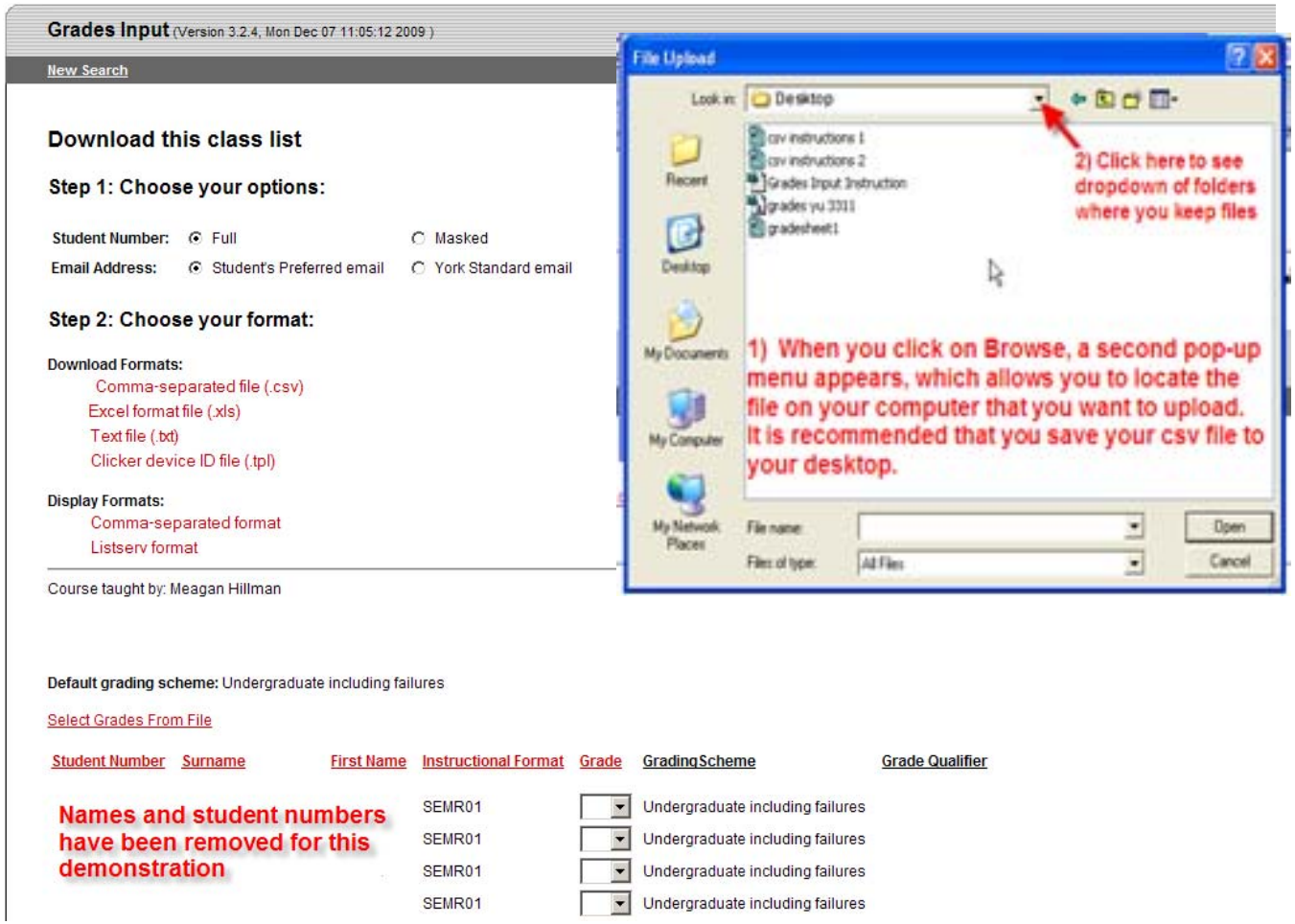
Once you have arrived at the grades input screen, there are two options for inputting your grades:

1. This tutorial 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”.

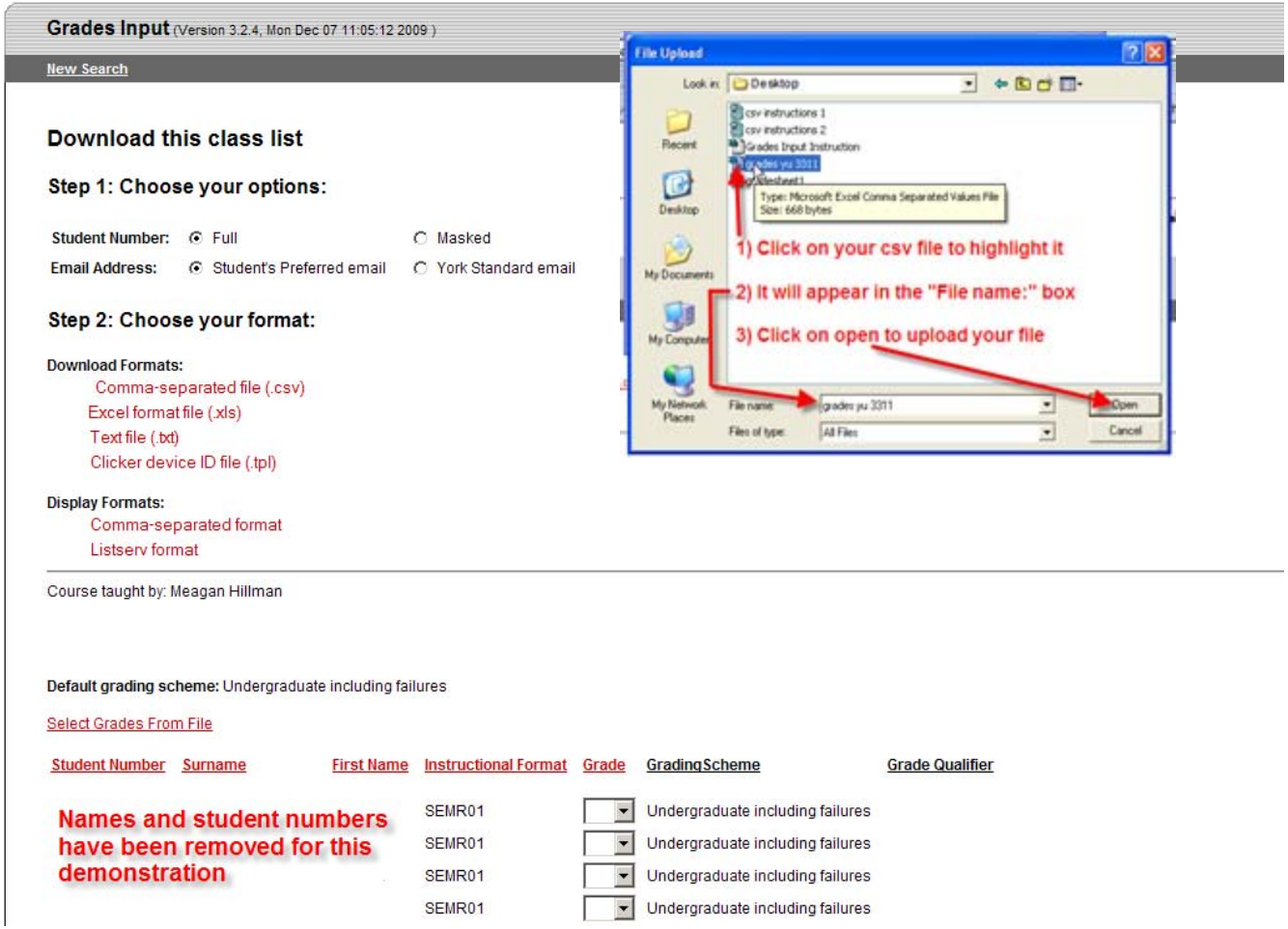
Locate your csv file to upload



Locate your csv file on File Upload browser



Upload your csv file to browser



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

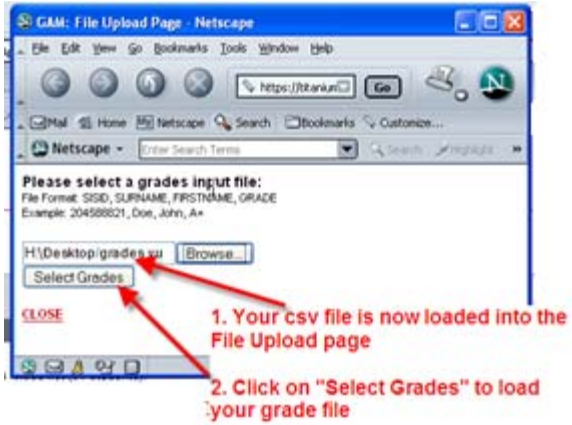
Step 2: Choose your format:

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

Student Number	Surname	First Name	Instructional Format	Grade	GradingScheme	Grade Qualifier
			SEMR01		Undergraduate including failures	
			SEMR01		Undergraduate including failures	
			SEMR01		Undergraduate including failures	
			SEMR01		Undergraduate including failures	

Names and student numbers have been removed for this demonstration

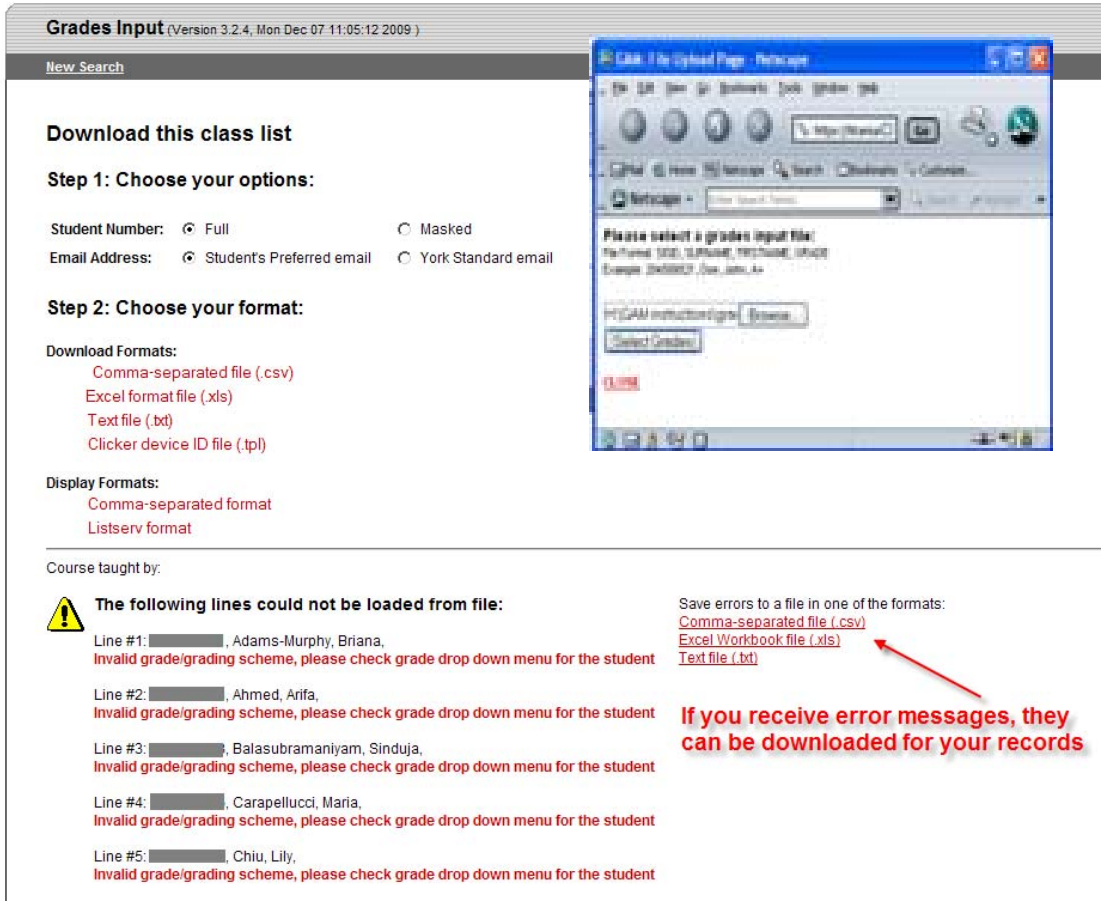
Error Messages

Grades Input will return an error message if:

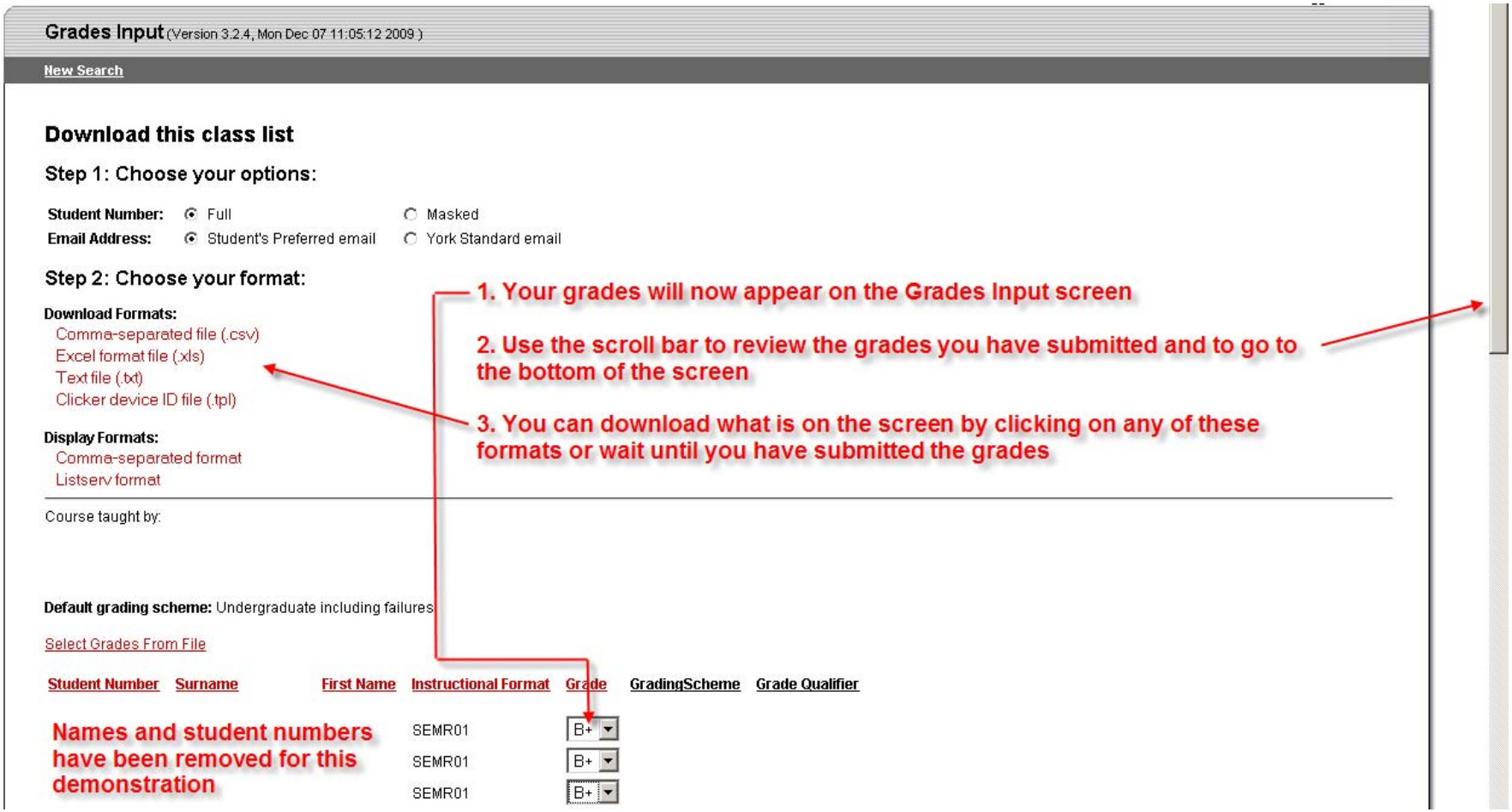
1. Your csv file has more than four columns, or it is incorrectly formatted
2. You submit a grade for a student who is not enrolled in the course
3. You submit an invalid student number
4. You submit an invalid grade

Error messages can be downloaded for your records

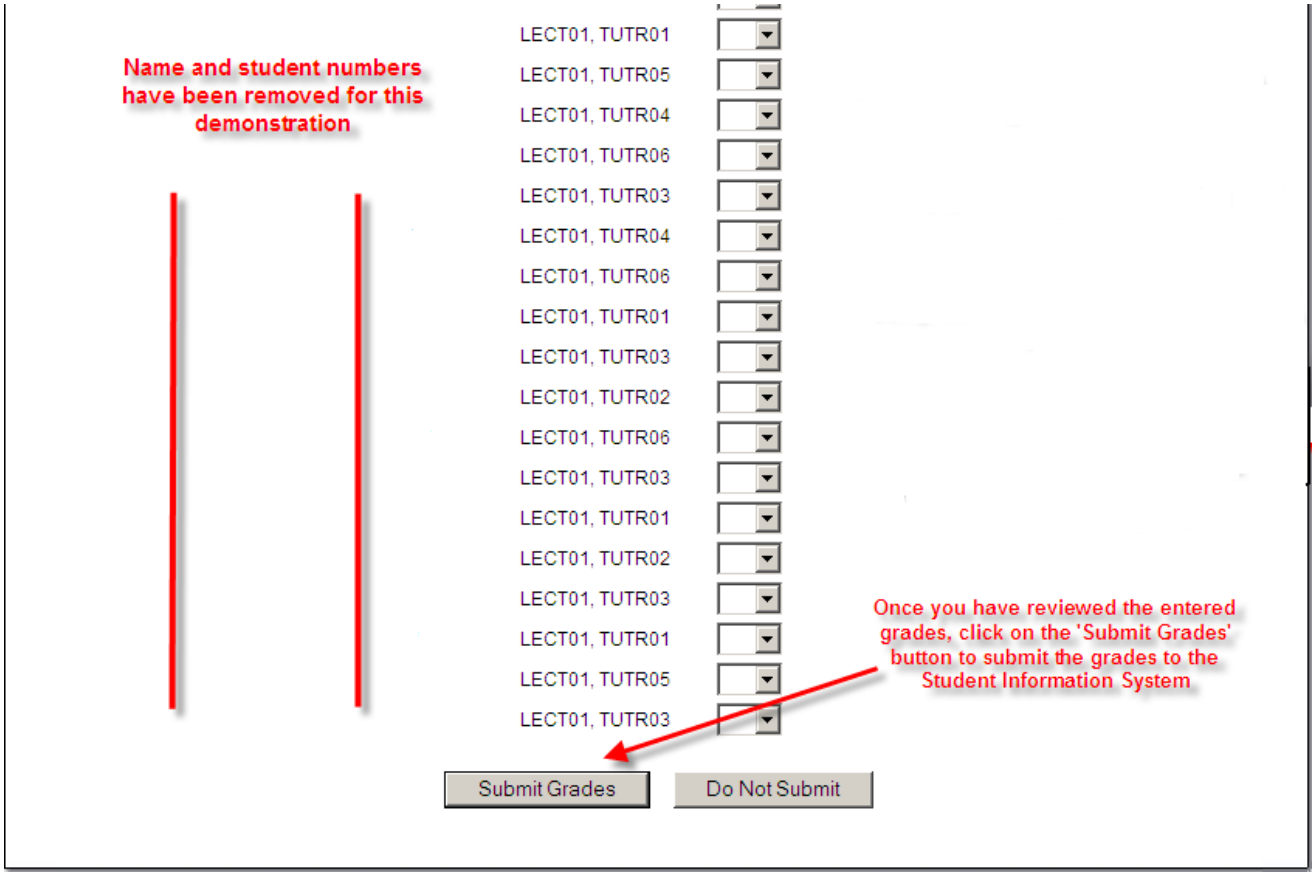
You can submit all or part of your grades at any time.



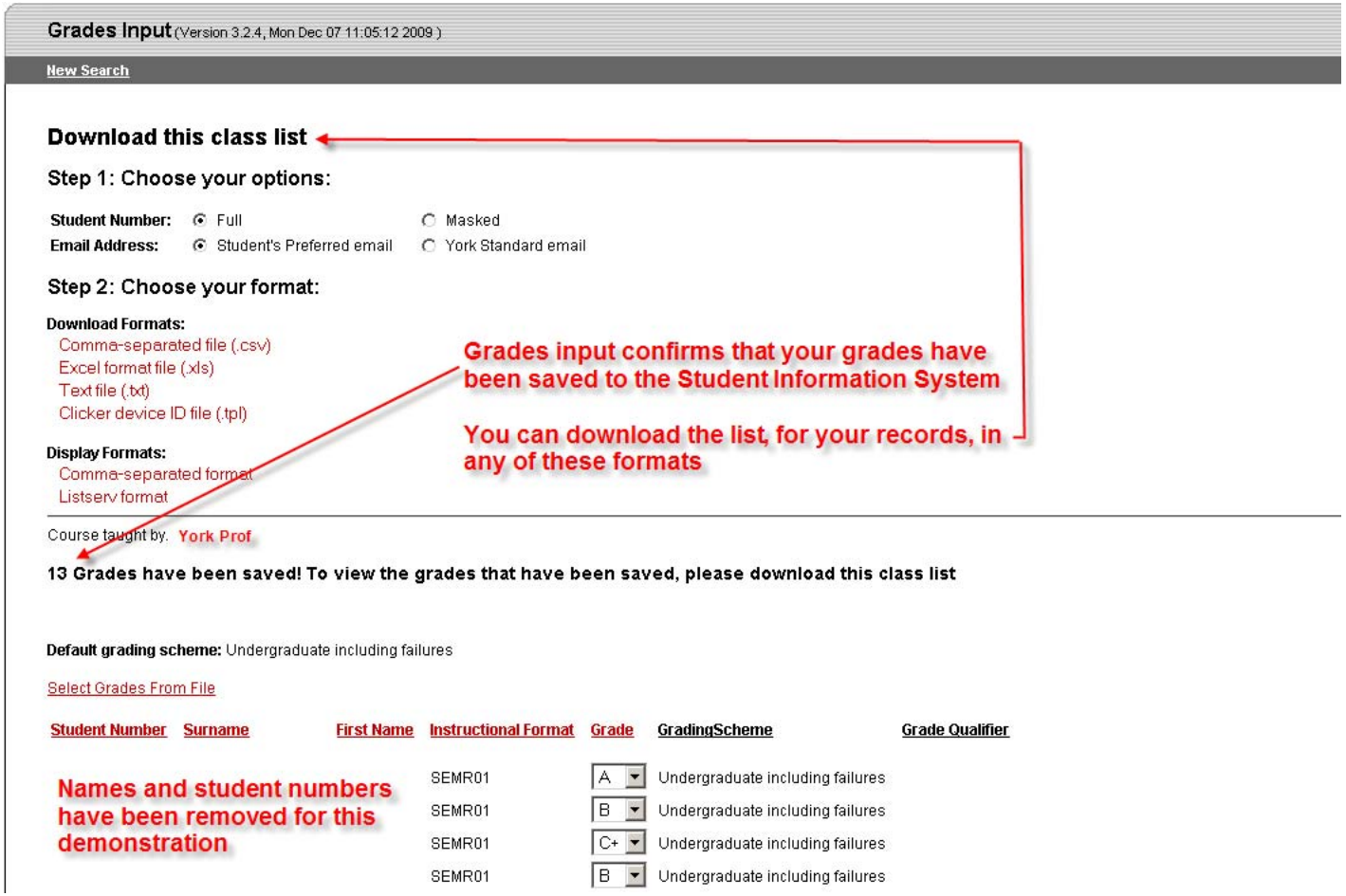
Check the grades submitted from your file



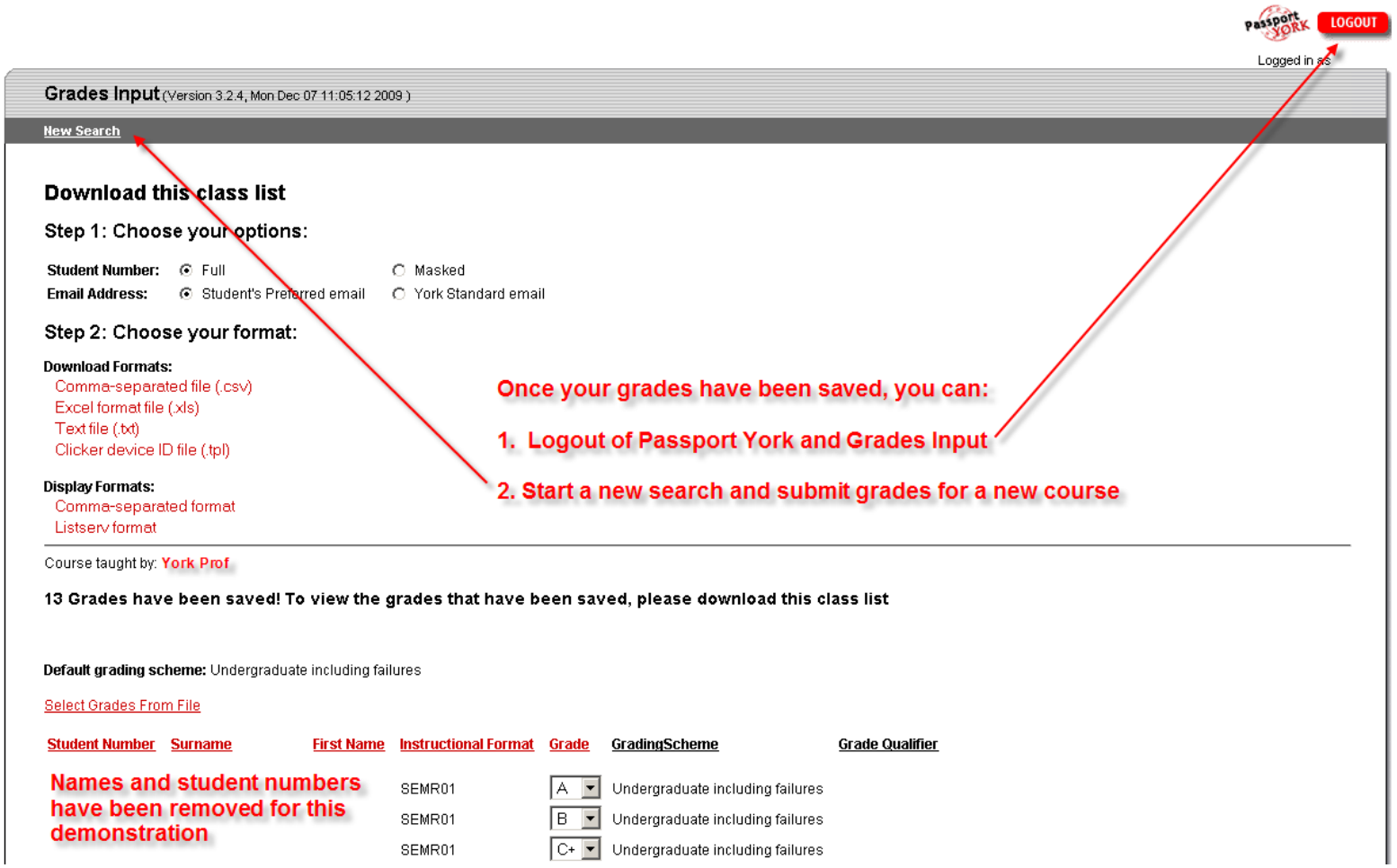
Save your grades to the Student Information System



Grades Input confirms grades have been saved



Logout or start a new search



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

Thank you for using Grades Input on the Web.