



Entering Class Roll Discrepancies

Online Grading User Guide

A step by step guide to Online Grading navigation



VANDERBILT

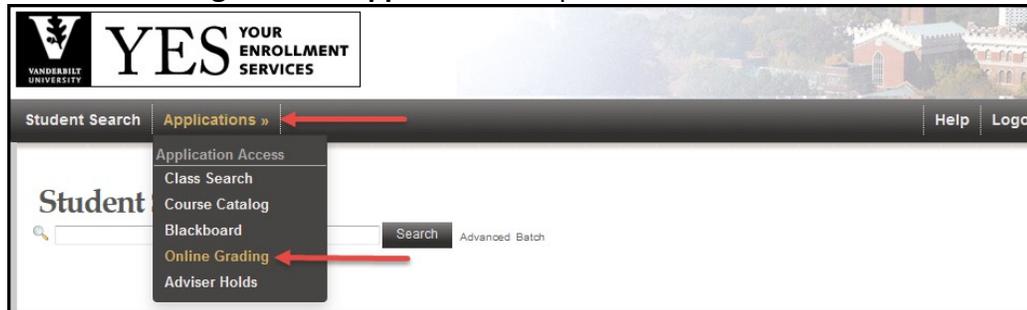


Contents

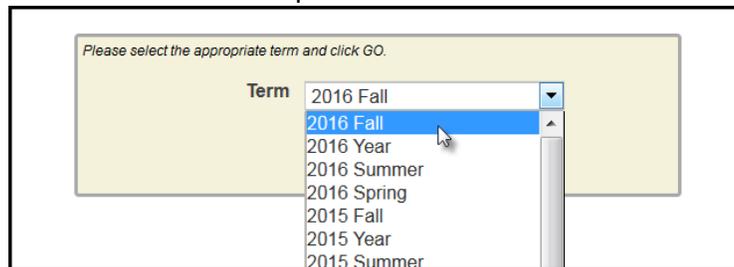
Submitting Class Roll Discrepancies 3

Submitting Class Roll Discrepancies

1. Log into [YES](https://yes.vanderbilt.edu) (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 classes 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.

Term: 2016 Fall

Session: Any

School/Subject Area: Any Any

Search My Classes:

Course Number:

Section Number:

Instructor Name:

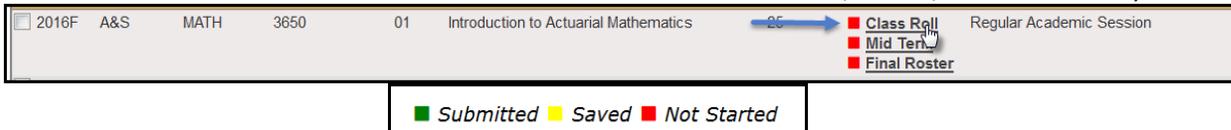
(last name, first name)

Add Syllabus | Delete Syllabus | Select All Submitted Saved Not Started 2 sections found

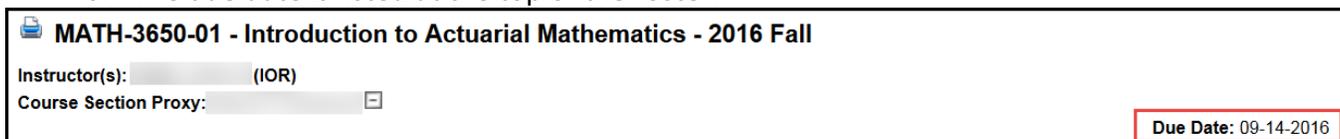
Term	School	Subject	Course	Section	Title	# Students	Session
<input type="checkbox"/> 2016F	A&S	MATH	3650	01	Introduction to Actuarial Mathematics	25	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster
<input type="checkbox"/> 2016F	A&S	MATH	3859	14	Independent Study	0	<input type="checkbox"/> Class Roll <input type="checkbox"/> Mid Term <input type="checkbox"/> Final Roster



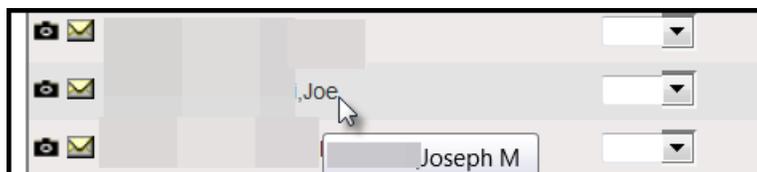
5. Click on the Class Roll link for each class for which the roster has not been submitted. (The box next the link indicates whether the roster has been submitted, saved, or not started.)



6. The due date is listed at the top of the roster.



NOTE: The name that appears in Online Grading rosters is the preferred name. To see the student’s full name, hover your mouse over the name.



7. **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 VUNetID from the student.** Enter the VUNetID 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 VUNetID. 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.