OFFICE OF THE
University Registrar

Entering Class Roll Discrepancies
Online Grading User Guide

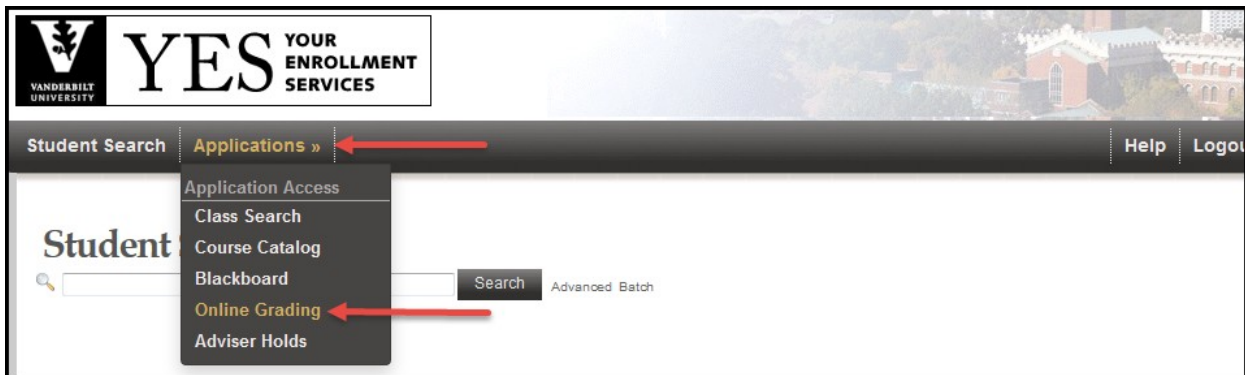A step by step guide to Online Grading navigation
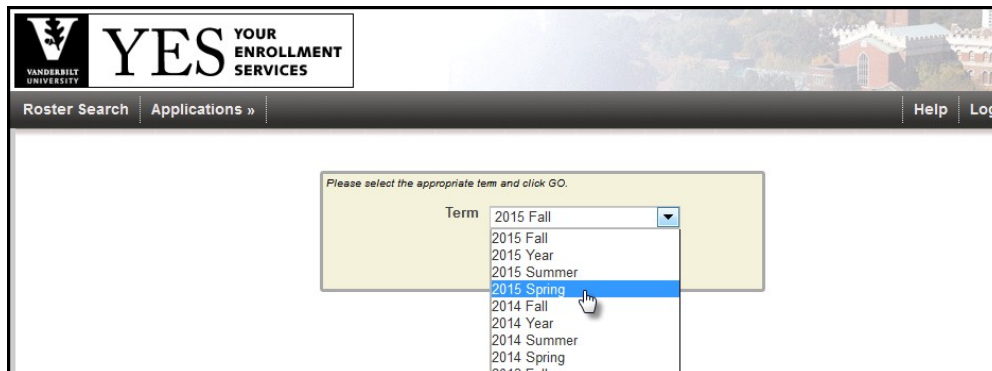
VANDERBILT

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Submitting Class Roll Discrepancies

1. Log into YES (Your Enrollment Services) at yes.vanderbilt.edu.
2. Select **Online Grading** from the **Applications** drop-down list.

3. Select the appropriate term from the drop-down menu.

4. Confirm that all of your courses are displayed. If not, please contact your school's Dean's Office or Office of Academic Services to make sure that you are assigned as the instructor of record for the class.
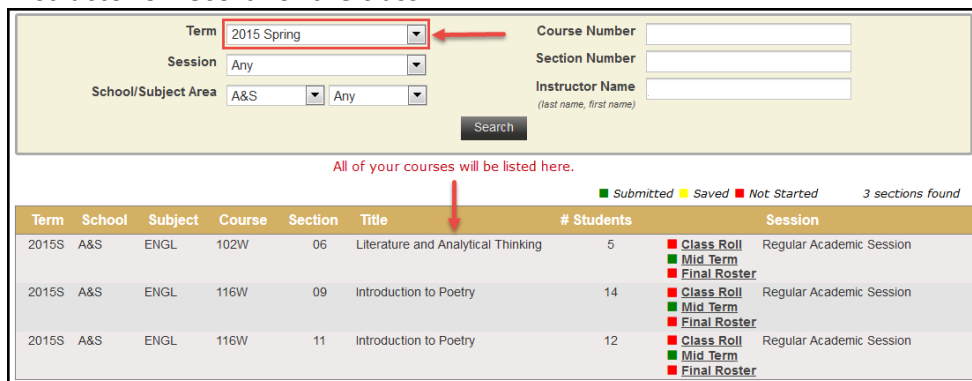
5. Click on the Class Roll link for each class for which the roster has not been submitted. (The box next the link indicates whether the roster has been submitted, saved, or not started.)

Term	School	Subject	Course	Section	Title	# Students		Session
2015S	A&S	ENGL	102W	06	Literature and Analytical Thinking	5	■ Class Roll ■ Mid Term ■ Final Roster	Regular Academic Session

■ *Submitted* ■ *Saved* ■ *Not Started*

6. **For each class,** report discrepancies as follows:

   A. No Discrepancy - Only students on the roster are attending.

       i. Scroll to the bottom of the page.
       ii. Click "Submit Class Roll."

   B. Discrepancy - Students attending who are not on the class roster.

       i. Scroll to the bottom of the page.
       ii. Click "Report Discrepancy."
       iii. **Obtain the student's VUNet ID from the student.** Enter the VUNet ID and select the type of discrepancy from the drop-down menu. To add additional students to the discrepancy list, repeat steps *ii.* and *iii.* until all have been reported.
       iv. Click "Submit Class Roll."

   C. Discrepancy - Students on the roster who are not attending.

       i. Click the green dot to the left of the student's VUNet ID. To add additional students to the discrepancy list, repeat until all have been reported.
       ii. Click "Submit Class Roll" at the bottom of the page.