VSTAR Grades

and

The Grading Process

Who Can Grade?

- **Course Coordinators** can configure a course and enter domain scores and comments.
- **Course Directors** can do everything the Course Coordinators can do and assign a final grade.
- **PRIMARY Course Directors** can do everything Course Coordinators and Course Directors can do and submit course grades.

1

Configure Your Course

Configuring a course consists of selecting the appropriate grading form and grading basis for the course and "connecting" existing VSTAR Learn and VSTAR Portfolio course areas. Optionally, an Assessment Report rubric can be selected for color-coding the Assessment Report.

2

Course Begins

Courses can be found in the "Current Courses" tab on the first day of class as listed in YES. Courses stay in the tab until grades are turned in. Course Dirctors can view student progress in VSTAR Grades.

3

Course Ends / Grading Begins

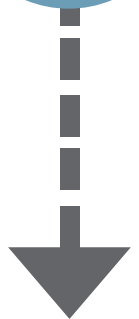The course end date is based on the last day as listed in YES. Courses remain in the tab until grades are submitted.

4

Progress Updates Email to Deans

The appropriate Dean receives an email listing courses that have not submitted grades at the 5 week mark.

5

Primary Course Director Submits Grades within Six Weeks

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Finally, the appropriate offices are notified when grades are submitted.

For more information:

https://vstar.app.vanderbilt.edu/help

VSTAR Grades

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The Grade Change Process

Grades are now submitted directly to the Registrar's Office. Course Directors are urged to review final grades before submission to reduce the need for grade changes. The School of Medicine has implemeneted a Grade Change Process for those cases in which it is necessary.

1. Request Grade Change

In VSTAR Grades, the **Primary Course Director** enters a course to request the ability to change grades.

Courses whose grades have been turned in can be found in the "Completed Courses" tab.

2. Approve Grade Change

Deans with the appropriate role in VSTAR Grades receive an email with the reasons for the grade change a link to the course.

The request will be approved or denied in VSTAR Grades and Primary Course Directors notified.

3. Change the Grade(s)

If approved, the **Primary Course Director** will make needed grade changes and resubmit grades.

Students will see the grade change in VSTAR Portfolio.

A Once grades are submitted, an email is sent to Enrollment Services will complete the official grade change process and make grade changes available to students in YES.

For more information:
https://vstar.app.vanderbilt.edu/help

2